

Preamble:

This plan has been prepared to provide general guidelines for the immediate response to an emergency. For this plan to be effective, it's important that everyone concerned be made aware of it's provisions and be prepared to carry out their individual, assigned responsibilities in an emergency situation.

Emergencies are defined as situations or impending situations caused by forces of nature, accident or an intentional act that constitutes a danger of major proportions to life and property. They affect public safety, meaning the health, welfare, and property of people, as well as the environment and economic health of a community. An emergency requires a controlled and coordinated response by a number of agencies.

Authority:

Section 2.1 of the Emergency Management and Civil Protection Act, R.S.O. 1990 Chapter E.9., as amended is the legal authority for establishing municipal emergency management programs.

The emergency management program shall consist of:

- (a) an emergency plan as required by Section 3 of the Emergency Management and Civil Protection Act;
- (b) training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
- (c) public education on risks to public safety and on public preparedness for emergencies; and
- (d) any other element required by the standards for emergency management programs set under section 14 of the Emergency Management and Civil Protection Act.

Background Information:

General Information for the Area

Utilities:

Hydro One provides Hydro Electric Power to all the municipalities in this plan with line crews situated in New Liskeard and Timmins. Union Gas supplies Natural Gas to the Town of Englehart and services the boundaries of the Townships of Evanturel and Dack closest to the Town of Englehart.

All the municipalities have private septic systems with the exclusion of the Town of Englehart, which has a town sewer system. Most households have private septic systems with the exclusion of 18 households between Hwy. 11 and the south boundary (10th avenue) Englehart, which is serviced by the Town of Englehart sewer system. Evanturel and Chamberlain have private wells. Charlton has approximately 5 households with private wells with the remainder of Charlton on the town water system. The Town of Englehart also supplies approximately 110 households in the Townships of Dack and Evanturel with Town water via privately owned water lines.

See Annex E.

Communications:

Northern Tel Limited supplies telephone and Internet services. ONTERA, Parolink and various also supplies Internet communication. The main radio stations are CJBB FM 103.1 of Englehart, CJKL FM 101.5 of Kirkland Lake and CJTT FM 104.5 of New Liskeard. The area receives a tri-weekly newspaper from Kirkland Lake and a weekly newspaper from New Liskeard.

Service	Company Name
Digital Switching	EastLink
Local Internet Provider	Ontera, Parolink, Bell Canada
Fibre Optic	Northern Tel, ONTERA
Internet ADSL	Northern Tel
Broadband Retail	Northern Tel Sympatico
Satellite TV	Bell Canada, Shaw Direct
Local Cellphone Tower	Rogers, Telus, NorthernTel

****For further community information refer to the Englehart & Area Community Profile****

Individual Municipal Description & Information:

Municipality of Charlton and Dack

The Municipality of Charlton and Dack is surrounded by Robillard Township to the west, Chamberlain Township to the north, Evanturel Township to the east, Beauchamp Township to the south, as well as the Town of Englehart. The population is 684 persons with 285 households. The approximate area of land is 233 hectares or 22,975 acres. Transportation includes access by Highway 560, Highway 573, TransCanada Highway 11 and the ONR. The Municipality still produces electrical power but services have been contracted out to Hydro One. Refuse disposal is owned, operated and situated in the Municipality. The major water way in the Municipality of Charlton and Dack is Long Lake which branches into the Englehart River.

Town of Englehart

The Town of Englehart is centrally located on the north-south axis of the TransCanada Highway 11, in the District of Timiskaming. The population is approximately 1,479 persons with 752 households. Evanturel Township and the Municipality of Charlton and Dack surround the Town boundaries.

Transportation routes include the TransCanada Hwy. 11. The Town of Englehart also hugs the banks of the Englehart River. Refuse Disposal in Englehart is municipally owned and operated and is situated in the unincorporated Township of Marter.

Township of Chamberlain

The Township of Chamberlain is located in the District of Timiskaming and begins approximately 1 mile north of Englehart. The population is approximately 332 persons with 166 households. The surrounding communities are Pacaud Township to the north, the Municipality of Charlton and Dack to the south, Marter Township to the east and Savard Township to the west. The approximate area of land in Chamberlain Township is 25,600 acres or 10,360 hectares.

Transportation routes include the TransCanada Highway 11 and Highway 573.

Township of Evanturel

The Township of Evanturel is centrally located on the north-south axis of the TransCanada Highway 11 in the District of Timiskaming and surrounds the north, south and east boundaries of the Town of Englehart. The population is approximately 449 persons and 213 households. Neighboring communities include the Township of Marter to the north, the Township of Armstrong to the south, the unincorporated Township of Ingram to the east and the Municipality of Charlton and Dack to the west. The approximate area of land in Evanturel Township is 8,816 hectares. Major waterways in the Township of Evanturel are the Blanche and Englehart Rivers. Refuse Disposal in Evanturel is municipally owned and operated, and is situated in the unincorporated Township of Ingram.

