

TOWNSHIP OF ASSIGINACK
EMERGENCY RESPONSE PLAN

Version 2

September, 2007

DISCLAIMER

The Township of Assiginack Emergency Response Plan has been formulated to contain information pertinent to the Township of Assiginack. However, it is not intended to fulfill the needs of every community in Ontario. Further independent needs assessment is recommended. Pursuant to completion of the community risk profile, each community must draw up their plans accordingly.

TOWNSHIP OF ASSIGINACK EMERGENCY RESPONSE PLAN

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TOWNSHIP OF ASSIGINACK EMERGENCY RESPONSE PLAN

PART 1: INTRODUCTION

Emergencies are defined as situations or impending situations caused by forces of nature, accident or an intentional act that constitutes a danger of major proportions to life and property. They affect public safety, meaning the health, welfare and property, as well as the environment and economic health of the Township of Assiginack.

The Corporation of the Township of Assiginack includes all of the geographic Township Of Assiginack, part of the Township of Bidwell and part of the Township of Sheguiandah. The Township abuts the Town of North Eastern Manitoulin and the Islands to the north on Highway # 6 at the Manitoulin East Municipal Airport and running in an easterly direction to Manitowaning Bay and westerly to Lake Manitou. The Township is bordered on the south by the Townships of Tehkummah and Central Manitoulin.

The community is made up of the town site of Manitowaning which is located along the Highway # 6 corridor at Manitowaning Bay. This is the approximate center of the Township. The remainder of the municipality consists of rural farms and permanent homes which are located throughout the municipality but are concentrated along the shores of the inland lakes (Manitou, Pine, Sucker, Turtle, Lilly) and on the shores of Manitowaning Bay and South Bay.

The permanent population of the Township is 825 which increases to approximately 2400 during the summer. There are 850 single family residences, 65 businesses, one elementary school, four churches, one 16 unit apartment building and some smaller apartment buildings.

There are approximately 225,000 people travelling along the Highway # 6 corridor through Assiginack on an annual basis.

Municipal services consist of a volunteer fire service, a public works department, municipal water and sewer services (for Manitowaning) water services for Sunsite Estates). District services include ambulance, mutual aid (fire services) Ontario Provincial Police, two hospitals within a 50 km radius, etc.

The Township also has a medical/dental clinic and municipal administration building and public library all located in Manitowaning. Further details on the Township and its citizens can be obtained at www.Assiginack.ca.

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

The Township of Assiginack 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 and dealing with the Township of Assiginack 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's Emergency Response Plan may be viewed at the Township Office, Library and on the website.. For more information, please contact:

Emergency Management Coordinator
Township of Assiginack
P.O. Box 238
Manitowaning, ON
P0P 1N0
(705) 859-3196 or 1-800-540-0179
www.Assiginack.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 Assiginack when faced with an emergency.

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

Emergencies can occur within the Township of Assiginack, and the most likely are:

Winter Energy Emergency
Snow, ice Storms
Civil Disorder
Lightning or Hail Storms
Passenger Transportation Emergency

For further details, please contact the Emergency Management Coordinator.

PART 3: AUTHORITY

The *Emergency Management and Civil Protection Act (EMCPA)* is the legal authority for this emergency response plan in Ontario.

The *ECPMA* states that the:

“Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall adopt the emergency plan.”

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

- Issued under the authority of *Township of Assiginack By-law #2007-23*; and
- Filed with Emergency Management Ontario, Ministry of Public Safety and Security.

a) *Definition of an Emergency*

An emergency is defined 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 Assiginack.

PART 4: EMERGENCY NOTIFICATION PROCEDURES

Only a member of the Community Control Group (CCG) may initiate the notification procedure.

The contact phone numbers and addresses of the CCG members (and their alternates) is contained in Annex A.

When a member of the CCG receives a warning of a real or potential emergency, that member will immediately contact the Ontario Provincial Police or the Assiginack Fire Department and direct them to 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 A 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 Ontario Provincial Police or the Assiginack Fire Department must record the date and time CCG members were contacted.

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.

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

b) *A Declared Community Emergency*

The Reeve or Acting Reeve of the Township of Assiginack, 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 Reeve 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:

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

When terminating an emergency, the Reeve 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 Assiginack's primary and alternate Operations Centres are detailed in Annex B. The primary site is the Municipal Administration building at 25 Spragge Street, Manitowaning.

