



# Emergency Plan

<b>Amendment Record</b>			
<b>Page #</b>	<b>Date Revised</b>	<b>Revision</b>	<b>Owner</b>
1	October 10, 2023	Update History of Oliver Paipoonge	Sean Horan
2	October 10, 2023	Update page 13 to include Microsoft Teams Meetings	Sean Horan
3	October 10, 2023	Update Primary EOC from Municipal Office to Murillo Hall due to availability of back up power. Municipal Office listed as an Alternate EOC.	Sean Horan
4	October 10, 2023	Remove Canadian Red Cross Director Duties.	Sean Horan
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6	October 10, 2023	Remove reference to Red Cross agreement on Page 52 as there is currently no agreement in place.	Sean Horan
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## HISTORY OF OLIVER PAIPOONGE

Stretching from west of Thunder Bay to Kakabeka Falls, the Municipality of Oliver Paipoonge ranks, by area, among the largest municipalities in the Thunder Bay District. Established on January 1, 1998, through the amalgamation of the Township of Oliver and the Township of Paipoonge, Oliver Paipoonge is a region of startling contrasts. Within its 350 square kilometres, the municipality encompasses both vast stretches of pristine wilderness and one of the most beautiful natural phenomena in Canada – Kakabeka Falls. Being one of Northern Ontario’s greatest tourist attractions, the Falls, known as “Niagara of the North”, bolsters over 300,000 visitors per year.

Expanding industrial developments create exceptional opportunities for businesses and even broader lifestyle choices for the region’s 6,035 residents.

Oliver Paipoonge still carries out its historic function as a farming community and a passageway for travel, as well as being a focal point for transportation, manufacturing, service and forestry industries. Favourable economic conditions and a safe, healthy environment make for the highest quality of life. Oliver Paipoonge is a caring community of energetic, high-spirited people. Festivals, parades, and a wide range of special-occasion activities blend with the natural attractions.

The combination of lush forests, spring-fed water and clear air creates a healthy environment for working and living.

Come and experience our many natural wonders and activities:

- Golfing at Whitewater Golf Course
- Forest tours
- Pick-your-own-fruit farms
- Oliver Paipoonge Heritage Park and Russ’s Garage
- Kayaking
- White Water Canoeing
- Salmon Fishing
- Thunder City Speedway
- And Much More!

## INTRODUCTION

### **Preamble**

Municipal departments routinely respond to situations requiring fire, police, ambulance, and public works services; however, some situations may escalate beyond the scope of normal operations. These situations need to be dealt with via an emergency plan. The Municipality of Oliver Paipoonge Emergency Plan is a generic and flexible document, adaptable to any *emergency* situation.

While many *emergencies* could occur within the Municipality of Oliver Paipoonge, the most likely to occur are (see Appendix C for ranking): infectious disease and farm animal diseases, floods, forest or industrial fires, hazardous materials and dangerous goods, extended power outages in the winter, tornados and severe windstorms, extreme winter storm, a cyber-attack, a dam or communication failure, as per the Municipal Emergency Management HIRA.

The Municipality of Oliver Paipoonge Emergency Plan is a tool to assist emergency personnel in their response to such situations. In order to use this tool to its full potential, it is important that all personnel are aware of their roles and responsibilities within the response framework. To help increase this public awareness, the Municipality of Oliver Paipoonge Emergency Plan provides for training, exercises, and evaluation. Oliver Paipoonge utilizes the Incident Management System (IMS).

### **Title**

This document is the **Municipality of Oliver Paipoonge Emergency Plan**, herein referred to as the “Plan”.

### **Purpose**

The purpose of the Plan is to provide a set of generic action guidelines to increase the Municipality’s ability to efficiently and effectively deploy services and resources to protect the property, health, safety, and welfare of the residents of the Municipality of Oliver Paipoonge during emergency situations.

### **Amendments to the Plan**

Amendments to the Municipality of Oliver Paipoonge Emergency Plan require an amending by-law approved by Municipal Council. Changes which are minor in nature will be made by the Community Emergency Management Coordinator (CEMC). The appendices do not form part of the Plan; proposals for amendments to the Plan or its appendices shall be submitted to the Community Emergency Management Coordinator (CEMC).

Revisions to the plan will be logged on a Plan Update Form which will be distributed to the MECC and EMPC and they will replace, insert, or remove pages as the case may be. A copy of the Plan Update Form is contained in the Appendices.

## AUTHORITY

### **The Emergency Management and Civil Protection Act**

The *Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9*, as amended, is the primary authority enabling passage of the by-law adopting the Plan. Important measures authorized under the legislation which form part of the Plan are:

- Expenditure of monies associated with the formulation and implementation of the Plan;
- Authorization for municipal employees to take appropriate action before formal declaration of an **emergency**;
- Procedures to be taken for safety and/or evacuation of persons in an emergency area;
- Designation of a Member of Council who may exercise powers and perform the duties of the Head of Council under the Plan during the absence or inability of the Head of Council to act;
- Establishment of committees and designation of employees to be responsible for reviewing the Plan, to train employees in their functions, and to implement the Plan during an **emergency**;
- Authorization to obtain and distribute materials, equipment, and supplies during an emergency; and,
- Authorization to attend to such other matters as is considered necessary or advisable for the implementation of the Plan during an emergency.

### **Protection from Liability for Implementation of the Plan**

Section 11 of the *Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9*, as amended, states:

- (1) No action or other proceeding lies or shall be instituted against a member of council, an employee of a municipality, a minister of the Crown or a Crown employee for doing any act or neglecting to do any act in good faith in the implementation or intended implementation of an emergency management program or an emergency plan or in connection with an emergency. 2002, c. 14, s. 14.
- (2) Subsection (1) does not relieve a municipality of liability for the acts or omissions of a member of council or an employee of the municipality referred to in subsection (1), and the municipality is liable as if subsection (1) had not been enacted and, in the case of a member of council, as if the member were an employee of the municipality. R.S.O. 1990, c. E.9, s. 11 (3).

**Public Accessibility to the Plan**

Section 10 of the *Emergency Management and Civil Protection Act* provides that an emergency plan must be available to the public during regular business hours at the municipal office.

The Plan will be made available to the public at the Municipal Office in hard copy format and may be viewed on the municipal web site.

**Freedom of Information and Protection of Privacy**

Any personal information collected under the authority of the Plan shall be used solely for the purpose of planning, preparing and responding to emergencies as defined within the Plan and the release of any information under this Plan shall be made in conformity with the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M.56, as amended.



## PLAN IMPLEMENTATION

### Assembling the Municipal Emergency Control Group

- Incident occurs or is expected to occur– Emergency Services respond to incident or in the case of an impending emergency, the CAO/Clerk or designate will respond.
- Incident Commander notifies the Mayor and CEMC of the incident.  
\*\* Emergencies may arise such as a pandemic or cyber attack where the CAO/Clerk or designate will respond rather than Emergency Services.
- CEMC will contact alternate CEMC, and they will call all members of the MECG.
  - In the event the Alternate can not be contacted, the CEMC will be responsible to ensure members of MECG are contacted by the most effective means.
  - In the event telephone service is out, cell phones will be used.
  - There is a landline in the Municipal Office EOC Cabinet and the hook up is in the small Council Chambers room by the back door.
    - Landline phone number: (807) 935-3309
  - In the event of no telephone service (landline, cell etc), the police/volunteer firefighters/CAO/Clerk or designate will contact the MECG by the most effective means. All contact information, including home addresses and alternative contact methods are listed in Appendix M.

Alternate CEMC to contact:

- Designated Council member
  - CAO/Clerk
  - Fire Chief
  - Treasurer/Deputy CAO
  - Director of Operations
  - Emergency Information Officer
  - Scribe
- Contact with members may either be for a callout or standby. The decision regarding call-out or standby will be made jointly by the CEMC/Alternate CEMC and the Mayor/Alternate Mayor. Ensure the instructions are explicit. Instructions will include:
    - a) This is an emergency call-out. Please attend the Emergency Operations Centre at \_\_\_\_\_.
    - OR**
    - b) This is an emergency standby call only. Please remain by your telephone until further notice.

The standby call may also be made by one of the MECG members who could supply more information including where to meet.

In the event a member of the MECG can not attend a call-out, the MECG members in attendance will ensure all duties, roles and responsibilities related to the vacant position, by the most effective means. This may include, but not limited to:

- 1) Having member attend via electronic means
- 2) Assigning the roles and responsibilities to a competent staff person or person's that can attend the call-out.
- 3) Assigning the roles and responsibilities to a member of the MECG that is in attendance.

### **Activation of the Plan**

If requested to report to the Emergency Operations Centre the Municipal Emergency Control Group shall activate the Plan, be responsible for establishing an overall strategy to mitigate the risk to the community, provide the necessary support and resources to the operational agencies, and establish a communication plan for notification of the public and the media.

### **Action Prior to Activation**

When an emergency exists but has not yet been declared to exist, community employees may take such action(s) under this emergency response plan as may be required to protect the property, health, safety and welfare of the residents of the Municipality of Oliver Paipouge.