Requests for Assistance:

- ***Provincial:***

If local resources are insufficient to control the emergency, assistance may be requested from Emergency Management Ontario at any time without any loss of control or authority. This request shall be made through the PEOC Duty Officer (EMO) at 866-314-0472 – 24 hr call centre.

Federal Assistance and Provincial Ministry requests shall be requested through the PEOC.

- **Municipal:**

Assistance may be requested from neighbouring municipalities at any time. The request shall not be deemed that they assume authority and control of the emergency.

Aim:

The aim of this plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare and property of the inhabitants of the Town of Englehart, the Municipality of Charlton and Dack, and the Townships of Chamberlain, and Evanturel when faced with an emergency.

Emergency Notification System:

Upon receipt of a warning of a real or potential emergency, any member of the community control group may activate the system. The Community Control Group will assemble at the designated Emergency Operations Centre (determined at the time of an emergency or threat of an emergency) and manage the situation using the procedures set out in this Emergency Plan. Where a threat of an impending emergency exists, the control group will be notified and placed on stand-by. Upon being notified, it is the responsibility of all control group officials to notify their staff and/or volunteer organizations and to assemble and manage the situation using the procedures set out in this emergency plan.

The Emergency Notification List and procedure is attached as Annex A.

Action Prior to Declaration:

When an emergency exists but has not yet been declared to exist, only municipal employees may take such action(s) under this emergency plan, as may be required.

Declaration and Termination of an Emergency:

The Mayor/Reeve or the Acting Mayor/Reeve of the Town of Englehart, the Municipality of Charlton and Dack, and the Townships of Chamberlain, and Evanturel, as the heads of council, are responsible for declaring that an emergency exists within their individual boundaries. This declaration is usually made in consultation with other members of the Community Control Group and/or Council.

Checklist in Consideration of a Declaration of Emergency in Annex O.

Upon such declaration the Mayor/Reeve or Acting Mayor/Reeve of the Towns and Townships will notify:

- a) The Community Control Group
- b) The Provincial Emergency Operations Centre (PEOC)
- c) The Town/Township Council
- d) The Public
- e) Neighbouring Community Officials, as required
- f) The media
- g) Other persons, organizations, agencies, ministries, etc., as required

A municipal emergency may be declared terminated at any time by:

- a) the Mayor/Reeve or Acting Mayor/Reeve
- b) the Council
- c) the Premier of Ontario

Upon termination of a municipal emergency the Mayor/Reeve or Acting Mayor/Reeve will notify:

- a) The Community Control Group
- b) The Provincial Emergency Operations Centre (PEOC)
- c) The Town/Township Council
- d) The Public
- e) Neighbouring Community Officials, as required
- f) The media
- g) Other persons, organizations, agencies, ministries, etc, as required

Appointments:

Appointments or replacements of personnel within the control group may be made by the Mayor/Reeve. The Mayor/Reeve may replace, for the duration of the emergency any personnel he finds unfit for service and can appoint a replacement if necessary.

Joint Emergency Management Program Committee

Terms of Reference

Reference:

The Joint Emergency Management Program Committee for the Town of Englehart, Township of Eanturel, Township of Chamberlain and the Municipality of Charlton and Dack may be referred to as the EM Program Committee.

Mission:

To oversee the development, implementation and continuous improvement of the Joint Emergency Management (EM) Program.

Background:

The Joint Emergency Management Program Committee was established to achieve compliance with the *Emergency Management and Civil Protection Act* and strive to continuously improve the EM program according to best practices.

Objectives:

- Develop and continuously improve a joint emergency management program which conforms to legislation and includes the five core components namely: prevention, mitigation preparedness, response and recovery;
- To make provisions for the arrangements and measures that may have to be taken to reduce impacts to public safety, the environment, property and the economy of the area that may occur as the result of an emergency;
- To facilitate communication between all groups, organizations and agencies; and
- To advise the Councils on the development and implementation of the EM Program.

Composition:

Committee members shall include but not be limited to:

Town of Englehart:

CEMC
CAO/Clerk/Administrator
Head of Council

Township of Chamberlain:

CEMC
CAO/Clerk/Administrator
Head of Council

Township of Evanturel:

CEMC
CAO/Clerk/Administrator
Head of Council

Municipality of Charlton and Dack:

CEMC
CAO/Clerk/Administrator
Head of Council

Emergency Information Officer

One representative from each of the following may be appointed or serve as experts as required for the development and continuous improvement of the program:

- Fire Department
- OPP
- Paramedic
- Health & Social Services
- Public Works
- Representative from the Health Unit

Terms of Office:

The Head of Council or alternate elected official and the CEMC or alternate municipal employee who is responsible for emergency management functions shall be appointed by Council for each term of the Council after the Municipal Election to sit on the committee.

Quorum:

A quorum shall consist of 50 percent of the voting members who are from the Municipal Council and Staff of the Joint Municipalities (Englehart, Evanturel, Chamberlain, Charlton and Dack)

Motions:

Decisions made during EM Program Committee meetings are by making a motion, having it seconded and having it voted on and passed by the committee.

Meetings of the Committee shall be governed by Procedural By-law, Legislation, and Robert's Rules of Order.