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:

- Reeve of the Township of Assiginack, or alternate;
- Clerk, or alternate, who becomes the Operations Officer in the EOC;
- Community Emergency Management Coordinator, or alternate;
- Chief of Police, or alternate;
- Fire Chief, or alternate;
- Public Works Superintendent, or alternate;
- Medical Officer of Health, or alternate;
- Social Services Director, or alternate;
- Emergency Medical Services (EMS) Director, or alternate;
- Local electrical utility representative, or alternate, if required or available;
- Emergency Information Coordinator;
- Telecommunications 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.

c) Operating Cycle

Members of the CCG will gather at regular intervals to inform each other of actions taken and problems encountered. The Clerk 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 Reeve as to whether the declaration of an emergency is recommended;
- Advising the Reeve on the need to designate all or part of the town 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, water, gas, closing down a shopping plaza/mall;
- 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 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.

PART 6: EMERGENCY RESPONSE SYSTEM

a) The individual responsibilities of the Community Control Group:

1. Reeve or Acting Reeve

The Reeve or Acting Reeve is responsible for:

- Providing overall leadership in responding to an emergency;
- Declaring an emergency within the designated area;
- Declaring that the emergency has terminated (Note: Council 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.

2. Clerk / Operations Officer

The Clerk becomes the Operations Officer for the Township of Assiginack and is responsible for:

- Chairing the CCG;
- Activating the emergency notification system
- Ensuring liaison with the Ontario Provincial Police representative regarding security arrangements for the EOC;
- As the Operations Officer, coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings;
- Advising the Reeve on policies and procedures, as appropriate;
- Approving, in conjunction with the Reeve, 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.

3. Ontario Provincial Police

The Ontario Provincial Police representative is responsible for:

- 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 procedures;
- 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;
- Notifying the coroner of fatalities;
- Ensuring liaison with other community, provincial and federal police agencies, as required;
- Providing an Emergency Site Manager, if required.

4. Fire Chief

The Fire Chief is responsible for:

- Providing the CCG with information and advice on firefighting 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.

5. Public Works Superintendent

The Public Works Superintendent is responsible for:

- Providing the CCG with information and advice on engineering and public works matters;
- 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 township roads;
- Ensuring the maintenance of sanitary sewage and water systems;
- Providing equipment for emergency pumping operations.
- Ensuring liaison with the fire chief concerning emergency water supplies for fire fighting purposes;
- Providing emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health;
- Discontinuing any public works service to any resident, as required, and restoring these services when appropriate;
- Ensuring liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions;
- Providing public works vehicles and equipment as required by any other emergency services;
- Ensuring liaison with the conservation authority regarding flood control, conservation and environmental matters and being prepared to take preventative action.

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.

7. Social Services Director

The Social Services Director is responsible for:

- Ensuring the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services;
- Supervising the opening and operation of temporary and/or long-term evacuee centres, and ensuring they are adequately staffed;
- Ensuring liaison with the police chief with respect to the pre-designation of evacuee centres which can be opened on short notice;
- Liaison with the Medical Officer of Health on areas of mutual concern regarding operations in evacuee centres;
- Ensuring that a representative of the Board of Education and/or Separate School Board is/are notified when facilities are required as evacuee reception centres, and that staff and volunteers utilizing the school facilities take direction from the Board representative(s) with respect to their maintenance, use and operation;
- Ensuring liaison with hospitals and homes for the aged as required;
- Making arrangements for meals for the staff/volunteers at the EOC and the Site.

8. Emergency Medical Services (EMS) Director

The Emergency Medical Services Director is responsible for:

- Ensuring emergency medical services at the emergency site;
- Depending on the nature of the emergency, assign the Site Manager and inform the CCG;
- Establishing an ongoing communications link with the senior EMS official at the scene of the emergency;
- Obtaining EMS from other municipalities for support, if required;
- Ensuring triage at the site;
- Advising the CCG if other means of transportation is required for large scale response;
- Ensuring liaison with the receiving hospitals;
- Ensuring liaison with the Medical Officer of Health, as required.

9. Emergency Management Coordinator or Alternate

The Emergency Management Coordinator or Alternate 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 requirements;
- 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.

10. Utility Representative – Hydro One

The Utility Representative – Hydro One is responsible for:

- Monitoring the status of power outages and customers without services
- Providing updates on power outages, as required;
- Ensuring liaison with the public works representative;
- May provide assistance with accessing generators for essential services, or other temporary power measures.

b) Support and Advisory Staff

The following staff may be required to provide support, logistics and advice to the CCG:

1. Clerks Administrative Assistant/Assistants

The Clerk's Administrative 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 Emergency Operations Centre;
- Initiating the opening, operation and staffing of switchboard at the community offices, as the situation dictates, and ensuring operators are informed of CCG members' telephone numbers in the EOC;
- 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 Reeve, ensuring that all council are advised of the declaration and termination of declaration of the emergency;
- Upon direction by the Reeve, 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.

