

The Corporation of the Township of Coleman

By-law 19-42

Emergency Management Program and Emergency Response Plan By-law

Being a by-law to adopt an Emergency Management Program and Emergency Response Plan and to meet other Requirements under the *Emergency Management and Civil Protection Act*

Whereas under the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 and Ontario Regulation 380/04 (the “Act”) every municipality in the province is required to:

- Develop and implement an emergency management program, which shall consist of:
 - an emergency plan;
 - 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;
 - public education on risks to public safety and on public preparedness for emergencies; and
 - any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario;
- Designate an emergency management program coordinator
- Establish an emergency control group;
- Establish an emergency management program committee (same as ECG);
- Establish an emergency operation centre to be used by the municipal emergency control group in an emergency; and
- Designate an employee/councillor of the municipality as its emergency information officer; and

Whereas it is prudent that the emergency management program developed under the Act be in accordance with international best practices, including the five core components of emergency management; prevention, mitigation, preparedness, response and recovery; and

Whereas the purpose of such a program is to help protect public safety, public health, the environment, critical infrastructure and property during an emergency and to promote economic stability and a disaster resilient community; and

Now therefore the Council of the Corporation of the Township of Coleman hereby enacts as follows:

Emergency Management Program

1. An Emergency Management Program for the municipality will be developed and reviewed annually by the Emergency Management Program Committee consistent with and in accordance with the Act and international best practices, including the four core

components of emergency management, namely: mitigation/prevention, preparedness, response and recovery, and such program shall include:

- a. 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;
 - b. public education on risks to public safety and on public preparedness for emergencies; and
 - c. any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario.
2. The Emergency Management Program shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure and property, and to promote economic stability and a disaster-resilient community.

Emergency Response Plan

3. The Emergency Response Plan, which has been developed in accordance with the requirements of the Act and international best practices, and which is attached hereto as Schedule A is hereby adopted (the “Plan”).
4. The Plan shall be reviewed annually by the CEMC and the Township’s Emergency Management Program Committee. The CEMC is authorized to make such administrative changes to the Plan as appropriate to keep the Plan current, such as personnel, organizational and contact information updates. Any significant revision to the body of the Plan shall be presented to Council for approval.
5. When an emergency exists but has not yet been declared to exist, Township employees and the Emergency Control Group may take such action under the Plan as may be required to protect property and the health, safety and welfare of the inhabitants of the Township.

Community Emergency Management Coordinator

6. The Township’s Administrative Assistant and CAO are hereby appointed as the primary and Alternate community emergency management coordinator (the “CEMC”) responsible for the emergency management program for the Township including maintenance of the Plan, training, exercises, public education and such other duties and responsibilities as outlined in the Act.

Emergency Management Program Committee

7. The persons from time to time holding the following positions in the municipality, or their designates, shall be members of the Emergency Management Program Committee:
- a. Head of Council (Mayor)
 - b. Chief Administrative Officer (CAO)
 - c. CEMC

- d. Emergency Information Officer
 - e. Fire Chief
 - f. Public Works Foreman
 - g. Public Works Operator
8. The Mayor is hereby appointed as chair of the Emergency Management Program Committee.
9. The Emergency Management Program Committee shall advise Council on the development and implementation of the municipality's Emergency Management Program and shall review the program annually.

Municipal Emergency Control Group

10. The persons from time-to-time holding the following positions in the municipality, or their designates, shall be members of the Municipal Emergency Control Group (MECG):
- a. Head of Council (Mayor)
 - b. Chief Administrative Officer (CAO)
 - c. CEMC
 - d. Emergency Information Officer
 - e. Fire Chief
 - f. Public Works Foreman
 - g. Public Works Operator

Emergency Operations Centre

11. A primary and an alternate Emergency Operations Centre have been established for use by the Emergency Control Group in an emergency and with the appropriate technological and telecommunications systems to ensure effective communication in an emergency. The locations of the Emergency Operations Centres (EOCs) are identified in an annex to the Plan.

Emergency Information Officer

12. The Administrative Assistant is hereby appointed as the Emergency Information Officer for the municipality in an emergency, and the Chief Administrative Officer is hereby appointed as the alternate Emergency Information Officer.

Administration

13. The Plan shall be made available to the public for inspection and copying at the Administration Office, 937907 Marsh Bay Road in Coleman Township, during regular business hours.
14. The Plan, or any amendments to the Plan, shall be submitted to the Chief, Emergency Management Ontario identified in the Act.
15. That By-law No. 17-59 is hereby repealed.

16. That this by-law shall come into force and take effect upon the final passing thereof.

Read a first and second time this 16th day of December, 2019.

Read a third time and finally passed this 16th day of December, 2019.