### **Actions of Emergency Response Agencies**

Upon notification of an emergency, response agencies shall perform duties and responsibilities as outlined in the Plan or shall place personnel on stand-by until further notice.

Each agency responding to the *emergency* shall report to the location designated by the MECG for assignment. This may include:

- 1) The designated EOC
- 2) The incident commander at the site of the emergency
- 3) A designated staging area
- 4) Any other location as determined by the MECG.

### **Chain of Command**

The EOC Commander gives overall direction to the emergency, with the guidance of the MECG and outside agency commanders. Each agency responding to the emergency shall operate within their organizational structure. For purposes of strategic direction, the EOC Commander will provide overall emergency strategic direction to the Incident Commander on site. The Incident Commander will provide incident strategic direction to all on site sector officers. Tactical direction will be established at the sector officer level and tasks completed from that direction. See chart on page 11.

### **Virtual Meeting**

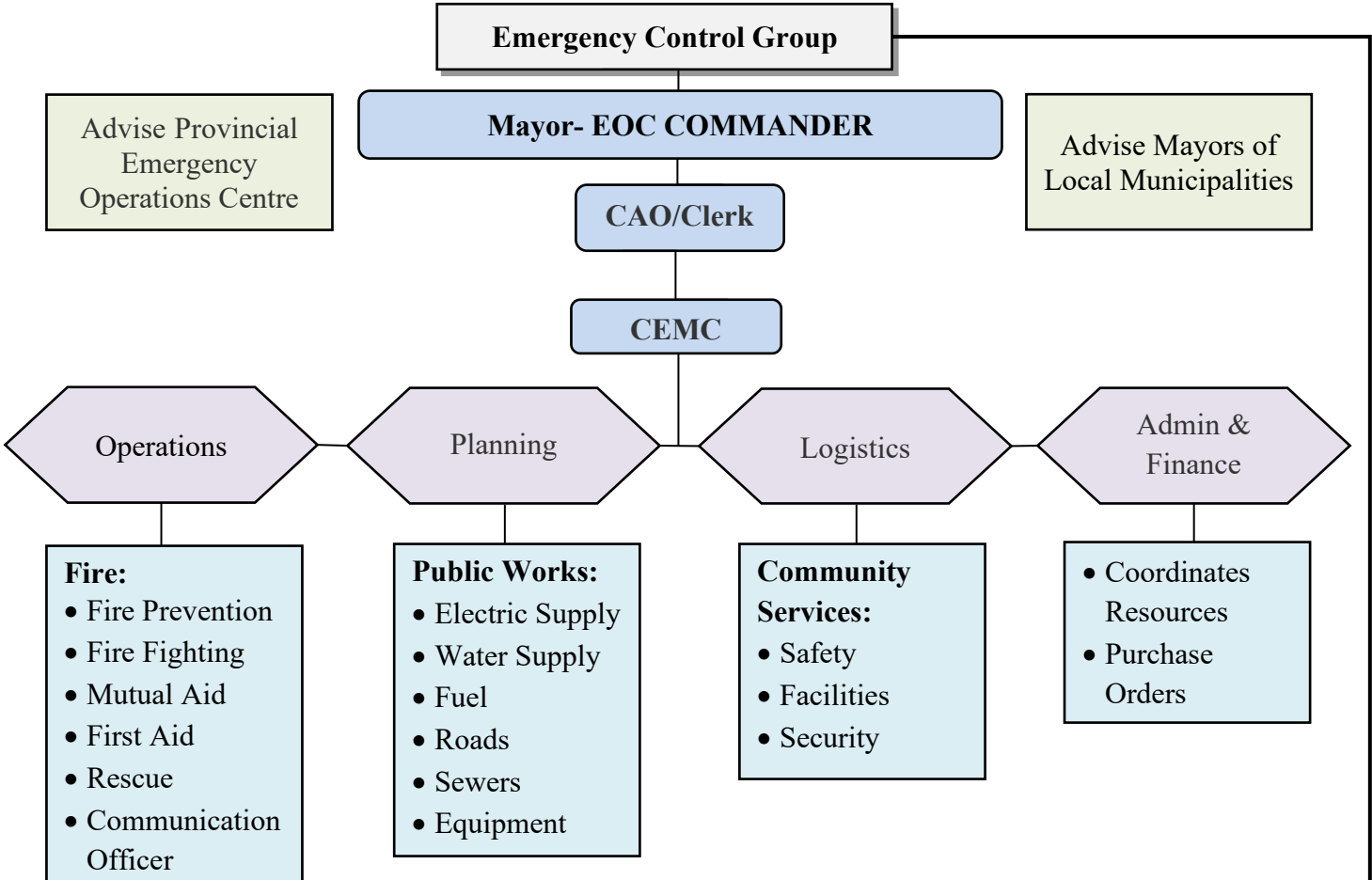
In the event the MECG cannot meet in person (i.e. Provincial Stay at Home Order such as during the COVID-19 pandemic) it will be necessary to resort to a virtual meeting using video communications such as Zoom or Microsoft Teams.

The call out will remain the same and advising the MECG a virtual meeting is being set up and an email invitation is being sent.

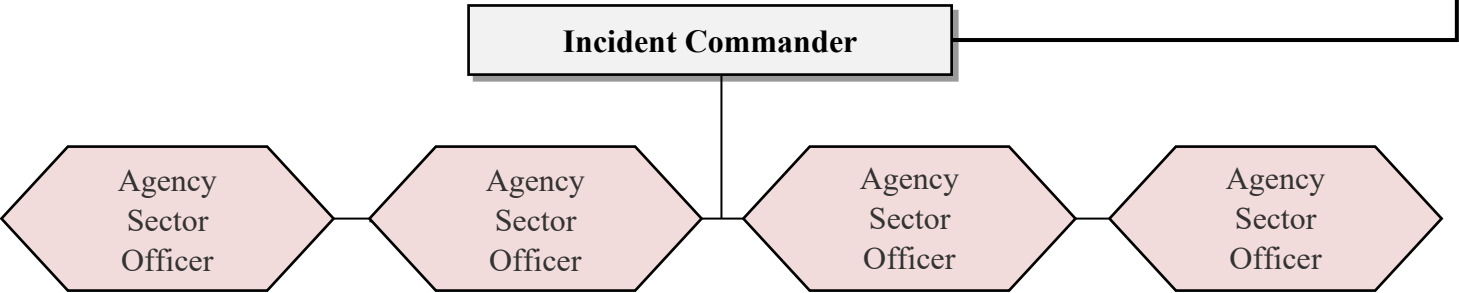
CEMC will establish a Zoom/Microsoft Teams meeting and email the invitation to the MECG.

**Flow Chart  
Oliver Paipooonge Emergency Operation Control Group**

**EMERGENCY OPERATIONS CENTRE (EOC)**



**EMERGENCY SITE(S)**



**\*\*\* Examples of agencies that may be required are Police, Ministry of Natural Resources and Forestry, Canadian Red Cross, Medical Officer of Health, etc.**

## **EMERGENCY OPERATIONS CENTRE (EOC)**

The Emergency Operations Centre shall be established at:

Murillo Complex  
4569 Oliver Road  
Murillo ON P0T 2G0  
807-935-2729

Alternate EOC Locations:

Oliver Paipoonge Municipal Office  
3250 Hwy 130  
Rosslyn ON P7K 0B1  
807-935-2613

**OR**

Rosslyn Complex  
3405 Rosslyn Road  
Rosslyn ON P7K 0P7  
807-939-2312

**OR**

Kakabeka Fire Hall  
24 Rupert Street  
Kakabeka Falls ON P0T 1W0  
807-473-9240

CODE and LOCATION for the Key Boxes is provided in the Appendix N.

The first arriving Municipal Emergency Control Group members are responsible for setting up the Emergency Operations Centre - For a layout of the Emergency Operations Centre and equipment and supplies required, see **Appendix D** and **Appendix E**. **Keys for the file cabinets are provided in the Members Emergency Kits-see Appendix P.**

The Community Emergency Management Coordinator (CEMC) is responsible for maintaining a level of preparedness within the Emergency Operations Centre by updating all print material and equipment a minimum of once per calendar year and more often if required.

## **Media/Information Centre**

In the Emergency Operation Centre as well as the alternate Centres, the media centre will be set up and maintained by the Emergency Information Officer (EOI) as follows:

Municipal Complex – location as deemed necessary by the size and type of incident.

Rosslyn Library – location as deemed necessary by the size and type of incident.

Kakabeka Fire Hall –location as deemed necessary by the size or type of incident.

Murillo Library- location as deemed necessary by the size or type of incident.

Depending on the size, duration or complexity of the emergency, consideration will be given to having a media centre set up one of the alternate EOC's. EOI must consider a number of factors should the media center be set up at an alternate EOC location. Factors such as:

- Media interference with EOC operations
- Communications systems between the EOC and Media Centre. The relay of information between separate sites must be fast, efficient, and reliable.
- Adequate space for media outlets and for the public to receive information.

A public information board will be set up to allow media and the general public to receive update information between scheduled media/information release sessions.