2. Town Solicitor

The Town Solicitor is responsible for:

- Providing advice to any member of the Community Control Group on matters of a legal nature as they may apply to the actions of the Township of Assiginack in its response to the emergency, as requested.

3. Treasurer

The Director of Finance is responsible for:

- Providing information and advice on financial matters as they relate to the emergency;
- Ensuring liaison, if necessary, with the Treasurers/Directors of Finance 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 and providing and securing of equipment and supplies not owned by the Township of Assiginack
- Ensuring liaison with purchasing agents of the neighbouring communities, if necessary;
- Maintaining and updating a list of all vendors (including 24-hour contact numbers) who may be required to provide supplies and equipment.

4. Emergency Information Officer

The Town's Economic Development Officer will act as the Emergency Information Officer during an emergency. The Emergency Information Officer is responsible for the dissemination of news and information to the media for the public. A detailed Emergency Information Plan is included in Annex C.

5. Other Agencies

In an emergency, many agencies may be required to work with the Community Control Group. Two such agencies are detailed below. Others might include Emergency Management Ontario, the Office of the Fire Marshal, industry, volunteer groups, conservation authorities, and provincial ministries.

Refer to the various emergency plans from other agencies, which are located in the Emergency Management Coordinator's office, Township Office.

6. Rainbow District Board of Education

The District Board of Education is responsible for:

- Providing any school (as appropriate and available) for use as an evacuation or reception centre and a representative(s) to co-ordinate the maintenance, use and operation of the facilities being utilized as evacuation or reception centres;
- Ensuring liaison with the municipality as to protective actions to the schools (i.e., implementing school stay in place procedure and implementing the school evacuation procedure;

c) 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.

d) 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.

PART 7: EMERGENCY TELECOMMUNICATIONS 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 Telecommunications Coordinator for the Township of Assiginack is a pre-designated Amateur Radio Operator. The Emergency Telecommunications Coordinator is part of the initial Emergency Notification Procedure who in turned will call upon his contacts for further communications support, as required.

The Emergency Telecommunications Office is located in the Assiginack fire Hall. It is equipped with portable hand radios, battery back-up, two-way radio with the necessary channels to communicate with police, fire, EMS and the Ontario Fire Marshall.

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

Should the Township of Assiginack lose all telephone communications, pre-arranged communications could be obtained from the local school bus radios, which will act as relay to the EOC and the emergency sites.

PART 8: DISTRIBUTION LIST

Copy Number	Location	Issued dd/mm/yy

PART 9: UPDATES AND AMENDMENTS

Updated dd/mm/yy	Comments	Updated By:

ANNEX A: EMERGENCY NOTIFICATION CONTACT LIST

Emergency Notification List:

Reeve:

Leslie Fields
Office phone: 705-859-3196
Home phone: 705-859-1212
Cell phone/Pager number

Alternate: Deputy Reeve Brad Ham
Office phone: 1-800-440-7472
Home phone: 705-859-2401
Cell phone/Pager number

Clerk:

Alton Hobbs
Office phone: 705-859-3196
Home phone: 705-368-3359
Cell phone: 705-368-6605

Alternate:

Deb MacDonald
Office phone: 705-859-3196
Home phone: 705-859-2681
Cell phone

Community Emergency Management Coordinator:

Alton Hobbs

Alternate:

Vern Johnston
Office/Home phone: 705-859-3720

Fire Chief:

Allan Elliot
Office phone: 705-859-3115
Home phone: 705-859-3698

Alternate:

Bob MacDonald
Office phone: 705-859-3431
Home phone: 705-859-3903

Ontario Provincial Police:
Staff Sargent Bruce McCullough
Office phone: 705-859-3155
9-1-1

Alternate:
Dan Esposto
Office phone: 705-859-3155
Home phone: 705-368-3415

Public Works Superintendent:
Ron Cooper
Office phone: 705-859-3780
Home phone: 705-859-3625

Alternate:
Steve Wood
Office phone: 705-859-3780
Home phone: 705-859-2249

Medical Officer of Health:
Dr. Penny Suthcliffe
Sudbury and District Health Unit 705-522-9200 X 550
Mindemoya Office 705-377-4774
Dan Burns Health Inspector

Manitoulin Sudbury District Social Services Administration Board

Gary Champagne: C.A.O.:	705-862-7850	X234
Peter Bradley: Social Housing Director	705-862-7850	X260
Jeff Horseman EMS Manager	705-862-7850	X238

Hydro One: 1-888-254-3992 (Confidential)

OTHER CONTACTS:

Council Members:

Leslie Fields	859-1212
Brenda Reid	859-2725
Vern Johnston	859-3720
Brad Ham	859-2401
Bud Rohn	859-2411

Municipal Staff:

Clerk-Treasurer: Alton Hobbs	368-3359
Deputy Clerk-Treasurer: Deb MacDonald	859-2681
Administrative Assistant: Freda Bond	859-3421
E.D.O.: Rob Maguire	859-2436
Public works Superintendent: Ron Cooper	859-3625
Crew: Steve Wood	859-2249
C.B.O.: Tom Spry	859-2798
Landfill Attendant: Joe O'Brien	859-1163
Librarian: Deb Robinson	859-3041

Oweson Water Services (water and sewers Operators)

Operator:

Jeff Tuerk:

Office phone: 859-3302

Pager: 671-8503

Head Office: 519-376-7534 Bruce Meuize

The notification may be activated by the Clerk, the Fire Chief, the O.P.P., the Reeve, the Medical Officer of Health and the Emergency Management Coordinator.

Upon activation, the notification process will be carried out at once by the police or fire dispatcher, who will note the detail of the message (e.g. description of the emergency, instructions to remain on stand by or assemble at the EOC, etc). This dispatcher will ensure this information is passed to and understood by each person called.

Persons on the notification list will be called in order, starting with the Reeve.

If the primary person cannot be reached at any of the listed numbers, telephone the alternate.

If neither can be reached, go on to the next appointment on the list.

Should an emergency occur or an impending emergency, contact should be made with the Emergency Management Ontario Duty Officer (24/7) at 1-866-314-0472 or fax at 1-416-314-6220.

Once the end of the list has been reached, try again to reach those who were not available on the first attempt.

Note the exact time each person was reached.

NOTIFICATION MESSAGE FORMAT

SAMPLE SCRIPT

I am (**insert caller's name**), and I am calling to inform you that the Emergency Operations Centre will be activated at (**insert date and time**) due to (**state the nature of the emergency**). As a member of the Community Control Group you **should report to (list location: primary/alternate EOC or other location at (insert date/time)** and report to the CEMC or Operations Officer. Please bring the following resources with you (**list any required items, including a copy of the Emergency Response Plan, extra clothing, phone list**)

Thank you

Note: The caller delivering this message **MUST** record the date and time **EACH** member (or alternate) of the CCG was contacted.

ANNEX B: LOGISTICS

a) Emergency Operations Centre

The Emergency Operations Centre will be located in the Assiginack Council Chamber, which is located in the Township Office, 25 Spragge Street, Manitowaning.

The alternate Emergency Operations Centre will be located at the Assiginack Curling Club.

b) Equipment

The equipment required for the Emergency Operations Centre is organized in a kit form. The kit is located in the Clerk's Office. The Community Emergency Management Coordinator is responsible for inspecting the kit on a regular basis and for ensuring that kit contents are all in working order.

Additional equipment which is required for the Emergency Operations Centre is listed below:

Item	Location
Fax Machine	Township Office
Television	Community Channel Room, Township Office
Telephones	Township Office
Electronic White Boards	Council Chambers
Amateur Radio	Township Office
Flip Charts	Council Chambers

ANNEX C: EMERGENCY INFORMATION PLAN

Upon implementation of this Emergency Response Plan, it will be important to coordinate the release of accurate information to the news media, issue authoritative instructions to the public, and respond to or redirect individual requests for, or reports on, information concerning any aspect of the emergency.

In order to fulfill these functions during an emergency, the following positions will be established:

- Emergency Information Coordinator;

The local Emergency Information Centre (EIC) will be located in the Assiginack Public Library, 25 Spragge Street. In the event that this centre cannot be used, a secondary location will be determined by the CCG.

Depending on the nature of the emergency, it may be necessary to establish a media information area adjacent to the emergency site, as decided by the Community Control Group. This area, if established, will be staffed as determined the community spokesperson.

1. Emergency Information Coordinator

The Emergency Information Coordinator reports to the Clerk and is responsible for:

- Establishing a communication link with the Community and any other media coordinator(s) (i.e. provincial, federal, private industry, etc.) involved in the incident, ensuring that all information released to the media and public is timely, full and accurate;
- Ensuring that the EIC is set up and staffed and a site EIC, if required;
- Ensuring liaison with the CCG to obtain up-to-date information for media releases, co-ordinate individual interviews and organize press conferences;
- Ensuring that the following are advised of the telephone number of the media centre:
 - Media;
 - Community Control Group;
 - Switchboard (Town and Emergency Services);
 - Police Public Relations Officer;
 - Neighbouring Communities;
 - Any other appropriate persons, agencies or businesses.
- Ensuring that the media releases are approved by the Clerk prior to dissemination, and distributing hard copies of the media release to the EIC, the CCG and other key persons handling inquiries from the media;
- Monitoring news coverage, and correcting any erroneous information;

- Maintaining copies of media releases and newspaper articles pertaining to the emergency.

