

**Corporation of the Township
of
Tarbutt & Tarbutt Additional**

EMERGENCY RESPONSE PLAN

Revised October 2004

Please note this is a general basis of a plan to be used in the event of an emergency. All emergencies will be unique and each situation will have it's own challenges. Were possible the plan will be adhered to, to the best ability of the people available at the time of the emergency. Also note that some information has been removed, in order for us to make this a publicly available document and to comply with restrictions under the Freedom of Information and Privacy Protection Act, names and phone numbers have been removed from this copy.

**TOWNSHIP OF TARBUTT & TARBUTT ADDITIONAL
EMERGENCY RESPONSE PLAN**

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PART 1: INTRODUCTION

Emergencies are defined as situations or an impending situation 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, as well as the environment and economic health of the Township of Tarbutt & Tarbutt Additional.

The Township of Tarbutt & Tarbutt Additional is located on both the north and south side of Hwy 17 and is situated West of the Village of Desbarats. Hwy 548 originates within our Township and is the access Hwy to St. Joseph Island. The population of the Township is approximately 450 residents. In summer time the population significantly increases with the arrival of tourists and summer residents. Some residents of the Township have come from Europe, the USA and other parts of Canada to make our Township their home. The Township has considerable shoreline along the North Channel and Lake Huron with a few small Islands, some of which are inhabited during the summer. The economy of the area is primarily agriculture, with a small amount of industrial and commercial. A large residential population consists of residents who commute out of the Township to work; retired residents and many that call the Township their summer home.

Vital Municipal services consist of a Volunteer Fire Department and the Roads Department. Police duties are carried out by the Blind River Detachment of the Ontario Provincial Police, located on Highway 17, 93 km east of the Township. Health services are supplied principally by the facilities in Sault Ste. Marie and those Clinics located on St. Joseph Island and in the Town of Bruce Mines.

In order to protect residents, businesses and visitors, the Township of Tarbutt & Tarbutt Additional requires a coordinated emergency response by a number of agencies under the direction of the Community Control Group (CCG). These are distinct arrangement and procedures from the normal, day-to-day operations carried out by emergency services.

The Township of Tarbutt & Tarbutt Additional Emergency Management Committee developed this emergency response plan. Every official, municipal department and agency must be prepared to carry out assigned responsibilities in an emergency. The response plan has been prepared to provide key officials, agencies and departments of the Township of Tarbutt & Tarbutt Additional with important emergency response information related to:

- Arrangements, services and equipment; and
- Roles and responsibilities during an emergency.

In addition, it is important that residents, businesses and interested visitors be aware of its provisions. Copies of the Township of Tarbutt & Tarbutt Additional Emergency Response Plan may be viewed at the Township office and on the Municipal Website at www.tarbutttownship.com for more information, please contact:

Emergency Management Co-ordinator
Township of Tarbutt & Tarbutt Additional
27 Barr Rd. S, RR # 1 Desbarats, Ontario, POR 1E0
Phone: (705) 782-6776 Fax: (705) 782-4274

Email: tarbutttownship@bellnet.ca

PART 2: 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, environment and economic health of the residents, businesses and visitors of the Township of Tarbutt & Tarbutt Additional when faced with an emergency.

It enables a centralized controlled and coordinated response to emergencies in the Township of Tarbutt & Tarbutt Additional, and meets the legislated requirements of the Emergency Management Act.

Emergencies can occur within the Township of Tarbutt & Tarbutt Additional, and the most likely are:

[Insert some details from the HIRA for Tarbutt, when available]

For further details, please contact the Emergency Management Coordinator.

Emergency Management Co-ordinator
Township of Tarbutt & Tarbutt Additional
27 Barr Rd. S, RR # 1 Desbarats, Ontario, POR 1E0
Phone: (705) 782-6776 Fax: (705) 782-4274

Email: tarbutttownship@bellnet.ca

PART 3: AUTHORITY

The *Emergency Management Act (EMA)* is the legal authority for this emergency response plan in Ontario.

The *EMA* states that:

“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.”

As enabled by the *Emergency Management Act, 2003*, this emergency response plan and its’ elements have been:

- Issued under the authority of *Township of Tarbutt & Tarbutt Additional By-Law 28-2004*; and
- Filed with Emergency Management Ontario, Ministry of Public Safety and Security.

a) Definition of an Emergency

The *EMA* defines an emergency as:

“An emergency means a situation or an impending situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property.”

The Emergency Operations Centre (EOC) can be activated for any emergency for the purposes of managing an emergency, by maintaining services to the community and supporting the emergency site.

b) Action Prior to Declaration

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 property and the health, safety and welfare of the Township of Tarbutt & Tarbutt Additional and it’s inhabitants.

PART 4: EMERGENCY NOTIFICATION PROCEDURES

Only a member of the CCG may initiate the notification procedure.

The contact phone numbers and addresses of the CCG members (and their alternates) are contained in **Annex A (page 12)**.

When a member of the CCG receives a warning of a real or potential emergency, that member will immediately initiate the notification of the CCG. The member initiating the call must provide pertinent details (e.g. - a time and place for the CCG to meet) as part of the notification procedure. Sample in **Annex (page)** is the recommended format.

If deemed appropriate, the individual CCG members may initiate their own internal notification procedures of their staff and volunteer organizations.

Where a threat of an impending emergency exists, any member of the CCG may initiate the notification procedure and place CCG members on standby.

The CCG member initiating the notification must record the date and time CCG members were contacted.