## **Communications and What Infrastructure Available in the EOC**

Each responding agency is responsible for establishing its own telecommunication link with its MECG representative. Communication infrastructure available at the:

### 1) Municipal EOC

- Wifi and internet
- Laptop
- Projector and screen
- Teleconference phone
- Flip Chart
- Fax Machine
- Photocopier

### 2) Kakabeka Fire Station

- Wifi and internet
- Base Station Computer
- Smart Board- Laptop required
- Teleconference phone
- Flip Chart
- Business Printer (printer/copier/fax/scanner)
- Emergency Generator

## 3) Murillo Community Library

- Wifi and internet
- Teleconference phone
- Flip Chart
- Fax Machine
- Photocopier
- Emergency Generator

## 4) Rosslyn Community Library

- Wifi and internet
- Teleconference phone
- Flip Chart
- Fax Machine
- Photocopier

**Emergency Operations Centre Message Traffic**

Due to the high volume of message traffic that will occur during the response to an emergency, a procedure must be used to effectively manage the handling of these messages. It is critical that all messages are properly documented (including the message it's self along with actions taken in response to the message). A hierarchy of all messages to and from the Emergency Operations Centre shall be in accordance with the following designations (classifications):

**Critical** is any message with implications of imminent death or serious injury to any person or groups of persons. Emergency alerts or immediate action directives are included in this category. Emergency messages take priority over all other traffic and should be used only when absolutely required.

**Priority** is assigned to important messages with a specific time limit or may result in a significant impact. It also includes those official messages not covered in the "emergency" category.

**Routine** covers most administrative or non-critical messages that are not time limited, including routine logistics support.

It is the responsibility of the originator of the message to designate the message according to the above hierarchy. The line(s) dedicated to incoming calls to the Emergency Operations Centre shall be operated by support staff under the direction of the EOC Manager and shall be responsible to ensure that all messages are routed to their intended recipients.

All message traffic will be managed through:

- 1) City Wide service request system. Messages will be entered under Emergency Services with the type being Emergency Management.

and/or

- 2) Use the phone message book provided in the EOC Cabinets

### **Command Post**

The incident commander shall establish a command post at the emergency site, as determined by the Incident Commander and the agency with proprietary interest. All inter-agency communications shall be channeled through this command post with a direct link to the Emergency Operations Centre.

A radio link between the Incident Commander and the Emergency Operations Centre will be established utilizing cell phones or two-way radios. Portable radios are issued throughout the Fire Department along with the Public Works Department. The Roads Department radio frequency will be designated as the primary communications frequency and will be monitored both by the Incident Commander on site and a designate at the Emergency Operations Center.

### **Dissemination of Decisions by the Municipal Emergency Control Group**

Decisions by the Municipal Emergency Control Group shall be transmitted to the incident commander through their agency representative. The EOC Manager or alternate shall coordinate this function.

### **Evacuation**

Refer to page 44 for the Emergency Evacuation Procedures.

### **Request for Assistance**

Assistance may be requested from the Province of Ontario at any time without any loss of control or authority. Any request for assistance from the Province of Ontario must be done through a formal request, made by the CEMC through the Provincial Emergency Operations Center (PEOC).

Assistance also may be requested from neighbouring municipalities and/or the private sector as required.

All requests for assistance must come from the EOC Commander or their designate. This will reduce the risk of multiple requests to multiple agencies for the same requirement.



# The Corporation of the Municipality of Oliver Paipoonge Declaration of Emergency

## DECLARATION OF AN EMERGENCY

### **Authority to Declare**

The *Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9*, as amended, Section 4(1) states:

*“The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.”*

### **Notification to the Minister of Public Safety and Correctional Services**

Under the *Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9*, as amended, states the Mayor must immediately notify the Minister of Public Safety and Correctional Services through the Duty Officer at Emergency Management Ontario of the declaration of an emergency.

Upon declaring an emergency, the Mayor will further notify:

1. Council Members
2. Public
3. Neighbouring community officials, as required.
4. Local members of Federal and Provincial Parliaments

See **Appendix J** for the Declaration of Emergency Form.

## Checklist in Consideration of a Declaration of Emergency

(Note: All references in this document refer to the *Emergency Management and Civil Protection Act*, R.S.O. 1990, Chapter E.9, as amended 2006)



*\* This checklist is for use by municipal heads of council considering the declaration of an emergency within their municipality. This checklist is not intended to provide any sort of legal advice – it is merely a reference tool.*

An emergency is defined under the *Emergency Management and Civil Protection Act* as “a situation, or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise” [Section 1, definition of an emergency].

Under the *Emergency Management and Civil Protection Act*, only the head of council of a municipality (or his or her designate) and the Lieutenant Governor in Council or the Premier have the authority to declare an emergency. The Premier, the head of council, as well as a municipal council, have the authority to terminate an emergency declaration [Sections 4 (1), (2), (4)].

An emergency declaration may extend to all, or any, part of the geographical area under the jurisdiction of the municipality [Section 4 (1)].

If the decision is made to declare an emergency, the municipality must notify Emergency Management Ontario (on behalf of the Minister of Community Safety and Correctional Services) as soon as possible [Section 4 (3)]. Although a verbal declaration of emergency is permitted, all declarations should ultimately be made in writing to ensure proper documentation is maintained. Written declarations should be made on municipal letterhead, using the template provided by Emergency Management Ontario, and should be faxed to (416) 314-0474. When declaring an emergency, please notify the Provincial Emergency Operations Centre at 1-866-314-0472.

When considering whether to declare an emergency, a positive response to one or more of the following criteria *may* indicate that a situation, whether actual or anticipated, warrants the declaration of an emergency:

### **General and Government:**

- Is the situation an extraordinary event requiring extraordinary measures?**  
[Section 4 (1) permits a head of council to “take such action and make such orders as he or she considers necessary and are not contrary to law” during an emergency.]
- Does the situation pose a danger of major proportions to life or property?** [Section 1, definition of an emergency]
- Does the situation pose a threat to the provision of essential services (e.g., energy, potable water, sewage treatment/containment, supply of goods or medical care)?** [Some situations may require extraordinary measures be taken or expenditures be made to maintain or restore essential services. A declaration of emergency may allow a head of council to expend funds outside of his or her spending resolutions and/or the regular approval process of the municipality.]

- ❑ **Does the situation threaten social order and the ability to govern?** [Whether due to a loss of infrastructure or social unrest (e.g., a riot), a crisis situation has the potential to threaten a council’s ability to govern. In such cases, extraordinary measures may need to be taken. Section 4 (1) provides for extraordinary measures, not contrary to law. Section 55 (1) of the *Police Services Act* provides for the creation of special policing arrangements during an emergency.]
- ❑ **Is the event attracting significant media and/or public interest?** [Experience demonstrates that the media and public often view the declaration of an emergency as a decisive action toward addressing a crisis. It must be made clear that an “emergency” is a legal declaration and does not indicate that the municipality has lost control. An emergency declaration provides an opportunity to highlight action being taken under your municipal emergency response plan.]
- ❑ **Has there been a declaration of emergency by another level of government?** [A declaration of emergency on the part of another level of government (e.g., lower-tier, upper-tier, provincial, federal) may indicate that you should declare an emergency within your municipality. For example, in the event of a widespread disaster affecting numerous lower-tier municipalities within a county, the county will likely need to enact its emergency response plan and should strongly consider the declaration of an emergency. In some cases, however, a declaration of emergency by a higher level of government may provide sufficient authorities to the lower-tier communities involved (e.g., municipalities operating under the authority of a provincial or federal declaration).]

#### Legal:

- ❑ **Might legal action be taken against municipal employees or councilors related to their actions during the current crisis?** [Section 11 (1) states that “no action or other proceeding lies or shall be instituted against a member of council, an employee of a municipality, an employee of a local services board, an employee of a district social services administration board, a minister of the Crown, a Crown employee or any other individual acting pursuant to this Act or an order made under this Act for any act done in good faith in the exercise or performance or the intended exercise or performance of any power or duty under this Act or an order under this Act or for neglect or default in the good faith exercise or performance of such a power or duty.” Section 11 (3), however, states “subsection (1) does not relieve a municipality of liability for the acts or omissions of a member of council or an employee of the municipality....”]
- ❑ **Are volunteers assisting?** [The *Workplace Safety and Insurance Act* provides that persons who assist in connection with a declared emergency are considered “workers” under the Act and are eligible for benefits if they become injured or ill as a result of the assistance they are providing. This is in addition to workers already covered by the Act.]

#### Operational:

- ❑ **Does the situation require a response that exceeds, or threatens to exceed the capabilities of the municipality for either resources or deployment of personnel?** [Section 4 (1) permits the head of council to “take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan.” Section 13 (3) empowers a municipal council to “make an agreement with the council of any other municipality or with any person for the provision of any personnel, service, equipment or material during an emergency.”]
- ❑ **Does the situation create sufficient strain on the municipal response capability that areas within the municipality may be impacted by a lack of services, thereby further endangering life and property outside areas directly affected by the current crisis?** [Some situations may require the creation of special response agreements between the municipality and other jurisdictions, private industry, non-government organizations, etc. Section 13 (3) states that the “council of a

municipality may make an agreement with the council of any other municipality or with any person for the provision of personnel, service, equipment or material during an emergency.”]