Chair:

The CEMC of each municipality is appointed as the chairperson of the EM Program Committee. In the absence of the CEMC at a given meeting the alternate CEMC will be the chairperson for that meeting.

The Committee Chair shall be responsible for:

- Establishing a regular meeting schedule
- Preparation of meeting agendas
- Facilitate meetings
- Ensure completion of tasks by Committee members

Scribe:

A municipal staff member may be appointed as scribe for the purpose of taking minutes of the meetings.

Role of Members:

The members of the EM Program Committee shall:

- Attend regular meetings as scheduled and additional meetings as time permits
- Participate in discussion and planning and share in the workload of the Committee
- Provide expertise in their professional area of responsibility
- Provide regrets to the chairperson if unable to attend
- Declare any Conflict of Interest in accordance with the Municipal Conflict of Interest Act and exclude themselves from any discussion and or voting where such a conflict exists or may exist

Sub-Committee:

The EM Program Committee may from time to time appoint a sub-committee from the Committee members for specific purposes. The sub-committee will report back to the EM Program Committee by a spokesperson or written summary.

Reporting to the Municipal Council:

The EM Program Committee shall report to Council:

- 1) Through the minutes of the meetings;
- OR**
- 2) As deemed necessary by the Committee for submission.

Frequency of Meetings:

The meetings of the Committee shall consist of four (4) per year or at the call of the Chair.

Closed Sessions:

Due to the nature of activity, portions of a meeting may be closed from time to time in accordance with the Municipal Act, 2001.

Conflicts of Interest:

Members shall abide by the rules outlined within the Municipal Conflict of Interest Act and shall disclose the pecuniary interest to the Chair in the public agenda and absent himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

Meetings:

The Committee shall hold a minimum of 3 (three) meetings per calendar year.

Errors/Omissions:

The accidental omission to give notice of any meeting of the Committee to its members, or the non-receipt of any notice by any member, or any error in any notice that does not affect its substance, does not invalidate any resolution passed or any proceedings taken at the meeting. Any member of the Committee may at any time waive notice of any meeting.

Budget:

Funds for the Emergency Management Program may be set out annually by the EM Program Committee for approval by Municipal Councils.

Program training shall be an individual corporate responsibility and is to be funded accordingly by each Municipal Council in accordance with the provisions of the *Emergency Management and Civil Protection Act* or as recommended by the EM Program Committee.

Key Activities and Responsibilities:

The following is a list of key activities and responsibilities of the EM Program Committee.

1. Develop, implement and maintain an emergency plan as required by The *Emergency Management and Civil Protection Act*.
2. Provide training programs and exercises for employees of the municipality, community control group and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities. Training of at least four hours and a risk-based exercise shall be delivered annually to the Community Control Group.
3. Provide public education on risks to public safety and on public preparedness for emergencies.
4. Conduct an annual review of the Hazard Identification and Risk Assessment (HIRA) and make recommendations for any changes.
5. Conduct an annual review of the Critical Infrastructure List, noting key infrastructure required to maintain a continuity of operations within the municipality, and make recommendations for any changes.
6. Address any other element required by the standards for emergency management programs set out in the *Emergency Management and Civil Protection Act*.
7. Conduct an annual review of the emergency management program and make recommendations for revisions as necessary as per legislation.
8. Any other activities or responsibilities as directed by the councils collectively.

Emergency Operations Centre (EOC):

The Community Control Group will report to the designated Emergency Operations Centre. The Emergency Operations Centre's are set out in Annex F.

The Community Emergency Management Coordinator is responsible for the Emergency Operations Centre.

A list of facilities, equipment, and supplies is set out in Annex F. *Community Control Group (CCG):*

The emergency response will be directed and controlled by officials who are responsible for providing the essential services necessary to minimize the effects of an emergency on the municipalities. This group is known as the Community Control Group, which consists of the following officials from:

Town of Englehart:

Mayor/Reeve

Community Emergency Management Coordinator (CEMC)

Clerk

Fire Chief

Road Superintendents/Public Works Managers

Township of Chamberlain:

Mayor/Reeve

Community Emergency Management Coordinator (CEMC)

Clerk

Road Superintendents/Public Works Managers

Township of Evanturel:

Mayor/Reeve

Community Emergency Management Coordinator (CEMC)

Clerk

Road Superintendents/Public Works Managers

Municipality of Charlton and Dack:

Mayor/Reeve

Community Emergency Management Coordinator (CEMC)

Clerk

Road Superintendents/Public Works Managers

Emergency Information Officer

Additional personnel called or added to support the Community Control Group **may** include:

- a) A Representative of the Conservation Authority

- b) Liaison Staff from Provincial Ministries
- c) Any other officials, experts, volunteers or representatives deemed necessary by the Community Control Group.
- d) Police Representative
- e) Emergency Health Services Representative
- f) Ambulance Representative
- g) Social Services Administrator
- h) Emergency Management Ontario Field Officer

The Community Control Group may function with only a limited number of persons depending upon the emergency. While the Community Control Group may not require the presence of all the people listed as members of the control group, all members of the Community Control Group must be notified.