Upon activation of the emergency plan, the Emergency Operation Control Group will appoint an agency to manage the emergency site(s), based on the agency that is most likely to have the greatest involvement or legal responsibility in the handling of the emergency or disaster.

a) Requests for Assistance

Assistance may be requested from the Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting **Emergency Management Ontario Provincial Operations Centre at**

The Emergency Notification Contact List, including contact numbers for requesting assistance, is attached as **Annex A (page 12)**.

b) A Declared Community Emergency

The Mayor or Acting Mayor of the Township of Tarbutt & Tarbutt Additional, as the Head of Council, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the CCG.

Upon declaring an emergency, the Mayor will notify:

- Emergency Management Ontario, Ministry of Public Safety and Security;
- Township Council;
- Public;
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);

- Local Member of Parliament (MP).

A community emergency may be terminated at any time by:

- Mayor or Acting Mayor; or
- Township Council; or
- Premier of Ontario.

When terminating an emergency, the Mayor will notify:

- Emergency Management Ontario, Ministry of Public Safety and Security;
- Township Council;
- Public;
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).

PART 5: EMERGENCY COMMUNITY CONTROL GROUP

a) Emergency Operations Centre (EOC)

The location of the Township of Tarbutt & Tarbutt Additional's primary and alternate Operations Centres are detailed in **Annex B (page 14)**.

b) Community Control Group (CCG)

The emergency response will be directed and controlled by the Community Control Group (CCG) - a group of officials who are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community. The CCG consists of the following officials:

- Mayor of the Township of Tarbutt & Tarbutt Additional, or alternate;
- Clerk, or alternate, who becomes the Operations Officer in the EOC;
- Police representative, or alternate;
- Fire Chief, or alternate;
- Road Superintendent, or alternate;
- Medical Officer of Health, or alternate;
- Clerk/Emergency Management Coordinator, or alternate;
- Clerk Assistant (s);
- Media Relations officer;
- Emergency Measures officer;
- EOC Log Officer;
- Communications Coordinator;
- Additional personnel called or added to the CCG may include:
 - Emergency Management Ontario Representative;
 - Liaison staff from provincial ministries;
 - Any other officials, experts or representatives from the public or private sector as deemed necessary by the CCG.

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

The CCG shall when called meet at the Emergency Operations Centre (EOC) the primary location at 27 Barr Rd. South, Township Office unless otherwise instructed.

c) Operating Cycle

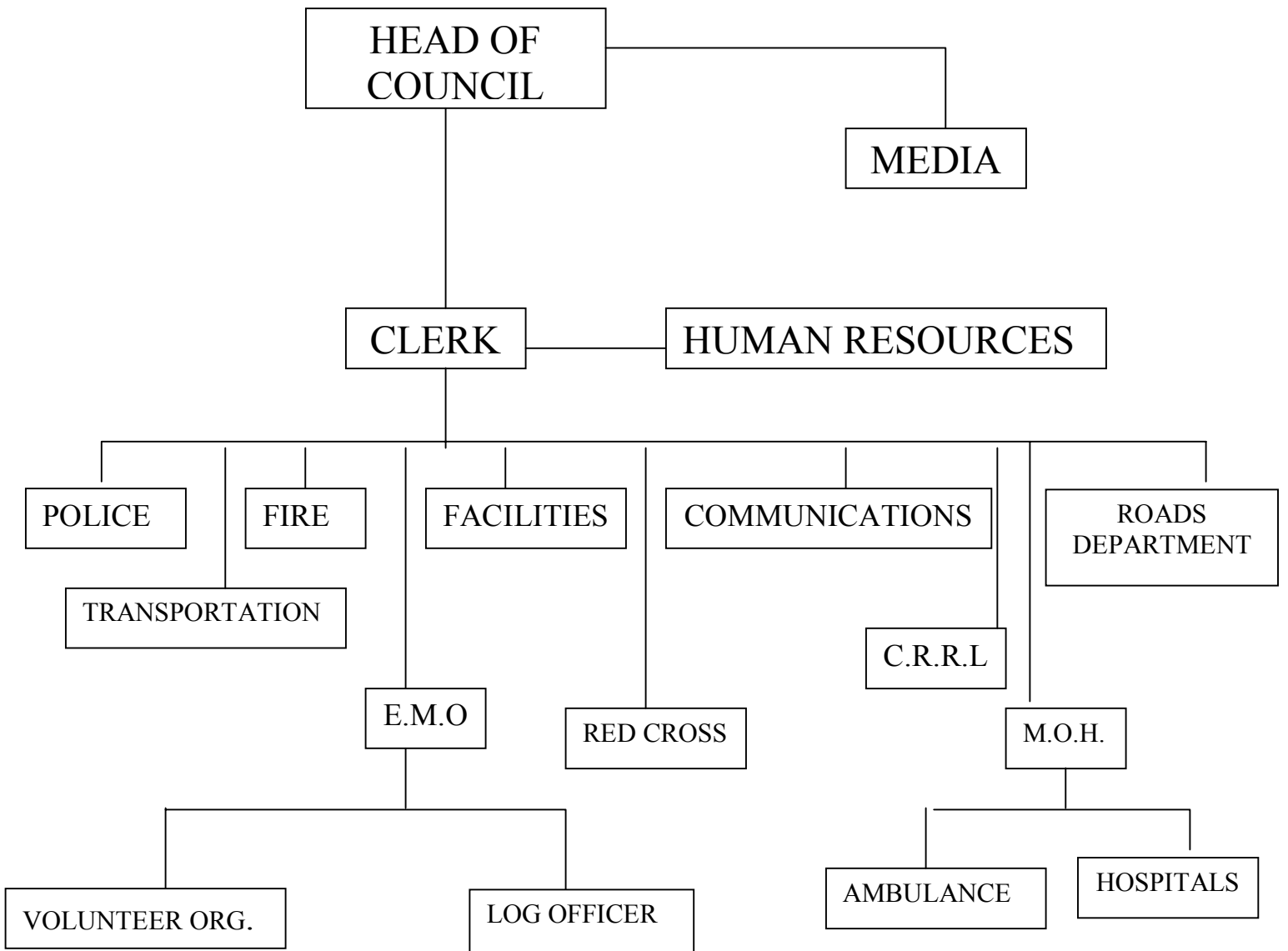
Members of the CCG will gather at regular intervals to inform each other of actions taken and problems encountered. The Operations Officer will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. The Clerk's Assistant will maintain status board and maps and which will be prominently displayed and kept up to date.