- ❑ **Is it a consideration that the municipal response may be of such duration that additional personnel and resources may be required to maintain the continuity of operations?** [In the event of a large-scale crisis, such as an epidemic or prolonged natural disaster, municipal resources may not be able to sustain an increased operational tempo for more than a few days. This is particularly true if emergency workers are injured or become ill as a result of the crisis. In such a case, the municipality may need to utilize outside emergency response personnel. Section 13 (3) provides for mutual assistance agreements between municipalities.]
- ❑ **Does, or might, the situation require provincial support or resources?** [Provincial response (e.g., air quality monitoring, scientific advice, airlift capabilities, material resources, etc.) may involve numerous ministries and personnel. Activation of the municipal emergency response plan, including the opening of the Emergency Operations Centre and meeting of the Community Control Group, can greatly facilitate multi-agency and multi-government response. ]
- ❑ **Does, or might, the situation require assistance from the federal government (e.g., military equipment)?** [Section 13 (2) authorizes the Solicitor General, with the approval of the Lieutenant Governor in Council, to make agreements with the federal government. In Canada, federal emergency assistance is accessed through, and coordinated by, the province. The declaration of an emergency may assist a municipality in obtaining federal assistance.]
- ❑ **Does the situation involve a structural collapse?** [Structural collapses involving the entrapment of persons *may* require the deployment of one or more Heavy Urban Search and Rescue (HUSAR) teams. Ontario has a HUSAR team. This team is specially equipped and trained to rescue persons trapped as a result of a structural collapse. Any municipality in the province can request a HUSAR deployment to a declared emergency. Requests for HUSAR resources should be made through your local mutual aid fire coordinator. Approval for the dispatch of the HUSAR team comes from the Commissioner of Emergency Management.]
- ❑ **Is the situation a large-scale or complex chemical, biological, radiological, or nuclear (CBRN) incident?** [Response to CBRN incidents requires specialized resources and training. Ontario is developing three CBRN teams to respond to incidents throughout the province. CBRN teams are only dispatched to declared emergencies. Requests for a CBRN deployment should be made through your local mutual aid fire coordinator. Approval for the dispatch of CBRN teams comes from the Commissioner of Emergency Management.]
- ❑ **Does the situation require, or have the potential to require the evacuation and/or shelter of people or animals [livestock] from your municipality?** [Evacuee and reception centres often use volunteers as staff. As noted above, the declaration of an emergency enacts certain parts of the *Workplace Insurance and Safety Act* related to volunteer workers. Secondly, an evacuation or sheltering of citizens has the potential to generate issues pertaining to liability. Section 11 of the *Emergency Management and Civil Protection Act* may provide municipal councilors and employees with certain protections against personal liability.]
- ❑ **Will your municipality be receiving evacuees from another community?** [The issues discussed in the previous bullet may apply equally to municipalities accepting evacuees.]

**Economic and Financial:**

- ❑ **Does the situation pose a large-scale disruption to routine patterns of transportation, or re-routing of large numbers of people and vehicles?** [The rerouting of people and vehicles poses a potential liability risk. Keeping persons from their homes and delaying commercial traffic are both sensitive issues. Section 11 of the Act may provide certain protection from liability. Section 4 (1) allows for extraordinary measures to be taken, providing they are not contrary to law.]
  
- ❑ **Is an event likely to have a long term negative impact on a community’s economic viability/sustainability, including resulting unemployment, lack of available banking services and restorative measures necessary to re-establish commercial activity?** [The declaration of an emergency may facilitate the ability of the municipality to respond to economic losses.]
  
- ❑ **Is it possible that a specific person, corporation, or other party has caused the situation?** [Section 12 states that “where money is expended or cost is incurred by a municipality or the Crown in the implementation of an emergency plan or in connection with an emergency, the municipality or the Crown, as the case may be, has a right of action against any person who caused the emergency for the recovery of such money or cost....”]

# The Corporation of the Municipality of Oliver Paipoonge Termination of Emergency

## TERMINATION OF AN EMERGENCY

The mayor or alternate or Council as a whole or the Premier of Ontario can officially declare the termination of the emergency at any time and shall notify:

1. Ministry of the Solicitor General (Office of the Fire Marshall and Emergency Management Ontario)
2. Municipal Council
3. Public and Neighbouring Communities
4. Local MP's and MPP's
5. Duty Officer (Notice of termination faxed to 1-416-314-0474)

See **Appendix K** for the Termination of an Emergency Form.

## MUNICIPAL EMERGENCY CONTROL GROUP (MECG)

**Municipal Emergency Control Group**

Emergency response operations will be directed and controlled by the following officials at an Emergency Operations Centre (EOC):

- Mayor
- Designated Council member (4 year term)
- CAO/Clerk and Alternate CEMC
- CEMC and Fire Chief
- Treasurer/Deputy CAO
- Director of Operations
- Emergency Information Officer

## Support Persons

- Scribe
- Community Services Working Foreman
- Deputy Fire Chief

(Names of individuals are listed in the Emergency Plan Contacts separately)

Alternates assume the role of the regular person as required. Not all members of the Municipal Emergency Control Group must be present for the EOC to function, and it therefore may function with only a limited number of persons depending upon the emergency. In addition, an emergency does not have to be declared to have the group meet.

Other Municipal staff, government officials, and outside experts may be called by the EOC Manager to join the Municipal Emergency Control Group for resource and advisory purposes. These individuals do not have to be appointed by council as their invitation is specific to their expertise.

**NOTE: All members of the Municipal Emergency Control Group (MECG) must be notified when the plan is activated. Not all of the (MECG) members have to be present for the (MECG) to function. Additional personnel may be required (scribes, a dangerous goods expert, a person from Ontario Power Generation (OPG), etc.).**

## **EMERGENCY MANAGEMENT PROGRAM COMMITTEE**

### **Emergency Management Program Committee (EMPC)**

Consists of the following:

- Mayor
- Alternate Mayor
- CAO/Clerk, and Alternate CEMC
- Fire Chief and Community Emergency Management Coordinator
- Treasurer/Deputy CAO
- Director of Operations
- Emergency Information Officer
- Thunder Bay Police Services Uniform Patrol
- OPP – Detachment Commander
- Field Officer, Amethyst Sector, OFMEM
- EMS, West District Superintendent
- Medical Officer of Health
- Ontario Power Generation

### **Support Persons**

- Scribe
- Community Services Working Foreman

Other Agencies as required:

- Canadian Red Cross
- Environment of Canada Weather Office
- Lakehead Amateur Radio Club
- St. Johns Ambulance
- Salvation Army
- Thunder Bay Fire Services/CEMC

### **Government and Other Agencies as Required**

#### **OFFICE OF THE FIRE MARSHALL AND EMERGENCY MANAGEMENT (OFMEM)**

Amethyst Sector (Thunder Bay, Kenora, Rainy River)

#### **MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING**

– **Municipal Disaster Recovery Assistance Program**

#### **IN CASE OF A FOREST FIRE, FLOOD OR DROUGHT:**

Ministry of Natural Resources and Forestry

#### **IN CASE OF FLOOD:**

Lakehead Region Conservation Authority

Ontario Power Generation



## MUNICIPAL EMERGENCY CONTROL GROUP (MECG) DUTIES

### As a group:

1. Determine Chair/EOC Commander of the EOC.
2. Individually maintain a log of all actions in the Emergency Plan Service Log.
3. Take such actions as is necessary to minimize the effects of an emergency or disaster in the Municipality or its inhabitants.
4. Set up and manage operational cycles for the safe, effective and efficient management of the emergency.
5. Be prepared to authorize the expenditure of municipal funds which are required for the preservation of life and health.
6. Establish an information centre for issuance of accurate releases to the news media and for issuance of authoritative instructions to the public.
7. Take initiative on any action required which isn't covered in the emergency plan.
8. Share information on the emergency and important action taken by you and your agency.
9. Share information on the emergency and important action taken by you and your agency with other members of the Municipal Emergency Control Group via a written flip chart type of device and retain the pages for record purposes.
10. The responsibilities of the Municipal Emergency Control Group and those described for individual MECG members and responding agencies will vary depending on the type and magnitude of the event.
11. Be aware that communications usually are the first thing to break down in an emergency. Ensure the Municipal Emergency Control Group communicate well within the group, and to/from their department/agency. Use maps when applicable or any other means to assist in the sharing of information.
12. Monitor the mental and physical health of members involved with the management of the emergency, paying particular attention to potential PTSD signs and symptoms, and to put in place corrective actions to help deal with potential negative effects.
  - a. This monitoring must be taking place during and after the event.
13. Members of the Municipal Emergency Control Group will gather at regular intervals to inform each other of actions taken and problems encountered. Frequency of meetings and agenda items will be established by the Chair (CAO/Clerk) in consultation with the Mayor and the MECG. Meetings will be kept as brief as possible to allow members to carry out their individual responsibilities.
14. Ensure all personnel have been accounted for and advised of the termination of the emergency in order that no workers are left behind. Each agency should have a list of its personnel working during the emergency and use it as a "check-off" list at the termination of the emergency.
15. Debriefing to be held within one (1) week.