Operating Cycle:

Members of the Community Control Group will gather at regular intervals to inform each other of the actions taken and problems encountered during an emergency or potential emergency. The Community Emergency Management Coordinator will establish frequency of meetings and agenda items. Meetings will be kept as brief as possible, thus allowing members to carry out their individual responsibilities. Maps and status reports will be available and kept up to date by the Community Emergency Management Coordinator.

See Plan Maintenance and Review pg. 22 for further business.

Responsibilities:

Group Responsibilities:

The actions or decisions which the members of the Community Control Group are likely to be responsible for include, but are not limited to:

- a) Advising the Mayor/Reeve as to whether the declaration or termination of an emergency is recommended.
- b) Activate notification system.
- c) Advising the Mayor/Reeve on the need to designate all or part of the Town/Township as an emergency area.
- d) Determining the need to establish advisory group(s) and/or sub-committees.
- e) Determining if the location and composition of the Community Control Group are appropriate and the set up of the Emergency Operations Centre and evacuation centres.
- f) Ensure records taken, reports prepared, and assist in evaluation of the Emergency Plan.
- g) Ensuring that an Incident Commander (IC) is appointed.

- h) Dispersal of persons not directly connected with the operations that by their presence hinder, in any way, the efficient functioning of the operation.
- i) Co-ordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law.
- j) Establishment of a reporting, registration, and inquiry centre to handle requests for information concerning all aspects of the emergency.
- k) Ensuring that pertinent information regarding the emergency is promptly forwarded to the Public Information Co-ordinator and Citizen Inquiry Supervisor, for dissemination to the media and public.
- l) Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary.
- m) Calling out and mobilizing their emergency service, agency and equipment, as required.
- n) Arranging for services and equipment from local agencies not under community control. i.e.: private contractors, volunteer agencies, service clubs, etc.,
- o) Determining if additional volunteers are required and if appeals for volunteers are warranted.
- p) Discontinuing utilities or services provided by public or private concerns. e.g.: hydro, water, gas, etc.,
- q) Authorizing expenditure of money required to deal with the emergency.
- r) One member to act as a liaison officer and one to act as an evacuation co-ordinator when evacuating.
- s) Ordering, co-ordinating and/or overseeing the evacuation of buildings and persons within the "Emergency Area" which are considered to be in danger.
- t) Arrangements for accommodations for any residents who are in need of assistance due to displacement as a result of the emergency.
- u) Determine if additional transport is required for evacuation or transport of persons and/or supplies.
- v) Establishment of a system to ensure balance distribution and recording of casualties to hospitals.
- w) Notifying the services, agencies or groups under their direction, of the termination of the emergency.
- x) Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Community Emergency Management Coordinator within one week of the termination of the Emergency, as required.
- y) Participating in the debriefing following the emergency.

Mayor/Reeve:

The actions or decisions which the Mayor/Reeve or Acting Mayor/Reeve is likely to be responsible for include, but are not limited to:

- a) Declaring and terminating an emergency within the affected area with assistance from the control group.
- b) Notifying the Solicitor General of Ontario and the Provincial Emergency Operations Centre Duty Officer (EMO) of the declaration and termination of the emergency.
- c) Chairing meetings of the Community Control Group.
- d) Ensuring the members of council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation.

Community Emergency Management Coordinator:

The Community Emergency Management Coordinator (CEMC) is responsible for:

- a) Activating and arranging the Emergency Operations Centre.
- b) Ensuring that security is in place for the EOC and registration of CCG members.
- c) Ensuring that all members of the CCG have necessary plans, resources, supplies, maps, and equipment.
- d) Providing advice and clarifications about the implementation details of the Emergency Response Plan.
- e) Supervising the Public Information Co-ordinator.
- f) Ensuring liaison with community support agencies (e.g. St. John Ambulance, Canadian Red Cross).
- g) Ensuring that the operating cycle is met by the CCG and related documentation is maintained and kept for future reference.

Clerk:

The actions or decisions which the Clerk is likely to be responsible for include, but are not limited to:

- a) Activating the emergency notification system through the Ontario Provincial Police as well as activating the emergency response plan upon declaration.
- b) As the Community Emergency Management Coordinator (within individual municipal boundaries), co-ordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings.
- c) Advising the Mayor/Reeve on policies and procedures, as appropriate.
- d) Approving, in conjunction with the Mayor/Reeve, major announcements and media releases prepared by the Public Information Co-ordinator, in consultation with the Community Control Group.