d) Community Control Group Responsibilities

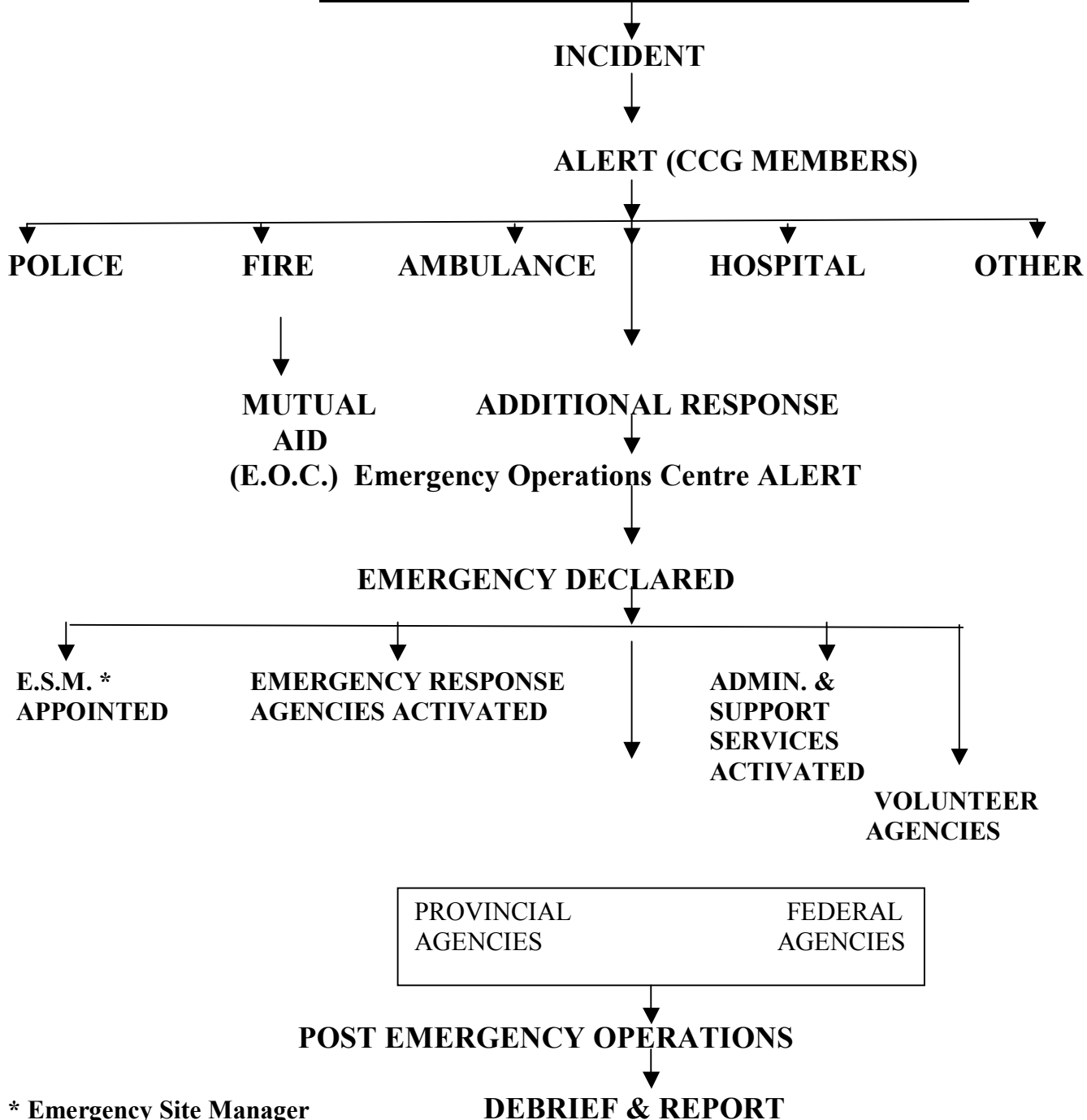
The members of the Community Control Group (CCG) are likely to be responsible for the following actions or decisions:

- Calling out and mobilizing their emergency service, agency and equipment;
- Coordinating 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;
- Determining if the location and composition of the CCG are appropriate;
- Advising the Mayor as to whether the declaration of an emergency is recommended;
- Advising the Mayor on the need to designate all or part of the township as an emergency area;
- Ensuring that an Emergency Site Manager (ESM) is appointed;
- Ensuring support to the ESM by offering equipment, staff and resources, as required;
- Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger;
- Discontinuing utilities or services provided by public or private concerns, i.e. hydro, closing down of a business;
- Arranging for services and equipment from local agencies not under community control i.e. private contractors, industry, volunteer agencies, service clubs;
- 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;
- Determining if additional volunteers are required and if appeals for volunteers are warranted;
- Determining if additional transport is required for evacuation or transport of persons and/or supplies;
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Coordinator and Citizen Inquiry Supervisor for dissemination to the media and public;
- Determining the need to establish advisory groups and/or sub-committees/working groups for any aspect of the emergency including recovery;
- Authorizing expenditure of money required dealing with the emergency;
- Notifying the service, agency or group under their direction, of the termination of the emergency;
- Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Clerk within one week of the termination of the emergency, as required;
- Participating in the debriefing following the emergency.