## MAYOR'S DUTIES

### **The mayor is a member of the MECG**

1. MAINTAIN A LOG OF ALL ACTIONS TAKEN.
2. Assume the role of EOC Commander
3. Consult with members of the Community Control Group (MECG) and decide if a state of emergency should be declared.
4. Declare an emergency under the *Emergency Management Act*, if warranted.
5. Ensure OFMEM has been notified by fax (fax number can be found at the bottom of the page) of the declaration of an "Emergency" via the Provincial Emergency Operations Centre. See Appendix J
6. Inform MPP's and MP's of the declaration.
7. Order an evacuation of people in the danger zone from a potentially life-threatening situation, if warranted, and in consultation with applicable experts in the MECG.
8. Approve news and public announcements.
9. Request assistance from neighbouring municipalities for evacuation and reception centres, if applicable.
10. Update Council on emergency as required.
11. If an "Emergency" has been declared, terminate the "Emergency" at the end of the situation and ensure the Provincial Emergency Operations Centre (PEOC) is notified by fax.
12. Attend debriefing sessions, as required.

**Per Section 9 of the *Emergency Management and Civil Protection Act*, the Emergency Plan must "designate one or more members of council who may exercise the powers and perform the duties of the head of council under this Act or the emergency plan during the absence of the head of council or during his or her inability to act."**

**The Councillor appointed to the Municipal Emergency Control Group is designated by Council to exercise the powers and perform the duties of the Mayor under this Act or the Emergency Plan during the absence of the mayor or during his or her inability to act.**

**If the Councillor appointed to the Municipal Emergency Control Group is absent or unable to act, the Acting Mayor shall exercise the powers and assume the duties of the Mayor under this Act or the emergency plan.**

## CAO/CLERK DUTIES

### **The CAO/Clerk is a member of the MECG**

1. MAINTAIN A LOG OF ALL ACTIONS TAKEN.
2. Serve as an advisor to the Head of Council on administrative matters and provide for the safety of municipal records.
3. Ensure that all members of the Municipal Emergency Control Group (MECG) have been called out.
4. Carry out any necessary administration in connection with the emergency.
5. Ensure the volunteers/staff are called out.
6. Maintain liaison with all supporting agencies, as required.
7. Notify the CEMC in Thunder Bay of an impending evacuation or an actual evacuation order as soon as possible if residents are to be evacuated to Thunder Bay.
8. Apply for Municipal Disaster Recovery Assistance Program funding which may be available following the termination of a declared emergency.
9. Attend debriefing sessions, as required.

## **TREASURER/DEPUTY CAO DUTIES**

**The Treasurer/Deputy CAO is a member of the MECG**

1. MAINTAIN A LOG OF ALL ACTIONS TAKEN.
2. Track, document and compile the costs related to emergency response and recovery.
3. Administering procurement contracts as necessary.
4. Work within the procurement policy to procure additional resources.
5. Maintain records that may be used in an application for financial assistance to the province.
6. Responsible for financial activities for the EOC.
7. Provide financial updates to the Control Group and Council as required.
8. Recording the work hours of EOC participants where necessary.
9. Attend debriefing sessions, as required.

## **COMMUNITY EMERGENCY MANAGEMENT COORDINATOR DUTIES**

### **The CEMC is a member of the MECG**

1. MAINTAIN A LOG OF ALL ACTIONS TAKEN.
2. Liaise with Emergency Management Ontario during the emergency (notify OFMEM Field Officer as soon as possible).
3. Act as a resource person for equipment, advisors, volunteer, provincial and federal agencies.
4. Act as advisor to the mayor.
5. Notify the Provincial Emergency Operations Centre via fax at the termination of a declared emergency. Appendices K
6. Conduct debriefing sessions within one (1) week, following the termination of the emergency, with all members of the Municipal Emergency Control Group (MECG) office staff and persons as directed by the MECG.
7. Coordinate/assist with an emergency exercise in the municipality each year.
8. Update this plan annually for change of duties and out-of-town agencies, names, telephone numbers etc.
9. Have and maintain an up-to-date inventory of supplies and equipment required for the Emergency Operations Centre with one copy at the EOC and ensure the supplies and equipment are always in the EOC.
10. Develop and maintain “operational cycles” in the EOC
11. Update the local names, telephone numbers, etc. electronically for this plan. Ensure hard copies are distributed to local plan holders.
12. Attend debriefing sessions, as required.

**ALTERNATE COMMUNITY EMERGENCY  
MANAGEMENT COORDINATOR DUTIES**

**The Alternate CEMC is a member of the MECCG**

1. MAINTAIN A LOG OF ALL ACTIONS TAKEN.
2. Assume the role and carry out the duties of the CEMC in their absence.
3. Ensure that EOC staff and visitors sign in and out and are given proper identification.
4. Determine needs for special access to EOC facilities.
5. Provide recommendations as appropriate to CEMC/EOC Chair.

## SCRIBE DUTIES

### **The Scribe is a support role for the MECG**

1. MAINTAIN A LOG OF ALL ACTIONS TAKEN.
2. Bring laptop computer to the EOC/set up equipment to record emergency activities.
3. Take minutes and record all activities regarding the emergency.
4. Ensure that EOC staff are logging their actions.
5. Ensure that EOC staff are kept up to date on activities related to the emergency, by distributing copies of minutes, utilizing whiteboards/smartboards/projectors/other means of communication within EOC, providing updates to the EOC Commander, CEMC or Incident Commander.
6. Participate in the debriefing session following the termination of the emergency to record all actions taken and ensure that EOC members are provided with copies of the outcome.

## FIRE CHIEF'S DUTIES

### The Fire Chief is a member of the MECG

1. MAINTAIN A LOG OF ALL ACTIONS TAKEN.
2. Conduct firefighting operations.
3. Direct and/or assist rescue operations.
4. Activate the Fire Mutual Aid System, if required.
5. Appoint an Incident Commander.
6. In the Event of a dangerous goods spill:
  - Ensure the Ministry of Environment, Conservation and Parks and CANUTEC are contacted for any assistance required. (see contact list for phone number)
  - Make available to the Municipal Emergency Control Group (MECG), the applicable portion(s) of the Book entitled “North American Emergency Response Guidebook” to the MECG.
7. Should a Chemical, Biological, Radiological or Nuclear (CBRN) or a Heavy Urban Search and Rescue (HUSR) team be required, ensure the “Head of Council” has declared an emergency and then call for the applicable team via the Provincial Emergency Operation Centre.
8. In the Event of a Wildfire requiring OMNRF Support:
  - a. Ensure the OMNRF has been contacted for any assistance that maybe required.
  - b. Ensure MECG has been notified immediately to consider the need to declare an emergency.
9. Keep the MECG updated on the emergency.
10. Attend debriefing sessions, as required.



## **DIRECTOR OF OPERATIONS' DUTIES**

### **The Director of Operations is a member of the MECG**

1. MAINTAIN A LOG OF ALL ACTIONS TAKEN.
2. Provide municipal equipment and personnel, as necessary.
3. Arrange on a local basis for the procurement of special equipment, e.g. heavy duty cranes, pumps etc.
4. Liaise with the Ministry of Transportation Officials and obtain necessary resources from them when warranted.
5. Arrange for disconnection of utilities which represent a hazard and keep a list of local suppliers and location of equipment in the event of an emergency.
6. Advise the Municipal Emergency Control Group (MECG) when sustained damage to a structure(s) exceeds safe limits.
7. Provide assistance in cleanup operations, and repair damages where there is municipal responsibility.
8. Provide flashers and barricades.
9. At the direction of the fire department, provide assistance in search and rescue of trapped and injured people.
10. Restore and obtain assistance in restoring essential services.
11. Act as a liaison with local and provincial utilities.
12. Attend debriefing sessions, as required.

## COMMUNITY SERVICES WORKING FOREMAN DUTIES

The Community Services Working Foreman is a support role for the MECG:

1. MAINTAIN A LOG OF ALL ACTIONS TAKEN.
2. Ensure that EOC is in safe operating condition. Monitor procedures and activities in the EOC to ensure they are being conducted in a safe manner considering the existing situation and conditions. Stop or modify all unsafe operations.
3. Tour the entire EOC facility and evaluate conditions; advise the CEMC/EOC Manager of any conditions and actions which might result in liability, (unsafe layout or equipment set-up, etc.).
4. Study the EOC facility and document the locations of all fire extinguishers, emergency pull stations, and evacuation routes and exits, see Appendix R.
5. Be familiar with particularly hazardous conditions in the facility; take action when necessary.
6. Ensure that the EOC facility is free from any environmental threats – e.g., radiation exposure, air purity, water quality, etc.
7. Coordinate with the Finance/Administration Section in preparing any personnel injury claims or records necessary for proper case evaluation and closure.
8. Keep the CEMC/EOC Chair advised of unsafe conditions, act when necessary.
9. Attend debriefing sessions, as required.