- e) Ensuring that a communication link is established between the Community Control Group and the Incident Commander (IC).
- f) Calling out additional town/township staff to provide assistance, as required.
- g) The provision of information and advice on financial matters as they relate to the emergency.
- h) Liaison, if necessary, with the staff of neighbouring municipalities.
- i) Ensuring that records of expenses are maintained for future claim purposes.
- j) Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency.
- k) Liaison with purchasing agents of local and neighbouring municipalities, if necessary.
- l) Assuming the role of Human Resources Officer:
 - Co-ordinating and processing requests for human resources.
 - Under the direction of the Community Control Group, co-ordinating offers of, and appeals for, volunteers.
 - Selecting the most appropriate site(s) for the registration of human resources.
 - Ensuring records of human resources and administrative detail, that may involve financial liability, are completed.
 - When volunteers are involved, ensuring that a Volunteer Registration Form is completed, and a copy of the form is retained for town records.
 - Ensuring identification cards are issued to volunteers and temporary employees, where practical.
 - Obtaining assistance, if necessary from Employment and Immigration Canada, as well as other government departments, public and private agencies and volunteer groups.
- m) Ensure a follow up report is prepared within one week of the termination of the emergency.
- n) Liaison with the Community Emergency Management Co-ordinator.

Fire Chief:

The actions or decisions which the Fire Chief is likely to be responsible for include, but are not limited to:

- a) Activating the emergency notification system through the Ontario Provincial Police.
- b) Providing the Community Control Group information and advice on fire fighting and rescue matters.
- c) Establishing an ongoing communications link with the Senior Fire Official at the scene of the emergency.
- d) Informing the Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements for the provision of additional fire-fighting manpower and equipment, if needed.
- e) Determining if additional or special equipment is needed and recommending possible sources of supply, e.g. breathing apparatus, protective clothing, etc.,.

- f) Providing assistance to other community departments and agencies and being prepared to take charge of or contribute to non- fire-fighting operations if necessary, e.g. rescue, first aid, casualty collection, evacuation, etc.,
- g) Providing an Incident Commander (IC), if required.

Road Superintendent/Public Works Manager:

The actions or decisions which the Road Superintendent/Public Works Manager is likely to be responsible for include, but are not limited to:

- a) Activating the emergency notification system through the Ontario Provincial Police.
- b) Providing the Community Control Group with information and advice on technical matters.
- c) Liaison with the Senior Public Works Officer from the neighbouring communities to ensure a coordinated response.
- d) The provision of technical assistance.
- e) The construction, maintenance and repair of town/township roads.
- f) The provision of equipment for emergency pumping operations.
- g) Liaison with Fire Chief concerning emergency water supplies for fire-fighting purposes.
- h) The provision of emergency potable water supplies, and sanitation facilities to the requirements of the Medical Officer of Health.
- i) Discontinuing any public works service or utility to any consumer, as required, and restoring these services when appropriate.
- j) The maintenance of water systems.
- k) Liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions.
- l) Providing public works vehicles and equipment as required by any other emergency services.
- m) Maintaining liaison with flood control, conservation and environmental agencies and being prepared to take preventative action.
- n) Providing an Incident Commander (IC), if required.
- o) Coordinating the acquisition, distribution and scheduling of various models of transport (i.e.: school buses, trucks, trains) for the purpose of transporting persons and/or supplies, as required.
- p) Procuring staff to assist, as required.
- q) Ensuring that a record is maintained of drivers and operators involved.

Emergency Information Officer:

The Emergency Information Officer is responsible for the dissemination of news and information to the media for the public. A detailed Emergency Public Information Plan is included in **Annex B**.

Responsibilities of additional personnel called or added to support the Community Control Group may include:

Police Representative:

The actions or decisions which the Police Representative is likely to be responsible for include, but are not limited to:

- a) Activating the emergency notification system, and ensuring all members of the Community Control Group are notified.
- b) Notification of necessary emergency and community services, as required.
- c) The establishment of a site command post with communications to the Emergency Operations Centre.
- d) Establishing an ongoing communications link with the senior police official at the scene of the emergency.
- e) The establishment of an inner perimeter within the emergency area.
- f) The establishment of an outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel.
- g) The provision of traffic control to facilitate the movement of emergency vehicles.
- h) Alerting persons endangered by the emergency and co-ordinating evacuation procedures.
- i) The direction of evacuee centres, as required.
- j) Liaison with the Social Services Officer regarding the establishment and operation of evacuation and reception centres.
- k) The protection of life and property and the provision of law and order.
- l) The provision of police services in evacuation centres, morgues, and other facilities, as required.
- m) Notifying the coroner of fatalities.
- n) Liaison with other community, provincial and federal police agencies, as required.
- o) Providing an Incident Commander (IC), if required.

Emergency Health Services Representative:

The actions or decisions which the Emergency Health Services Representative is likely to be responsible for include, but are not limited to:

- a) Acting as a co-ordinating link for all emergency health services at the Community Control Group.
- b) Liaison with the Ontario Ministry of Health, Public Health Branch.
- c) Liaison with the Ambulance Service Representative.
- d) Providing advice on matters, which may adversely affect public health.
- e) Providing authoritative instructions on health and safety matters to the public through the Public Information Co-ordinator.
- f) Co-ordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health policies.
- g) Ensuring co-ordination of care of bed-ridden citizens and invalids at home and in evacuee centres during an emergency.
- h) Ensuring liaison with voluntary and private agencies, as required for augmenting and co-ordinating public health resources.
- i) Ensuring co-ordination of all efforts to prevent and control the spread of disease during an emergency.
- j) Notifying the Senior Public Works Officer for potable water supplies and sanitation facilities.
- k) Liaison with Senior Social Services Officer on areas of mutual concern regarding health services in evacuee centres.