Mayor – Dan Cleroux

CAO/ Clerk – Logan Belanger



Schedule A to

By-law No.: 19-42

Being a By-Law to accept an Emergency Response Plan and an Emergency Management Program for the protection of public safety, health, environment, critical infrastructure and property, and to promote economic stability and a disaster-resilient community

Disclaimer

The Township of Coleman Emergency Response Plan and Emergency Management Program has been formulated to contain information pertinent to the Township of Coleman. 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.

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Common Emergency Management Acronyms

CAO	Chief Administration Officer
CBRNE	Chemical, Biological, Radiological, Nuclear, Explosive
CEMC	Community Emergency Management Coordinator
CGIS	Coleman's Mapping Program
MECG	Municipal Emergency Control Group
CI	Critical Infrastructure
EIC	Emergency Information Centre
EIO	Emergency Information Officer
EMS	Emergency Management System
EMPC	Emergency Management Program Committee
EOC	Emergency Operations Centre
HIRA	Hazard Identification and Risk Assessment
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ITC	Incident Telecommunications Centre
LO	Liaison Officer
MAG	Ministry Action Group
MEMC	Ministry Emergency Management Coordinator
MERP	Municipal Emergency Response Plan
MECG	Municipal Emergency Control Group
OFMEM	Office of the Fire Marshal and Emergency Management
PEOC	Provincial Emergency Operations Centre
PERP	Provincial Emergency Response Plan
SO	Safety Officer
UC	Unified Command

Phases of Emergency

1st - PREVENTION actions to prevent

2nd - MITIGATION actions to lessen

3rd - PREPAREDNESS actions to ensure an effective response

4th - RESPONSE actions responding to emergency

5th - RECOVERY - bring back to normal

Emergency Quick Reference Guide

- Upon the arrival of four or more members, the Municipal Emergency Control Group (MECG) may initiate its function.
- Ensure that all community departments have been notified and either activated or placed on standby. Each MECG member is responsible for his or her own department.
- The Mayor must inform the Province of Ontario that the Township of Coleman has declared an emergency, and specify the nature of the emergency situation. The provision of a return contact number is required for communications purposes. The call is made to Emergency Management Ontario.

The number to use for this purpose is (416) 314-0472 or 1-866-314-0472. Or fax to Provincial Emergency Operations Centre Duty Officer @ 416-314-0474 when completed.

Email: peocdo01@ontario.ca

- Turn to individual responsibilities within the plan. Provide input and assistance as required.
- Each member of the MECG will report and respond to immediate needs in accordance with the Operations Cycle format.

Emergency Response Plan

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.

In order to protect the people and property of the Township of Coleman this plan has been drawn up by the CEMC - Emergency Management Coordinator with input from MCEG - Municipal Emergency Control Group, and approved by Council.

The Emergency Response Plan has been prepared to provide key officials, agencies and departments of the Township of Coleman important response information related to:

- arrangements, services and equipment;
- roles and responsibilities during an emergency; and
- names, addresses & phone number of people and agencies to contact in an emergency.

2. Aim

The aim of this plan is to make provisions 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 Coleman when faced with an emergency. It enables a centralized controlled and coordinated response to emergencies in the Township of Coleman, and meets the legislated requirements of the Emergency Management and Civil Protection Act.

3. Hazard Identification and Risk Assessment HIRA

Emergencies can occur in the Township of Coleman, and some of the most likely, are identified in the Township's Hazard Identification and Risk Assessment – HIRA (**Appendix 1**).

4. Critical Infrastructure

The Township's facilities and infrastructure that is at risk of being impacted by emergencies are listed in **Appendix 2**. These are facilities or infrastructure that could have an impact on the residents, or the Township's ability to deliver services, and do not necessarily need to be owned or operated by the municipality.

5. Authority

5.1 **General Information**

The Emergency Management and Civil Protection Act is the legal authority for this emergency response plan in Ontario. The Emergency Management and Civil Protection Act 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 and Civil Protection Act, this emergency response plan and its elements have been:

- issued under the authority of the Township of Coleman; and
- filed with OFMEM - Office of the Fire Marshal and Emergency Management.

5.2 Definition of an Emergency

The Emergency Act defines an emergency as:

“An emergency means 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”

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.

5.3 Action prior to Declaration

When an emergency exists but has not yet been declared to exist, Township employees may take such action(s) under this Emergency Plan as may be required to protect property and the health, safety and welfare of the Township of Coleman.

6. Emergency Operations Centre (EOC)

6.1 Location

An EOC has been established for use by the MCEG in an emergency, and with the appropriate technological and telecommunications systems to ensure effective communication in an emergency. The locations of the EOC are identified in **Appendix 3**, and the contact numbers for the EOC are identified in **Appendix 4**.