## EMERGENCY INFORMATION OFFICER (EIO) DUTIES

### The EIO is a member of the MECG

1. MAINTAIN A LOG OF ALL ACTIONS TAKEN.
2. Direct the activation of the Emergency Information Plan. The Emergency Information Officer will have a copy of the Plan and Media Kit available to him/her.
3. Consult with the Mayor and CAO on the need for news briefings and conferences, the granting of media interviews, the status of media monitoring, recommended responses to media misinformation and rumour, the content of official statements, announcements, and other forms of public communication/disaster related info
4. Consult with members of the Municipal Emergency Control Group (MECG) on the status of the emergency and on any need for resources that could be fulfilled by the dissemination of public calls for assistance through the media or other means.
5. Correct misinformation by contacting media program producer.
6. Apprise the Municipal Emergency Control Group members of any significant information received from members of the public and the media.
7. Ensure that a log is kept of media reporting to be transformed into a media coverage summary and assessment component of the final operational evaluation report of public information activities.
8. Prepare and submit a final report containing an operation evaluation of Emergency Information (EI) services, analysis of media coverage and recommended adjustment to the EI Plan.
9. Arrange for the dissemination of special information e.g. emergency responders to report to a location or go on standby for callout as the case may be; citizens to refrain from using the telephone so emergency communications will remain open; provide information on health hazards as prepared by the Medical Officer of Health.
10. Schedule press conferences on a regular basis.
11. Arrange for media facilities and support near the Emergency Operations Centre (EOC) and set up and maintain the media centre.
12. Gather information from emergency services and prepare releases for the approval of the Head of Council prior to all press conferences. See sample **Appendix I**.
13. Ensure website is updated with current information.
14. Attend debriefing sessions, as required.

**EOC MANAGER DUTIES  
To Be Assigned**

1. MAINTAIN A LOG OF ALL ACTIONS TAKEN.
2. Determine the current EOC security requirements and arrange for staffing as needed.
3. Direct support staff answering incoming calls at the EOC to ensure that all messages are routed to their intended recipients.
4. Transmit decisions made by the Municipal EOC to the incident commander on site.
5. Call other Municipal staff, government officials, and outside experts to the EOC to join the Municipal Emergency Control Group for resource and advisory purposes.
6. Attend debriefing sessions, as required.

**OLIVER PAIPOONGE DETACHMENT  
THUNDER BAY POLICE SERVICES' DUTIES**

1. MAINTAIN A LOG OF ALL ACTIONS TAKEN.
2. Activate the department's emergency alert system.
3. If appropriate, appoint an on-site Police Co-ordinator.
4. If warranted, set up an on-site command post, either in existing facilities or in a mobile command post.
5. Seal off the emergency area in the event such action is necessary.
6. Control traffic to facilitate the movement of emergency and evacuation vehicles.
7. Assist the Fire Department's evacuation of buildings and areas ordered by the Head of Council.
8. Provide security and prevent looting in emergency or evacuation areas and reception centres.
9. Arrange for additional police assistance, if required.
10. Advise the Coroner in the event of fatalities and perform whatever additional responsibilities may be necessary under the *Coroners Act* and other statutes.
11. Keep the Municipal Emergency Control Group (MECG) apprised of the emergency.
12. Attend debriefing sessions, as required.

Updated November 2017

### **OPP DETACHMENT COMMANDER DUTIES**

1. MAINTAIN A LOG OF ALL ACTIONS TAKEN
2. Upon receiving request from the EOC (Emergency Operations Centre), activate OPP's Emergency Alert System.
3. Assist the Thunder Bay Police (Oliver Paipoonge Branch) with emergency duties as outlined in the Municipality's Emergency Resource Plan and as per OPP policy.

Updated November 2017

**EMS DUTIES (SUPERIOR NORTH EMERGENCY MEDICAL SERVICES)**

1. Activate the Superior North EMS emergency plan.
2. Assume responsibility for triage and transportation of casualties from triage staging area.
3. Coordinate additional EMS resources as required through Central Ambulance Communications Centre in Thunder Bay.
4. Provide and co-ordinate transportation of casualties to the TBRHSC.
5. Maintain a log of all EMS activities and attend debriefing sessions as required.

Updated November 2017

**LAKEHEAD REGION CONSERVATION AUTHORITY DUTIES  
IN THE EVENT OF A FLOOD**

1. MAINTAIN A LOG OF ALL ACTIONS TAKEN
2. Activate the Authority's Flood Warning System.
3. Issue a preliminary flood "Watch" in a potential flood situation to municipal officials and to the media.
4. Issue a flood "Warning" in a flood situation to municipal officials and to the media.
5. Advise municipal officials when alerted of a dam breach or potential failure.
6. Provide technical flood data.
7. In the event of the declaration of a local emergency and after depletion of municipal resources, and at the request of the mayor, recommend to the Ministry of Natural Resources and Forestry that a Provincial Flood Emergency be declared.
8. Cancel flood watch/warning as the situation warrants.

Updated November 2017



## **MEDICAL OFFICER DUTIES**

1. MAINTAIN A LOG OF ALL ACTIONS TAKEN
2. Activate the Health Unit's emergency alert system.
3. Coordinate all community health and medical services that may be required and co-ordinate with other essential services.
4. Provide and disseminate public information on any health hazards.
5. Provide advice on public health matters to the Community Control Group (MECG).
6. Provide for mass immunization, if required.
7. Oversee water quality and arrange for an alternate supply of potable water, if required.
8. Provide advice to the Head of Council on the evacuation of buildings and area for health reasons.
9. Notify other agencies and senior levels of government about health-related matters.
10. Arrange for psychiatric counselling for victims, families, and emergency responders for Critical Incident Stress.
11. Attend debriefing sessions, as required.

Updated November 2017

Updated November 2017

## **THUNDER BAY FIRE SERVICES/CEMC DUTIES**

1. MAINTAIN A LOG OF ALL ACTIONS TAKEN.
2. Activate the City of Thunder Bay Emergency Operations Centre, if necessary.
3. Assist the Thunder Bay Police (Oliver Paipoonge Branch) with emergency duties as outlined in the Municipality's Emergency Plan.

Updated November 2017

## RECEPTION CENTRES & PHONE NUMBERS

### **Oliver Paipoonge Reception Centres:**

#### **Intola:**

Intola Fire Hall – 807-768-9302

#### **Kakabeka Falls:**

Kakabeka Fire Hall – 807-473-9240

Lutheran Church – 807-473-9164

Royal Canadian Legion – 807-473-9122 (evacuation centre)

Kakabeka Falls Curling Club – 807-939-1391 (shelter in summer/reception winter)

#### **Murillo:**

Murillo Community Hall (evacuation centre)

Murillo Fire Hall – 807-935-2622

Public Works Garage – 807-935-2261

Family Resource Centre – 807-935-3009

#### **Rosslyn Village:**

Rosslyn Community Centre – 807-939-1564 (evacuation centre)

Rosslyn Fire Hall – 807-939-1564

Christian Church – 807-939-1207

White-water Golf Clubhouse – 807-475-4653

#### **Slate River:**

Slate River Fire Hall – 807-475-6912

Valley Central School – 807-473-5810 (evacuation centre)

#### **Stanley:**

Nor-West Rec Centre – 807-475-4551 (evacuation centre)

Stanley Fire Hall – 807-473-9272

### **If Thunder Bay is needed as a Reception Centre:**

**Contact the City of Thunder Bay CEMC for service activation.**

## EVACUATION PROCEDURES

1. Oliver Paipoonge is large enough that evacuation of the entire municipality is unlikely. In the event that only a small portion of Oliver Paipoonge is ordered to evacuate, reception centres in the safe areas of the Municipality will be utilized if it is safe, timely and prudent to utilize them.

Evacuees will be encouraged to stay with relatives or friends rather than using reception centres. In an evacuation whereby the residents of the municipality are required to leave the Municipality, the reception is in Thunder Bay.

2. The CAO/Clerk or Emergency Information Officer, as designated by the mayor, will use the electronic media to assist in alerting residents, explaining the mode of travel and evacuation routes.
3. On the evacuation orders by the Mayor or the District Manager, Ministry of Natural Resources and Forestry in the case of a forest fire or flood, the Thunder Bay Police Services, assisted by the Fire Department, will alert the residents by going door to door.
4. The mayor, time permitting, will give a brief interview to the electronic media to verify for residents the authenticity of the evacuation order and to prove reassurance to them.
5. The safest routes will be designated to the reception centres. If Thunder Bay is used as a reception centre the following roads will be used, depending on the nature and location of the “Emergency” and the condition of the roads: Highway 11/17, 61, 102, Oliver Road and Rosslyn Road.
6. For a potential evacuation in event of a dam break on the Kam River, refer to the flood map in OPG’s Kaministiquia River System Dam Safety Emergency Preparedness & Response Plan – Northwest Plant Group.

## **EMERGENCY RECOVERY**

The last phase of an emergency is the recovery phase. This phase focuses on procedures that will enable both the Corporation of the Municipality of Oliver Paipoonge and the community to return to daily operations as soon as possible following an emergency. All departments will serve and have a number of tasks to undertake during the recovery, depending on the severity of the emergency, in which the process could take days, weeks, months, or even years.

The Municipal Emergency Control Group may activate the recovery phase once the immediate response to the emergency has been completed. It is possible to undertake emergency response and emergency recovery measures simultaneously, as it can be difficult to precisely define where one phase begins and where the other ends. Recovery efforts may be initiated while an emergency is still in effect.