Ambulance Representative:

The actions or decisions, which the Ambulance Representative is likely to be responsible for include, but are not limited to:

- a) Acting as a co-ordinating link for all emergency health services at the Community Control Group.
- b) Liaison with the Ontario Ministry of Health, Public Health Branch.
- c) Liaison with the Emergency Health Services Representatives.
- d) Providing advice on any matters, which may adversely affect public health.
- e) Providing authoritative instructions on health and safety matters to the public through the Public Information Co-ordinator.
- f) Co-ordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health policies.
- g) Ensuring co-ordination and care of bed-ridden citizens and invalids at home and in evacuee centres during an emergency.
- h) Ensuring liaison with voluntary and private agencies, as required for augmenting and co-ordinating public health resources.
- i) Ensuring co-ordination of all efforts to prevent and control the spread of disease during an emergency.
- j) Liaison with Senior Social Services Officer on areas of mutual concern regarding health services in evacuee centres.

Senior Social Services Officer:

The actions or decisions, which the Senior Social Services Representative is likely to be responsible for include, but are not limited to:

- a) Ensuring the well being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services.
- b) Supervising the opening and operation of temporary and/or long term evacuee centres, and ensuring they are adequately staffed.
- c) Liaison with the Police Representative with respect to the predesignation of evacuee centres which can be opened on short notice.
- d) Liaison with the Medical Officer of Health on areas of mutual concern regarding operations in evacuee centres.
- e) Ensuring that a representative of the Timiskaming Board of Education and/or Separate School Board is/are notified when a facility(s) is/are required as evacuee reception centre(s) and that staff and volunteers utilizing the school facility(s) take direction from the Board representatives with respect to it's/their maintenance, use, and operation.

Support and Advisory Staff:

The following staff ***may be*** required to provide support, logistics and advice to the Community Control Group:

- a) Administrative Assistants/Deputy Clerks/Treasurers/Deputy Treasurers
- b) Solicitors
- c) Chief Building Officials
- d) Insurance Providers
- e) Animal Control Officers
- f) Drainage Superintendents

The Support and Advisory Staff contact list is attached in Annex A.

Individual Responsibilities:

Administrative Assistant/Deputy Clerks/Treasurers/Deputy Treasurers:

The Administrative Assistant/Deputy Clerk/Treasurer/Deputy Treasurer is responsible for:

- a) Assisting the Clerks, as required.
- b) Ensuring that all important decisions made by the Community Control Group are recorded.
- c) Upon the direction of the Clerks, notifying the required support and advisory staff of the emergency and the location of the Emergency Operations Centre.

- d) Assuming the responsibilities of the Citizen Inquiry Supervisors for individual municipalities.
 - e) Arranging for printing of materials, as required.
 - f) Co-ordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required.
 - g) Upon direction by the Mayor/Reeve, ensuring that all councils are advised of the declaration and termination of the emergency.
 - h) Upon direction by the Mayor/Reeve, arranging a special meeting(s) of Councils, as required and advising members of council of the time, date and location of the meetings.
 - i) Assuming the role of Telecommunications Co-ordinator by ensuring the telephone systems functioning, the telecommunications centre is fully equipped and staffed, maintain an inventory of communications equipment, and make arrangements to acquire additional telecommunications resources.
 - j) Procuring staff to assist, as required.
 - k) Any other duties as assigned.
- **Note** - In the event that the Town/Township does not employ an administrative assistant/deputy clerk/treasurer/deputy treasurer any employee or member of council may be appointed to fulfill these responsibilities.

Solicitors:

The Solicitors for the Towns and Townships named in this plan are responsible for:

- a) The provision of advice to any member of the Community Control Group on matters of a legal nature as they may apply to the actions of the communities in it's response to the emergency, as required.

Chief Building Officials:

The Chief Building Official is responsible for:

- a) Assist with the evaluation of building structural integrity.

Insurance Providers:

The Insurance Providers for the Towns and Townships named in this plan are responsible for:

- a) The provision of advice to any member of the Community Control Group on matters of an insurance nature as they may apply to the actions of the Town of Charlton and Englehart and the Townships of Chamberlain, Dack and Evanturel in it's response to the emergency, as required.

Animal Control:

The Animal Control Officers for the Towns and Townships named in this plan are responsible for:

- a) The provision of animal control as they may apply to the actions of the Town of Englehart, the Municipality of Charlton and Dack, and the Townships of Chamberlain, and Evanturel in it's response to the emergency, as required.

Drainage Superintendent:

The Drainage Superintendents for the Towns and Townships named in this plan are responsible for:

- 1. The provision of drainage maintenance as they may apply to the actions of the Town of Englehart, the Municipality of Charlton and Dack, and the Townships of Chamberlain, and Evanturel in it's response to the emergency, as required.