EMERGENCY OPERATIONS CONTROL GROUP



EMERGENCY PLAN INITIATION SEQUENCE



* Emergency Site Manager

ANNEX B

PART 6: EMERGENCY OPERATIONS CENTRE'S

In the event of an emergency or disaster the following locations will operate as Emergency Operation Centres. There will be one (1) primary site and two (2) secondary sites. If circumstances are such that the continued use of the primary site is deemed inappropriate or unsafe, the Emergency Operations Centre will be relocated to a secondary site.

PRIMARY EOC

Township of Tarbutt & Tarbutt Add'l Municipal Office
27 Barr Rd. S.
RR # 1 Desbarats, ON.
Phone 782-6776
Fax 705-782-4274
Email: tarbutttownship@bellnet.ca

SECONDARY EOC # 1

Township of Tarbutt & Tarbutt Add'l Community Hall
762 MacLennan Road, North,
RR # 1 Desbarats, ON
Phone 705-782-

This facility is located within a ¼ km of the Primary EOC.

SECONDARY EOC # 2

Township of Laird
RR # 4 Echo Bay
Ontario, POS 1C0
Phone 248-2395
Fax 248-1138

This facility is located within 3 km of the Primary EOC on Hwy 17

PART 7: EMERGENCY RESPONSE SYSTEMS

A) The individual responsibilities of the Community Control Group:

1. MAYOR or ACTING MAYOR

The Mayor or Acting Mayor is responsible for:

- Providing overall leadership in responding to an emergency;
- Activating the emergency notification system;
- Declaring an emergency within the designated area;

Notify the Provincial Operations Centre, POC Duty Officer (24/7) at;

Telephone:

Or Toll free

Fax

(If you experience any difficulty in contacting the POC Officer, call the OPP Duty Officer at

-
- Declaring that the emergency has terminated (Note: Council as a whole may also terminate the emergency);
- Notifying the Emergency Management Ontario, Ministry of Public Safety and Security of the declaration of the emergency, and termination of the emergency;
- Ensuring the members of council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation.
- Request assistance from neighbouring municipalities or senior levels of government when required;
- Place municipal resources at the disposal of the various municipal, regional, and provincial service agencies;
- Approve prepared media releases to keep the public informed;
- Ensure that access to provincial funding is available as required;
- Chairing the CCG;
- Coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings;
- Termination of the state of emergency when required;
- De-activation of the plan;
- Maintain a log of all actions taken;

STANDARD OPERATING PROCEDURES

On the receipt of the warning of a real or potential emergency or disaster the Mayor of the Township shall;

1. Report to the Emergency Operations Centre;
2. Coordinate media releases with appropriate in put from staff;
3. Convene an emergency meeting of council;

RESOURCES

All of Emergency Plan for Township of Johnson;

2. CLERK/TREASURER/HUMAN RESOURCES

The Clerk for the Township of Tarbutt & Tarbutt Additional is responsible for:

- Activating the emergency notification system;
- Ensuring liaison with the Police Chief regarding security arrangements for the EOC;
- Advising the Mayor on policies and procedures, as appropriate;
- Approving, in conjunction with the Mayor, major announcements and media releases prepared by the Emergency Information Coordinator, in consultation with the CCG;
- Ensuring that a communication link is established between the CCG and the Emergency Site Manager (ESM);
- Calling out additional township staff to provide assistance, as required.
- Determine if municipal resources are adequate or if additional resources are needed;
- Recommend when required, that assistance be requested from Provincial or Federal Government;
- Ensure that an agency has been appointed to manage the emergency site(s);
- Advise the Mayor of any necessary actions that should be taken that are not covered in the emergency plan;
- Coordinate supply and demand of human resources;
- Liaison with Facility Officer for the most appropriate site(s) for the registration of human resources and administrative details that may involve financial liability;
- Providing and securing of equipment and supplies not owned by the Township of Tarbutt & Tarbutt Additional;
- Ensuring liaison with purchasing agents of the neighbouring communities, if necessary;
- Maintaining and updating a list of all vendors whom may be required to provide supplies and equipment.
- Providing information and advice on financial matters as they relate to the emergency;
- Ensuring liaison, if necessary, with the Treasurers of neighbouring communities;
- Ensuring that records of expenses are maintained for future claim purposes;
- Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency.
- Maintain a log of all actions taken;

STANDARD OPERATING PROCEDURES

On receipt of the warning of a real or potential emergency or disaster the Clerk shall;

1. Activate the Emergency Operations Control Group's call-out system in whole or in part;
2. Report to the Emergency Operations Centre;
3. Assume the responsibilities of the Emergency Operations Centre Coordinator;
4. Coordinate supply and demand of human resources;
5. Coordinate the municipal response;

RESOURCES

Appendix A – E.O.C. Equipment & Supplies
Appendix B – Municipal & District works Equipment
Appendix C – Municipal & District Fire Equipment
Appendix D – Social Services Equipment & Supplies

Appendix E – Human Resources Supplies
Appendix F – Health Care
Appendix G – Communications
Appendix H – Government Agencies & Advisors
Appendix I – Transportation & Transit
Appendix J – Facilities
Appendix K – Media
Appendix L – Supplies, Suppliers & Trades
Appendix M – Volunteer Emergency Organization
Appendix N – Provincial Operations Centre

3. POLICE CHIEF or ALTERNATE

The Police Chief is responsible for:

- Activating the emergency notification system;
- Notifying necessary emergency and community services, as required;
- Establishing a site command post with communications to the EOC;
- Depending on the nature of the emergency, assign the Site Manager and inform the CCG;
- Establishing an ongoing communications link with the senior police official at the scene of the emergency;
- Establishing the inner perimeter within the emergency area;
- Establishing the outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel;
- Providing traffic control staff to facilitate the movement of emergency vehicles;
- Alerting persons endangered by the emergency and coordinating evacuation;
- Opening of evacuee centres in collaboration with the Social Services Representative;
- Ensuring liaison with the Social Services Officer regarding the establishment and operation of evacuation and reception centres;
- Ensuring the protection of life and property and the provision of law and order;
- Providing police service in EOC, evacuee centres, morgues, and other facilities, as required;
- Notify and assist the coroner with regard to fatalities;
- Ensuring liaison with other community, provincial and federal police agencies, as required;
- Providing an Emergency Site Manager, if required.
- Maintain a log of all actions taken;

STANDARD OPERATING PROCEDURES

On the receipt of the warning of a real or potential emergency or disaster the Police shall;

1. Activate the forces emergency contingency plan;
2. Report to the Emergency Operations Centre;

RESOURCES

1. Township of Johnson Peacetime Emergency Plan
2. O.P.P. Vital Service

4. FIRE CHIEF or ALTERNATE

The Fire Chief is responsible for:

- Activating the emergency notification system;
- Providing the CCG with information and advice on fire fighting and rescue matters;
- Depending on the nature of the emergency, assign the Site Manager and inform the CCG;
- Establishing an ongoing communications link with the senior fire official at the scene of the emergency;
- Informing the Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements for the provision of additional firefighters and equipment, if needed;
- Determining if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing;
- 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;
- Providing an Emergency Site Manager, if required.
- Coordinate fire fighting operations;
- Ensure that dangerous goods support agencies are contacted if necessary;
- Maintain a log of all actions taken;

STANDARD OPERATING PROCEDURES

On the receipt of the warning of a real or potential emergency or disaster the Fire Chief shall:

1. Activate the departments emergency call-out system;
2. Report to the Emergency Operations Centre;
3. Activate Fire mutual aid if required;
4. Coordinate fire fighting and rescue operations;

RESOURCES

Appendix B – Municipal & District Works Equipment

Appendix C – Municipal & District Fire Apparatus

5. ROADS SUPERINTENDENT

The Road Superintendent is responsible for:

- Providing the CCG with information and advice on engineering and public works matters;
- Activating the emergency notification system;
- Depending on the nature of the emergency, assign the Site Manager and inform the CCG;
- Establishing an ongoing communications link with the senior public works official at the scene of the emergency;
- Ensuring liaison with the public works representative from the neighbouring community(s) to ensure a coordinated response;
- Ensuring provision of engineering assistance;
- Ensuring construction, maintenance and repair of town roads;
- Providing equipment for emergency pumping operations.
- Ensuring liaison with the fire chief concerning emergency water supplies for fire fighting purposes;
- Providing public works vehicles and equipment as required by any other emergency services;
- Activate additional equipment, supplies and personnel as required or requested;
- Arrange for disconnecting of any services (Utilities) that represent a hazard;
- Provide assistance in clean up operations;
- Provide barricades and flashers;
- Provide emergency back-up power when required;
- Maintain a log of all actions take;

STANDARD OPERATING PROCEDURES

On the receipt of the warning of a real or potential emergency or disaster the Roads Superintendent shall:

1. Activate the department emergency call-out system;
2. Report to the Emergency Operations Centre;
3. Coordinate operation of all matters pertaining to works department and equipment as required;

RESOURCES

1. Appendix B- Municipal & District Works Equipment
2. Appendix E – Human Resources
3. Appendix I – Transportation

6. MEDICAL OFFICER OF HEALTH

The Medical Officer of Health is responsible for:

- Acting as a coordinating link for all emergency health services at the CCG;
- Ensuring liaison with the Ontario Ministry of Health and Long Term Care, Public Health Branch;
- Depending on the nature of the emergency, assign the Site Manager and inform the CCG;
- Establishing an ongoing communications link with the senior health official at the scene of the emergency;
- Ensuring liaison with the ambulance service representatives;
- Providing advice on any matters, which may adversely affect public health;
- Providing authoritative instructions on health and safety matters to the public through the Emergency Information Coordinator;
- Coordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health and Long Term Care policies;
- Ensuring coordination of care of bed-ridden citizens and invalids at home and in evacuee centres during an emergency;
- Ensuring liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources;
- Ensuring coordination of all efforts to prevent and control the spread of disease during an emergency;
- Notifying the Public Works Representative regarding the need for potable water supplies and sanitation facilities;
- Ensuring liaison with Social Services Representative on areas of mutual concern regarding health services in evacuee centres.
- Provide authority for evacuation of buildings or residential areas for health reasons;
- Provide or request additional health or medical assistance as may be required;
- Ensure interpretation and monitoring of public health standards re: food, water, and sanitation in the affected area (s) and evacuation centers;
- Maintain a log of all actions taken;

STANDARD OPERATING PROCEDURES

On the receipt of the warning of a real or potential emergency or disaster the Medical Officer of Health shall:

1. Activate the their departments emergency call-out system;
2. Activate the emergency medical and medical agencies as required;
3. Report to the Emergency Operations Centre;
4. Coordinate the response of all public health, emergency medical and medical agencies;

RESOURCES

1. Appendix D – Social Services Equipment & Supplies
2. Appendix F- Health Care
3. Appendix I- Transportation & Transit
4. Appendix H – Government Agencies & Advisers
5. Appendix J – Facilities

7. COMMUNITY EMERGENCY MANAGEMENT COORDINATOR (CEMC)

The CEMC is responsible for:

- Activating and arranging the Emergency Operations Centre;
- Ensuring that security is in place for the EOC and registration of CCG members;
- Ensuring that all members of the CCG have necessary plans, resources, supplies, maps, and equipment;
- Providing advice and clarifications about the implementation details of the Emergency Response Plan;
- Supervising the Telecommunications Coordinator;
- Ensuring liaison with community support agencies (e.g. St. John Ambulance, Canadian Red Cross);
- Ensuring that the operating cycle is met by the CCG and related documentation is maintained and kept for future reference;
- Addressing any action items that may result from the activation of the Emergency Response Plan and keep CCG informed of implementation needs;
- Maintaining the records and logs for the purpose of the debriefs and post-emergency reporting that will be prepared.