The task of the Municipal Emergency Control Group in this phase of the plan, along with municipal and regional officials and other agencies, depends on the nature of the emergency and needs for recovery. It will provide direction and coordinate activities addressing the recovery of the community and the Municipality.

## **CONTINUITY OF BUSINESS PLAN**

Currently under review.

## DEBRIEFING, REPORTING AND IMPLEMENTING LESSONS LEARNED

Debriefing following a significant incident is an important process for the Municipality to engage in, as it is a valuable form of capturing views from all stakeholders involved in the incident; and exploring their experiences from different angles and getting diverse perspectives on the same operation. In doing this, the opportunity is presented to gain an appreciation for the work that all partners undertook to manage the emergency. The debriefing should also evaluate the need for critical stress de-briefings for all members involved, especially with those involved at the onset of the emergency. The monitoring for Post Traumatic Stress in all members must be ongoing, with the required help made available to those that require it.

The Municipality may choose to facilitate one or more debriefing sessions, depending on the nature and scale of the incident, and they can be either macro-level or micro-level, depending on the type of information one is looking to capture, and the source one is looking to capture it from.

Following the debriefing sessions, an After-Action Report and Improvement Plan should be developed to capture the feedback that was gained from debriefs, and to have a record of everything that took place during the emergency response and the recovery phases. The Municipality may choose to make the After-Action Report and Improvement Plan a public record.

The After-Action Report and Improvement Plan is also a way to capture the lessons learned from the event, and as a driving force to implement the recommendations for improvement that were given during the entire post-emergency review. Implementing lessons learned is an opportunity to review and update emergency plans and other supporting emergency-related documentation owned by the Municipality.

The Municipality should also take the opportunity to revisit partnerships with emergency and other community stakeholders, to ensure open and effective communication will take place for the next event.

In the Municipality of Oliver Paipoonge, the emergency management process is to review and revise plans and documents annually to ensure the effective and efficient response to incidents, and to safeguard and protect the life, property, environment, and economy of this growing and thriving Municipality.

**There needs to be a separate debriefing for volunteers.**

## **TRAINING AND EXERCISES**

The *Act* requires that “every municipality shall conduct training programs and exercises to ensure the readiness of employees of the municipality and other persons to act under the emergency plan.”

The Municipal Emergency Management Program is mandated to include “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.”

The objective of the training and exercises is to ensure that Municipal employees are able to cope effectively with any emergency situation. Departments are also encouraged to test their departmental emergency procedures on a regular basis.

## PUBLIC INFORMATION GUIDE

### EVACUATION

If the evacuation is anticipated, the public will be warned by the Police.

On hearing a warning, residents are requested to turn on radios or televisions to local stations and listen for announcements and/or instructions. Residents can also monitor social media outlets for updates.

When evacuation becomes necessary and is ordered:

- Residents who do not have their own transportation will be asked to assemble at \_\_\_\_\_.
  - Residents who are physically unable to move to these locations are requested to phone the broadcasted numbers and place a white cloth into the door of the residence facing the street or road.
  - Pick up will be arranged as soon as possible.
  - Residents who have their own transportation are asked to await further instructions.
  - Residents relying on emergency public transportation and/or public reception centres for accommodation are reminded that pets are not permitted in either of these facilities.
  - For the safety and comfort of your family and protection of your property, the following is suggested in case of evacuation: \*\*This section should link up with a preparedness plan for the residence, using the government 72 hour preparedness guidelines
    - a) Secure Home
    - b) Carry identification (Driver's license, birth certificate, medical alert, etc.)
    - c) Grab your 72-hour preparedness bag for each member
      - a. Your Bag should contain all of the required items outlined in the Municipalities 72-hour preparedness plan.
1. If evacuation is by private vehicle and you have room in your vehicle, please stop at \_\_\_\_\_ for extra passengers.
  2. If Transportation is by emergency public transport:
    - a) Only one 72-hour Grab Bag per person can be taken (identify your Grab Bag - it may be transported separately).
    - b) Carry valuables and documents in a handbag or on your person.
  3. Residents will be asked to register at Registration Centre(s) in the reception community, so that inquiries by relatives and friends can be answered as quickly as possible.
  4. An Emergency Public Information Service will be established in the reception community.
  5. Arrangements will be made with the local stores and gasoline outlets to remain open during an evacuation as long as conditions permit.



**PUBLIC INFORMATION GUIDE**

**DOG LAKE DAM FLOODING ALONG THE KAMINISTIQUIA RIVER – SAMPLE**

Dear Resident:

The Municipality of Oliver Paipoonge has been notified by the Ontario Power Generation (OPG) that they are conducting a controlled outflow of water from the Dog Lake Dam into the Kaministiquia River at approximately \_\_\_\_\_ on \_\_\_\_\_.

The OPG is conducting this increased controlled outflow of water in preparation of a potential for heavy rains forecasted for \_\_\_\_\_. It is anticipated that the Kaministiquia River will rise as a result of the increased outflow and forecasted rain.

We suggest residents take appropriate steps to protect your property and be prepared for the possibility of an evacuation. We will be working with the Lakehead Region Conservation Authority, the Oliver Paipoonge Police and the Oliver Paipoonge Fire Department to respond to the situation as circumstances dictate.

If you have any questions, please call the Oliver Paipoonge Municipal Office at 935-2613. Also listen to local news media for updates from the Lakehead Region Conservation Authority, Ontario Power Generation and the Ministry of Natural Resources and Forestry.

Yours very truly,

<NAME>

<TITLE>

## **PUBLIC INFORMATION GUIDE**

### **DANGEROUS GASES**

#### **IF AN EMERGENCY IS CALLED:**

- a) Turn on radio for instructions.
- b) Evacuation areas will be decided by wind direction.
- c) Each school, institution, factory, office, and household are responsible for its own evacuation plan.

#### Do Not:

- a) PANIC.
- b) Attempt to locate pets before leaving.
- c) Attempt to travel to a school or place of employment to locate family. The board of Education will ensure students are out of the danger area.

#### If Unable to Escape or are Trapped:

- a) Go Inside.
- b) Tightly close all doors, windows and exterior openings.
- c) Turn off forced air heating or ventilation systems.
- d) Stay in upper portion of building. If necessary, seal yourself in one room and seal all windows and doors with wet clothes.
- e) Do not go into the basement.
- f) Move quickly but do not run if moving through gas.
- g) Soak cloth in water and breathe through it if breathing becomes difficult.
- h) DO NOT PANIC AND RUN OUTSIDE.

#### In Your Car:

- a) Close all windows.
- b) Shut off ventilation.
- c) Continue driving away from the area and do not drive through the gas cloud or your car engine will stall.

#### While Walking:

- a) Go to the nearest building or car and follow the above instructions.
- b) If in an open area and in the path of the cloud, move quickly to high ground at right angles to the wind direction.

## PUBLIC INFORMATION GUIDE

### TORNADO

#### 1. WEATHER WATCHES AND WARNINGS

- Environment Canada issues weather watches and warnings when anticipated weather poses a threat to public safety. This information is relayed to the public by radio or television.
- A severe weather watch is issued up to six hours in advance to alert the general public that for a specified portion of Ontario, there is a high potential for dangerous thunderstorm weather, which may be accompanied by a tornado.
- A severe weather warning is issued to alert the public that severe thunderstorms or tornadoes are imminent in the warning area—i.e. a severe thunderstorm is in progress or expected to occur within two hours.

#### 2. TORNADO SAFETY TIPS

A Personal tornado awareness program should include:

- Being aware of the weather, knowing the radio or television stations which broadcast up to the minute weather information.
- Knowing the name of your forecast region when Environment Canada issues weather watches and warnings.
- Reviewing your plans of action.

#### 3. WHEN A TORNADO THREATENS

- Stay away from your windows, doors, and outside walls. Protect your head.
- For maximum safety, go down to the basement or seek shelter under a stairway or sturdy table, or in a closet.
- Try to reach the centre of the house or the side away from the storm.
- Avoid buildings with large areas of unsupported roof, including arenas, barns or supermarkets.
- If caught in such a building, seek out the lowest floor, an inside hallway, or a small interior windowless room, or get under something sturdy.
- If caught in the open, try to determine the tornadoes direction of travel and move at right angles to it. If you cannot avoid the storm, find a ditch, ravine or other depression, and lie flat. Do not remain in your car; many people have been killed trying to ride out a tornado in their car.
- If no shelter can be found, hang on to the base of a small tree or shrub.
- Remember that damaged and weakened structures, fallen debris, downed hydro wires and gas leaks are potential dangers after a storm has passed.

## REFERENCE MATERIAL

### ACRONYMS, INITIALISMS AND DEFINITIONS

Acronyms are words that are usually pronounced when formed from the first letters of other words. Initialisms are a group of initial letters used as an abbreviation for a name or expression – each letter being pronounced separately. Acronyms and Initialisms are employed to create brevity and clarity of common words or phrases when communicating between members within a common discipline. This list is not exhaustive but includes common emergency management terminology. This list will be amended as necessary.