Other Agencies:

In an emergency, many agencies may be required to work with the Community Control Group. Such agencies are detailed below:

1. Provincial Emergency Operations Centre Duty Officer – Emergency Management Ontario:

The representative of the PEOC Duty Officer (EMO) is responsible for:

- a) Coordinating Provincial/Federal resources upon the community's request.
- b) Co-ordinate the response of other provincial agencies, and of the federal government, if necessary.
- c) Send staff to the community to provide advice and liaison.
- d) Providing information on financial assistance following termination of the emergency.
- e) Liaison with local fire departments for fire protection and provide advice and assistance.
- f) Fire Suppression activities.

2. Englehart & District Hospital Administrator:

The Englehart & District Hospital Administrator is responsible for:

- a) Implementing the hospital emergency plan.
- b) Liaison with the Medical Officer of Health and local ambulance representatives with respect to hospital and medical matters, as required.

- c) Evaluating requests for the provision of medical site teams/medical triage teams.
- d) Liaison with the Ministry of Health, as appropriate.

3. Ministry of Natural Resources and Forestry (MNRF):

The Representative of the MNRF is responsible for:

- a) Fire protection of the lands in the Township of Evanturel and Chamberlain as set out in current fire management plan located in **Annex J**.
- b) Flood control advice and information.
- c) The provision of fire-fighting and flood control equipment, as required.

4. District School Boards:

The Representative of the District School Board(s) is/are responsible for:

- a) The provision of any school (as appropriate and available) for use as an evacuation or reception centre.
- b) Upon being contacted by the Senior Social Services Officer or designate, providing a school board representative(s) to co-ordinate and provide direction with respect to the maintenance, use and operation of the facilities being utilized as evacuation or reception centres.
- c) In the event of an emergency during normal school hours, the principal(s) of the affected schools (until directed otherwise) is/are responsible for: i) implementing the school “stay put” Emergency Plan or ii) implementing the school “Evacuation Plan”, as advised by the Community Control Group, depending on the nature and scope of the emergency.
- d) Help coordinate school busing during an emergency.

See Annex C – Evacuation for locations and information.

6. Timiskaming Health Unit:

The representative of the Timiskaming Health Unit is responsible for:

- a) Liaison with all members of the Emergency control group (ECG) on areas of mutual concern;
- b) Ensuring the hospitals and access centers are informed as appropriate in order for these organizations to implement their Emergency Plan as necessary;
- c) Liaison with the Ontario Ministry of Health, Public Health Branch;
- d) Coordinating the response to disease related emergencies or anticipated emergencies such as epidemics according to Ministry of Health policies;
- e) Depending on the nature of the emergency, assigning the Site Manager and informing the ECG;
- f) Establishing an ongoing communications link with the senior health official at the scene of the emergency;

- g) Providing advice and instruction on any matters which may adversely affect the health of the public;
- h) Liaison with voluntary and private agencies as required for augmenting and coordinating the public health resources;
- i) Providing authoritative instructions on health and safety matters to the public through the Emergency Information Officer;
- j) Ensuring coordination of all efforts to prevent and control the spread of disease during an emergency;
- k) Monitoring water supplies, including the approval of sources, advice on treatment methods, monitoring to prevent pollution of selected sources and sampling of the distribution system;
- l) Monitoring waste disposal including advice on the disposal of all sanitary waste, body waste and garbage including the disposal of liquid waste. The Health Unit can approve methods and sites for sewage disposal during emergency situations;
- m) Liaison with other health related services, as required on medical/health matters;
- n) Monitoring food sanitation including ensuring the sanitary control of food supplies at the point of supply, during distribution, packaging and processing, providing advice on potentially unsafe or contaminated foods and providing advice on mass feeding including storage, food handling, personal hygiene and refuse disposal;
- o) In the event of mass casualties, the Health Unit will monitor the situation to ensure early and sanitary disposition of human remains in order to minimize the spread of disease;
- p) Liaison with Senior Ontario Works Officers on areas of mutual concern regarding health services in evacuee centers;
- q) Liaison with Senior Public Works Officer regarding the need for portable water and sanitation facilities;
- r) Ensuring public health inspection of emergency sites, where necessary, and evacuee centers to ensure safe water, safe food and the control and prevention of health hazards;
- s) Liaison with the District Coroner and coordinate resource support as needed;
- t) Continuing delivery of mandated public health programs and services to ensure continuity of care and general public health protection as resources permit;

7. Ontario Northland Railway:

The representative of the Ontario Northland Railway is responsible for the following items (a through n) within the boundaries of Ontario Northland's property and/or right of way.

- a) Activating the company emergency alerting system.
- b) Arrange for control of, and if necessary, dispersal of crowds within the emergency or disaster area.
- c) Arrange for sealing off the emergency or disaster area.