STANDARD OPERATING PROCEDURES

On the receipt of the warning of a real or potential emergency or disaster the CEMC shall:

1. Activate the emergency call-out-system;
2. Report to the EOC;
3. Coordinate with Mayor

RESOURCES

Appendix A – Emergency Operations Equipment & Supplies
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8. CLERK'S ASSISTANT (s)/HUMAN RESOURCES

The Clerk's Assistant is responsible for:

- Assisting the Clerk, as required;
- Ensuring all important decisions made and actions taken by the CCG are recorded;
- Ensuring that maps and status boards are kept up to date;
- Provide a process for registering CCG members and maintaining a CCG member list;
- Notifying the required support and advisory staff of the emergency, and the location of the EOC:
- Initiating the opening, operation and staffing of phone lines at the community offices, as the situation dictates,;
- Assuming the responsibilities of the Citizen Inquiry Supervisor;
- Arranging for printing of material, as required;
- Coordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required;
- Upon direction by the Mayor, ensuring that all council are advised of the declaration and termination of declaration of the emergency;
- Upon direction by the Mayor, arranging special meetings of council, as required, and advising members of council of the time, date, and location of the meetings;
- Procuring staff to assist, as required.
- Coordinating and processing requests for human resources;
- Coordinating offers of, and appeals for, volunteers with the support of the CCG;
- Selecting the most appropriate site(s) for the registration of human resources;
- Ensuring a record of human resources and administrative detail, that may involve financial liability;
- Ensuring that a Volunteer Registration Form is completed, when volunteers are involved and a copy of the form is retained for township records;
- Ensuring identification cards are issued to volunteers and temporary employees, where practical;
- Obtaining assistance, if necessary, from Human Resources Development Canada, as well as other government departments, public and private agencies and volunteer groups.
- Maintain a log of all actions taken;

STANDARD OPERATING PROCEDURES

On the receipt of the warning of a real or potential emergency or disaster the CEMC shall:

1. Activate the emergency call-out-system;
2. Report to the EOC;

RESOURCES

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9. MEDIA RELATION OFFICER

The responsibilities of the Media Relations Officer during an emergency or disaster are to:

- Obtain and distribute media releases approved by the Mayor;
- Establish a media relations centre;
- Liaison with media for specific needs;
- Arrange for timely releases and conferences;
- Maintain a log of all actions taken;

STANDARD OPERATING PROCEDURES

On receipt of the warning of a real or potential emergency or disaster the Media Relations Officer shall:

1. Report to the Emergency Operations Centre;
2. Assist the Mayor in all matters relating to public information;
3. Establish a media relations centre;

RESOURCES

Appendix J – Facilities

Appendix G – Communications

Appendix K – Media

10. EMERGENCY MEASURES OFFICER

The responsibilities of the Emergency Measures Officer or alternate during an emergency or disaster are to:

- Act as liaison with other Emergency Measures organizations;
- Make arrangements to support the Emergency Operations Control Group;
- Provide lists of resources, advisors and Provincial or Federal emergency response agencies;
- Alert and coordinate the response of all volunteer organizations excluding fire department;
- Gather, process and disseminate information from emergency services or agencies;
- Act as advisor to Mayor and the Emergency Operations Control Group on matters pertaining to emergency and disaster operations;
- Maintain overall operational log and gathering of individual logs as prepared;
- Liaison with Facility Officer re: use of buildings for accommodation of outside agencies;
- Maintain a log of all actions taken;

STANDARD OPERATING PROCEDURES

On receipt of the warning of a real or potential emergency or disaster the Emergency Measures Officer shall;

1. Report to the Emergency Operations Centre;
2. Alert and coordinate the responses of volunteer agencies as required;
3. Start overall operational log;
4. Coordinate the receipt of and filing of individual logs;

RESOURCES

1. Appendix A – E.O.C. Equipment & Supplies
2. Appendix B – Municipal & District Works Equipment
3. Appendix C – Municipal & District Fire Equipment
4. Appendix D – Social Services Equipment & Supplies
5. Appendix E – Human Resources Supplies
6. Appendix F - Health Care
7. Appendix G – Communications
8. Appendix H – Government Agencies & Advisors
9. Appendix I – Transportation and Transit
10. Appendix J – Facilities
11. Appendix K – Media
12. Appendix L – Supplies, Suppliers & Trades
13. Appendix M – Volunteer Emergency Organizations

11. E.O.C. LOG OFFICER

The responsibilities of the Log Officer during an emergency or disaster are to:

- Gather and display major event information on display boards.
- Ensure that all individual and agency logs are gathered and retained for final reparation and presentation.
- Upon termination of the emergency disaster, type, print and correlate all logs

STANDARD OPERATING PROCEDURES

On receipt of the warning of a real or potential emergency or disaster the Log Officer shall:

1. Report to the Emergency Operations Centre;
2. Assist the Emergency Measures Officer in all matters relating to individual and overall logs;

RESOURCES

Appendix A – E.O.C. Equipment & Supplies

12. COMMUNICATIONS OFFICER

The responsibilities of the Communications Officer during an emergency or disaster are to;

- Activate the communications alerting System;
- Provide communications in support of emergency or disaster operations as required;
- Liaison with the Canadian Radio Relay League (C.R.R.L.);
- Establish and supervise a message centre for the Emergency Operations Control;
- Ensure man power and equipment for a runner service;
- Provide liaison with Bell Canada;
- Maintain a log of all actions taken;

STANDARD OPERATING PROCEDURES

On receipt of the warning of a real or potential emergency or disaster the Communications Officer shall:

1. Activate emergency communications call-out system;
2. Report to the Emergency Operations Centre;
3. Activate the communications plan;
4. Supervise the message control centre;

RESOURCES

1. Appendix G – Communications
2. The Communications Plan

13. CANADIAN RED CROSS SOCIETY

The responsibilities of the Canadian Red Cross Society (Sault 1 & District Branch) during an emergency or disaster are to:

- Activate the Society's emergency alerting or call-out system;
- Provide the following social services;
 - a) Emergency feeding
 - b) Emergency clothing
 - c) Emergency lodging
 - d) Registration and inquiry
 - e) Provision of Home Makers as required
 - f) Supply of needs assessment
- Coordinate in cooperation with the Emergency Measures Officer, activities of other volunteer social service agencies;
- Maintain records for financial accountability to the municipality;
- Maintain a log of all actions taken;

STANDARD OPERATION PROCEDURES

On the receipt of the warning of a real or potential emergency or disaster the Canadian Red Cross shall;

1. Activate the Society's emergency call-out system;
2. Report to the Emergency Operations Centre;
3. Activate the Society's Disaster Response Plan;
4. Coordinate the Society's response in cooperation with the Emergency Measures Officer, Medical Officer of Health, Facilities Officer and Transportation Officer;

RESOURCES

1. Appendix J – Facilities
2. Appendix I – Transportation & Transit
3. Appendix G – Communications
4. Appendix D – Social Services Equipment & Supplies
5. Appendix L – Supplies
6. Canadian Red Cross Society's Disaster Response Plan

B) Relationship between CCG and Emergency Site Manager (ESM):

Depending on the nature of the emergency, and once the Site Manager has been assigned, the CCG relationship with the Emergency Site Manager is to offer support with equipment, staff and other resources, as required.

The CCG will also ensure that the rest of the community maintains municipal services.

C) Relationship between ESM, and command and control structures of emergency responders

The senior representative for each emergency responder (police, fire, EMS, public works) at the site will consult with the Emergency Site Manager, so as to offer a coordinate and effective response. Regular briefings will be held at the site and chaired by the Emergency Site Manager, so as to establish the manner and process to the emergency.

RESOURCES

Appendix A – Emergency Operations Equipment & Supplies

Appendix B – Municipal & District Works Equipment

Appendix C – Municipal & District Fire Equipment

Appendix D – Social Services Equipment & Supplies

Appendix E – Human Resources

Appendix F – Health Care

Appendix G – Communications

Appendix H – Government Agencies & Advisors

Appendix I – Transportation

Appendix J – Facilities

Appendix K – Media

Appendix L – Supplies, Suppliers & Trades

Appendix M – Volunteer Emergency Organizations

Appendix N – Provincial Operations Centre

PART 8: EMERGENCY COMMUNICATIONS PLAN

Upon implementation of the Emergency Response Plan, it will be important to ensure that communications are established between the emergency site and the EOC. Also, communications may be required at various locations including evacuation centres, hospitals, and other key responding agencies.

The Emergency Communications Coordinator is part of the initial Emergency Notification Procedure who in turn will call upon his contacts for further communications support, as required.

The Emergency Communications Office is located in the office adjacent to the EOC. It is equipped with a two-way radio with the necessary channels to communicate with the Road Superintendent, cell phone, radio to communicate with the fire department, and a separate phone line.

Communications between the EOC and the other responding agencies will be with the support of a runner. All messages are to be written and logged.

PART 9: DISTRIBUTION LIST

| | Copy Number |
|---|--------------------|
| Head of Council | 1 |
| Canadian Red Cross | 2 |
| Clerk | 3 |
| Canadian Radio Relay League | 4 |
| Communications Officer | 5 |
| Emergency Operations Centre (Primary) | 6-7 |
| Emergency Operations Centre (Alternate) | 8-13 |
| Emergency Measures Officer | 14 |
| Fire Chief | 15 |
| Medical Officer of Health | 16-17 |
| Municipal Council | 18-22 |
| Police (O.P.P.) | 23 |
| Roads Superintendent | 24 |
| Transportation Officer | 25 |
| Ministry of Solicitor General | 26 |
| Ministry of Natural Resources | 27 |
| Ministry of Transportation | 28 |
| Ministry of Social Services | 29 |
| Ministry of Environment | 30 |
| Spares | 31-40 |

Appendix A 1
EMERGENCY OPERATIONS CENTRE EQUIPMENT & SUPPLIES

| <u>Item Required</u> | <u>Number Required</u> | <u>Have Available</u> |
|--------------------------|------------------------|-----------------------|
| Large table | 1 | |
| Tack Board | 1 | |
| Maps of Town | 10 | |
| Phone lines | 2 | |
| Municipal Radio Base | 1 | |
| Computer Terminals | 2 | |
| Photocopier | 1 | |
| Copies of Emergency Plan | 6 | |
| Chairs | 14 | |
| Flip Chart W/Easel | 1 | |
| Telephones | 6 | |
| Map table (6x6) | 1 | |
| Emergency Generator | 1 | |
| Typewriter | 1 | |
| Fax machine | 1 | |
| Potable water containers | 2 | |