<b>AAR</b>	<b>After Action Report</b>
<b>CANUTEC</b>	<b>Canadian Transport Emergency Centre operated by the Transport Dangerous Goods Directorate of Transport Canada</b>
<b>BCP</b>	<b>Business Continuity Plan</b>
<b>CAP</b>	<b>Corrective Action Plan</b>
<b>C &amp; O</b>	<b>Concept and Objectives</b>
<b>MECG</b>	<b>Community Control Group</b>
<b>C/E Handbook</b>	<b>Controller and Evaluator Handbook</b>
<b>CEC</b>	<b>Comprehensive Exercise Curriculum</b>
<b>CEM</b>	<b>Commissioner of Emergency Management</b>
<b>CERV</b>	<b>Community Emergency Response Volunteers</b>
<b>CBRN</b>	<b>Chemical, Biological, Radiological or Nuclear</b>
<b>CBRNE</b>	<b>Chemical, Biological, Radiological, Nuclear or Explosive</b>
<b>CEMC (1)</b>	<b>Community Emergency Management Coordinator</b> Their responsible for running the EOC and coordinating all information and strategies of the CCG to all responding agencies.
<b>CEMC (2)</b>	<b>Canadian Emergency Management College</b>
<b>CISM</b>	<b>Critical Incident Stress Management</b>
<b>CNSC</b>	<b>Canadian Nuclear Safety Commission</b>
<b>COOP</b>	<b>Continuity of Operation Plan</b>
<b>COSIN</b>	<b>Control Staff Instructions</b>

<b>CP</b>	<b>Command Post</b> It's the central control/communications centre from which the Incident Commander will coordinate on-site activities and communicate with the Emergency Operations Centre and other operational sectors.
<b>CPX</b>	<b>Command Post Exercise</b>
<b>DND</b>	<b>Department of National Defense</b>
<b>EEG</b>	<b>Exercise Evaluation Guide</b>
<b>EER</b>	<b>Exercise Evaluation Report</b>
<b>EI</b>	<b>Emergency Information</b>
<b>EIO</b>	<b>Emergency Information Officer</b> The individual appointed to act as the primary media and public contact for the Municipality in an emergency.
<b>EM</b>	<b>Emergency Management</b>
<b>EMA</b>	<b>Emergency Management Agency</b>
<b>EMCPA</b>	<i>Emergency Management &amp; Civil Protection Act</i>
<b>EMCC</b>	<b>Emergency Management Coordinating Committee</b>
<b>EMC</b>	<b>Emergency Management Coordinator</b>
<b>Emergency</b>	<b>Emergency</b> Situations, or threats of serious impending situations, that will adversely affect a significant number of persons, properties, or areas. By their nature or magnitude, these situations may require municipal expenditures, requests for additional resources, provisions for emergency shelter, or evacuation. These situations are distinct from normal operations where coordinated activities among agencies are adequate to resolve the situation.
<b>EMO</b>	<b>Emergency Management Ontario</b>
<b>EMPC</b>	<b>Emergency Management Program Committee</b> A group appointed by Council that shall advise the council on the development and implementation of the Municipality's Emergency Management Program and shall conduct an annual review of the Municipality's Emergency Management program and shall make recommendations to the council for its revision if necessary.

<b>EMS</b>	<b>Emergency Medical Services</b>
<b>EOC</b>	<b>Emergency Operations Centre</b> The physical facility from which the Municipal Emergency Control Group supports the response effort of all the responding agencies to an emergency. This facility is located at a predetermined location with an alternate location designated if the primary EOC is not accessible.
<b>EOC Commander</b>	<b>Emergency Operations Centre Commander</b> Gives overall direction to the emergency, with the guidance of the MECG and outside agency commanders.
<b>EOP</b>	<b>Emergency Operating Plan or Procedure</b>
<b>ESM</b>	<b>Emergency Site Manager/Management</b>
<b>EP</b>	<b>Exercise Program</b>
<b>EPW</b>	<b>Exercise Plan Workshop</b>
<b>EVALPLAN</b>	<b>Evaluation Plan</b>
<b>EXPLAN</b>	<b>Exercise Plan</b>
<b>FPC</b>	<b>Final Planning Conference</b>
<b>FY</b>	<b>Fiscal Year</b>
<b>FOUO</b>	<b>For Official Use Only</b>
<b>FSE</b>	<b>Full-Scale Exercise</b>
<b>FE</b>	<b>Functional Exercise</b>
<b>GSA</b>	<i>Good Samaritan Act</i>
<b>HAZMAT</b>	<b>Hazardous Materials</b>
<b>HIRA</b>	<b>Hazard Identification and Risk Assessment</b>
<b>HUSAR</b>	<b>Heavy Urban Search and Rescue</b>
<b>IC</b>	<b>Incident Command</b> Responsible for managing incident on scene. This person's priority is to guide an incident to its resolution as quickly and completely as possible, managing the resources, plan, and communication involved in that resolution.
<b>ICP</b>	<b>Incident Command Post</b>

<b>ICS</b>	<b>Incident Command System</b>
<b>IMS</b>	<b>Incident Management System</b>
<b>IP</b>	<b>Improvement Plan</b>
<b>IPC</b>	<b>Initial Planning Conference</b>
<b>JEPP</b>	<b>Joint Emergency Preparedness Program</b>
<b>JIC</b>	<b>Joint Information Centre</b>
<b>JPIC</b>	<b>Joint Public Information Centre</b>
<b>LFCA</b>	<b>Land Forces Central Area</b>
<b>LLIS</b>	<b>Lessons Learned Information Sharing</b>
<b>MAG</b>	<b>Ministry Action Group</b>
<b>Media Centre</b>	The location from which information, approved by the Municipal Emergency Control Group is provided to the media. The centre will also monitor the emergency's media coverage to provide the Municipal Emergency Control Group with effective strategies on dealing with media issues. Media emergency site tours, interviews, and photo opportunities are coordinated through the Media Centre.
<b>MEMC</b>	<b>Ministry Emergency Management Coordinator</b>
<b>MECG</b>	<b>Municipal Emergency Control Group</b> Group responsible for supporting the actions of all agencies responding to an emergency, defining overall strategy, and planning for secondary effects of any emergency or disaster.
<b>MEOC (1)</b>	<b>Municipal Emergency Operations Centre</b>
<b>MEOC (2)</b>	<b>Ministry Emergency Operations Centre</b>
<b>MEPP</b>	<b>Master Exercise Practitioner Program</b>
<b>MMAH</b>	<b>Ministry of Municipal Affairs and Housing</b>
<b>MOU</b>	<b>Memorandum of Understanding</b>
<b>MPC</b>	<b>Mid-term Planning Conference</b>
<b>MSDS</b>	<b>Material Safety Data Sheet</b>

<b>MSEL</b>	<b>Master Scenario Events List</b>
<b>NEMCC</b>	<b>Nuclear Emergency Management Coordinating Committee</b>
<b>NFPA</b>	<b>National Fire Protection Association</b>
<b>NIMS</b>	<b>National Incident Management System</b>
<b>ODRAP</b>	<b>Ontario Disaster Relief Assistance Program</b>
<b>OERT</b>	<b>Ontario Emergency Response Team</b>
<b>PCTP</b>	<b>Provincial Counter Terrorism Plan</b>
<b>PDAT</b>	<b>Provincial Disaster Assessment Team</b>
<b>PEOC</b>	<b>Provincial Emergency Operations Centre</b>
<b>PCTCMP</b>	<b>Provincial Counter-Terrorism Consequence Management Plan</b>
<b>PERP</b>	<b>Provincial Emergency Response Plan</b>
<b>PERT</b>	<b>Provincial Emergency Response Team</b>
<b>PIO</b>	<b>Public Information Officer</b>
<b>PNERP</b>	<b>Provincial Nuclear Emergency Response Plan</b>
<b>POC</b>	<b>Point of Contact</b>
<b>PPE</b>	<b>Personal Protective Equipment</b>
<b>PSEPC</b>	<b>(Department of) Public Safety and Emergency Preparedness Canada</b>
<b>PTSC</b>	<b>Partnerships Toward Safer Communities</b>
<b>Scribe</b>	Person responsible to the CEMC to assist him/her in the Emergency Operations Centre.
<b>Sector Officer</b>	The individual representing his/her agency and may be based on as functional description or a geographic description. The Sector Officer will answer directly to the incident commander at Emergency Operations Centre or on the scene this person would be appointed.
<b>SIMCELL</b>	<b>Simulation Cell</b>
<b>SITMAN</b>	<b>Situation Manual</b>
<b>SMART</b>	<b>Simple, Measurable, Achievable, Results-oriented, Task-oriented</b>



<b>SME</b>	<b>Subject Matter Expert</b>
<b>SOE</b>	<b>Senior Officials Exercise</b>
<b>SOG</b>	<b>Standard Operating Guidelines</b>
<b>SOP</b>	<b>Standard Operating Procedure</b>
<b>TTX</b>	<b>Tabletop Exercise</b>
<b>UC</b>	<b>Unified Command</b>
<b>VIP</b>	<b>Very Important Person</b>
<b>WMD</b>	<b>Weapons of Mass Destruction</b>