- d) Arrange for control of traffic to facilitate the movement of emergency vehicles.
- e) Arrange for evacuations and liaison with various departments, functions or groups of employees.
- f) Arrange for the protection of lives, public and private property.
- g) Arrange for assistance in search-and-rescue operations.
- h) Arrange for assistance to the coroner.
- i) Acting as liaison with public police, fire department, medical services, ambulances, etc.
- j) Arranging for searches to be conducted because of bomb threats.
- k) Operating from an identifiable command location.
- l) Maintaining communications with the corporate emergency control group and the municipal control group.
- m) Arrange for investigation with the local police authority to establish criminal responsibility.
- n) Maintaining a log of all action taken.

Refer Annex L - Hazardous Materials Ontario Northland Railway Emergency Measures

- ❖ O.N.R. Emergency Response Plan
- ❖ Dangerous Goods Emergency Action Guides

8. TransCanada Pipelines:

The representative of the TransCanada Pipeline is responsible for the following items (a through h) within the boundaries of TransCanada Pipelines property and/or right of way.

- a) Activating the company emergency alerting system.
- b) Arrange for security within the emergency or disaster area.
- c) Arrange for sealing off the emergency or disaster area.
- d) Arrange for the protection of lives, public and private property.
- e) Acting as liaison with public police, fire department, medical services, ambulances, Community Control Group, etc.
- f) Operating from an identifiable command location.
- g) Maintaining communications with the corporate emergency control group and the municipal control group.
- h) Maintaining a log of all action taken.

Refer Annex K - Hazardous Materials TransCanada Transmission Emergency Measures

- ❖ Emergency Management System
- ❖ Material Safety Data Sheets

9. Georgia Pacific:

The representative of Georgia Pacific is responsible for the following items (a through h) within the boundaries of Georgia Pacific property and/or right of way.

- a) Activating the company emergency alerting system.
- b) Arrange for security within the emergency or disaster area.
- c) Arrange for sealing off the emergency or disaster area.
- d) Arrange for the protection of lives, public and private property.
- e) Acting as liaison with public police, fire department, medical services, ambulances, Community Control Group, etc.
- f) Operating from an identifiable command location.
- g) Maintaining communications with the corporate emergency control group and the municipal control group.
- h) Maintaining a log of all action taken.

10. Public Utilities – Hydro One Services Company:

The representative of the Hydro One Services Co. is responsible for the following items:

- a) Provide advice and information to the Community Control Group.
- b) Coordinate emergency procedures and actions through the Community Control Group.
- c) Discontinue public electrical power service to any consumer when authorized by the Community Control Group, and where it is considered necessary in the interest of public safety.
- d) Calling out sufficient staff to survey the site of the emergency and check the area and buildings for safety.
- e) Provide alternative supplies of electrical power as able when requested by the Community Control Group.

11. Union Gas Limited, Natural Gas Utilities:

The representative of Union Gas Limited is responsible for the following items:

- a) Provide advice and information to the Community Control Group.
- b) Coordinate emergency procedures and actions through the Community Control Group.
- c) Discontinue public gas service to any consumer when authorized by the Community Control Group, and where it is considered necessary in the interest of public safety.
- d) Calling out sufficient staff to survey the site of the emergency and check the area and buildings for safety.
- e) Provide alternative supplies of natural gas as able when requested by the Community Control Group.

12. Northern Tel Limited, Telecommunications:

The representative of Northern Tel Limited is responsible for the following items:

- a) Provide advice and information to the Community Control Group.
- b) Coordinate emergency procedures and actions through the Community Control Group.
- c) Discontinue public telephone service to any consumer when authorized by the Community Control Group, and where it is considered necessary in the interest of public safety.
- d) Initiating Priority Access for Dialing for the Emergency Area.
- e) Calling out sufficient staff to survey the site of the emergency.

13. Employment Agencies:

- Job Connect
- Unemployment Insurance Canada
- Ontario Works

At the request of the designated CEMC, the above agencies shall provide, if possible, volunteers or employees and complete the necessary administration of the program, as required.

14. Employee and Family Assistance Program (EFAP):

At the request of the designated CEMC, EFAP will provide counseling and advice to the volunteers, employees, councillors, etc., as required.

Plan Maintenance and Revision:

Annual Review

This plan should be reviewed annually by the Joint Emergency Management Program Committee and where necessary, revised by a meeting(s) of the Community Control Group.

Each time this plan is revised, it must be forwarded to all councils for approval. However, revisions to the annexes and minor administrative changes can be made without resubmitting the plan to council each time. It is the responsibility of the Joint Emergency Management Program Committee to make revisions to the annexes and minor administrative changes, with a quorum of members.

It is the responsibility of each person, agency, service or department named within this emergency plan to notify the Joint Emergency Management Program Committee forthwith, of any revisions to the annexes, or administrative changes.

Testing the Plan:

An annual exercise as required under the Act will be conducted in order to test the overall effectiveness of this emergency plan and provide training to the Community Control Group. Revisions to this plan should incorporate recommendations stemming from such exercises.

Internal Procedures:

Each service involved with this emergency plan will prepare functional emergency procedures or guidelines outlining how it will fulfill its responsibilities during an emergency.

Each service will ensure that it designates a member of its staff to maintain and revise its own emergency procedures and guidelines.