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|---|--|
| <p>Markers Paper Punch Log Book Pads Grease Pencils Paper Cups Sanitary Supplies Pens/Pencils</p> | <p>Staplers Map pins String Coffee Maker First Aid Kit Paper Coffee & Tea Supplies</p> |
| <p>Clipboards Message Pads Flashlights Candles & Matches Assorted Biscuits Soft Drinks</p> | |

Appendix B1

MUNICIPAL & DISTRICTS WORKS EQUIPMENT

| VITAL NUMBERS | BUSINESS | 24 HOUR | FAX |
|----------------------|-----------------|----------------|------------|
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MUNICIPAL EQUIPMENT

| Business | Home |
|-----------------|-------------|
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OTHER MUNICIPALITIES

| Business | 24 Hour |
|-----------------|----------------|
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Appendix C1

MUNICIPAL & DISTRICT FIRE EQUIPMENT

| MUNICIPAL EQUIPMENT | Business | 24 Hour | Fax |
|----------------------------------|----------|---------|-----|
| Tarbutt Twp Vol. Fire Dept. | | | |
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| Thessalon Volunteer Fire Dept. | | | |
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| Huron Shores Twp Fire Dept. | | | |
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| Bruce Mines Volunteer Fire Dept. | | | |
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| Johnson Township Fire Dept. | | | |
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Appendix D2

SOCIAL SERVICES EQUIPMENT & SUPPLIES

| CLERGY | Business | 24 Hour | Fax |
|------------------------------|-----------------|----------------|------------|
| ANGELICAN CHURCH | | | |
| Rev. | | | |
| BAPTIST CHURCH | | | |
| | | | |
| | | | |
| BIBLE CHAPEL | | | |
| | | | |
| LATTER DAY SAINTS | | | |
| | | | |
| LUTHERIN CHURCH | | | |
| | | | |
| PENTECOSTAL | | | |
| | | | |
| ROMAN CATHOLIC CHURCH | | | |
| | | | |
| | | | |
| SYNAGOGUES | | | |
| | | | |
| UNITED CHURCH | | | |
| | | | |
| | | | |
| JEHOVAH'S WITNESSES | | | |
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Appendix D5

SOCIAL SERVICES EQUIPMENT & SUPPLIES

PERSONAL HYGEINE SUPPLIES

DRUG STORES

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Appendix F1

HEALTH CARE

| PROVINCIAL AMBULANCE SERVICES | Business | 24 Hour | Fax |
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CLINICS & HEALTH UNITS

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DENTIST

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DOCTORS & CLINICS

| Business | 24 Hour | Fax |
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DRUG STORES

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FRESH WATER SUPPLIES

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Appendix F2

HEALTH CARE

| FUNERAL HOMES | Business | 24 Hour | Fax |
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GARBAGE DISPOSAL

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HOSPITALS

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NURSING HOMES

| Business | 24 Hour | Fax |
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LABORATORIES

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Appendix F3

HEALTH CARE

PEST & RODENT CONTROL

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SEWAGE DISPOSAL

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TOILETS (PORTABLE)

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VETERINARY SERVICES

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**Appendix H1
GOVERNMENT AGENCIES & ADVISORS**

| LOCAL CONTACT NUMBERS | BUSINESS | 24 HOUR | FAX |
|------------------------------|-----------------|----------------|------------|
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| ADJOINING MUNICIPALITIES | BUSINESS | 24 HOUR | FAX |
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| PROVINCIAL GOVERNMENT | BUSINESS | 24 HOUR | FAX |
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APPENDIX 11

TRANSPORTATION

| PERSONEL TRANSPORTATION | BUSINESS | 24 HOUR | FAX |
|-------------------------------------|-----------------|----------------|------------|
| | | | |
| BOATS & WATERCRAFT | | | |
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| | | | |
| BUSES | | | |
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| HELICOPTERS | | | |
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| | | | |
| TAXIS & LIMOUSINES | | | |
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| | | | |
| GENERAL TRANSPORTATION | | | |
| VANS, FLATBEDS, REEFERS, ETC | | | |
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APPENDIX K1

MEDIA

| NEWSPAPERS | BUSINESS | 24 HOUR | FAX |
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| RADIO | | | |
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| TELEVISION | | | |
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APPENDIX M2

VOLUNTEER EMERGENCY ORGANIZATIONS

| | | | |
|---------------------|--|--|--|
| BAPTIST | | | |
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| | | | |
| BIBLE CHAPEL | | | |
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APPENDIX N

PROVINCIAL OPERATIONS CENTRE

77 Wellesley Street West Box 222
 Toronto, Ontario, M7A 1N3

Fax:
 E-mail:
 E-mail:
 E-mail

Websites: www.emergencymanagementontario.ca
www.gdu.ca

TO REPORT EMERGENCIES/REQUEST PROVINCIAL ASSISTANCE

CONTACT THE POC DUTY OFFICER (24/7) AT:

TELEPHONE:

OR

TOLL FREE

FAX:

IF YOU EXPERIENCE ANY DIFFICULTY IN CONTACTING THE POC DUTY OFFICER,
 CALL THE OPP DUTY OFFICER AT

| WHEN POC IS ACTIVATED | TEL. NO. | FAX NO. |
|--|----------|---------|
| COMMUNITY ASSISTANCE TEAM Info/assistance line for municipalities | | |
| AMATEUR RADIO EMERG. SERV. | | |
| SATELLITE (Only when other means fail) | | |
| SWITCHBOARD | | |

NOTES