6.2 Registration and Security

Once the EOC has been activated, the facility must be made secure and all personnel attending the EOC must sign in and out of the facility using the template in **Appendix 5**. Designated Security must ensure that all personnel entering the EOC report to registration and be properly registered.

If the nature of the emergency requires heightened security or threatens the security and/or safety of the emergency operations centre and/or its staff, the Ontario Provincial Police will be contacted.

The following persons are normally allowed into the EOC:

- MECCG members and their alternates
- Police personnel for additional facility security
- Members directly invited by the emergency control group

The following persons are not normally allowed into the EOC:

- Members of any media group
- Members of council not on the MECCG
- Members of the public
- Any persons without direct business with EOC operations

7. Emergency Notification Procedures

7.1 Notification

Only a member of the Township of Coleman MECCG may initiate the notification procedure.

Upon receipt of a warning of a real or potential emergency, the responding department will immediately contact the CEMC or Alternate who will ensure all members of the MECCG are contacted, using the contact information listed in **Appendix 4**. Alternately, the CAO or Mayor can be contacted to carry out these duties. A sample script to notify the MECCG members may be used, and is provided in **Appendix 6**.

Where the threat of an impending emergency exists, the MECCG will be notified, instructed to meet at the EOC - and placed on standby.

7.2 Request for Assistance

At this time, neighboring municipalities or outside (including medical and emergency service) agencies (listed in **Appendix 4**) may be requested for assistance. Contact the OFMEM to keep informed about an impending emergency, and request to stand by if assistance is required.

7.3 Declared Community Emergency

The Mayor or his/her designate, as the Head of Council is responsible for declaring an emergency. This decision is usually made in consultation with other members of the MECCG.

An emergency declaration may extend to all or any part of the geographical area under the jurisdiction of the municipality.

If the decision is made to declare an emergency, the Township must notify Emergency Management Ontario (on behalf of the Minister of Community Safety and Correctional Services) as soon as possible. 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 (**Appendix 7**).

When considering whether to declare an emergency, a positive response to one or more of the criteria identified in the Checklist in Consideration of a Declaration of Emergency (**Appendix 8**), may indicate that a situation, whether actual or anticipated, warrants the declaration of an emergency.

Upon declaring an emergency, the Mayor will notify:

- Township Council
- CEMC who will in turn advise all committee members of the emergency status
- Neighbouring municipalities, re: mutual aid
- Additional resources, if required (**Appendix 4**)
- Local M.P. and M.P.P (**Appendix 4**)

A community emergency may be terminated at any time by:

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

Upon terminating an emergency, all persons and agencies involved will be notified and the Termination of Emergency Form (**Appendix 9**) will be completed and faxed to the Provincial Emergency Operations Centre Duty Officer.

8. Municipal Emergency Control Group

Normally, the Fire Department is the first to respond to any emergency call in the Township of Coleman. If so, the Fire Chief, or Deputy Fire Chief on the scene will contact the MECG who will report to the EOC. From there, it will be determined if an emergency is to be declared.

The Mayor is hereby appointed as chair of the Emergency Management Program Committee. The Mayor will act as Chair, and together the Mayor and the MECG will:

- a) Decide whether or not an emergency is to be declared, and in which area in the Township the declaration will cover (See checklist - **Appendix 8**).
- b) Determine whether or not an evacuation is required, and if so contact PEOC – Provincial Emergency Operations Centre, EMO and other agencies such as OPP, EMS, HYDRO ONE, ONR (**Appendix 4**) as depending on individual emergency. Arrangements will also be made for an evacuation which includes extra equipment for disaster, and agencies needed for transportation.
- c) Determine whether outside help is required e.g. TransCanada Pipeline; Ministry of Natural Resources and Forestry; Hydro One; Ontario Provincial Police; Mutual Aid; etc. If outside aid is required, contact and mobilize (**Appendix 4**).
- d) Ensure that the Emergency Information Officer (EIO) is given accurate, concise information for dissemination to the public and media (Contacts listed in **Appendix 4**).
- e) Need to establish working groups during and after the emergency, including clean-up and recovery.
- f) Notify all groups and agencies of the termination of the emergency.

- g) Maintain notes using the Activity Log (**Appendix 10**), outlining times, agencies involved, and all decisions made and present same to the CAO as required.
- h) Participate in debriefing following the emergency.

Note: If an emergency is to be declared or even anticipated, the Ministry is to be advised as to the status of our situation.

9. Municipal Emergency Control Group Responsibilities

9.1 Head of Council (Mayor)

The Mayor is responsible for:

- a) Chairing the Emergency Management Program Committee
- b) Providing overall leadership in responding to an emergency;
- c) Declaring an emergency within the designated area;
- d) Declaring that the emergency has terminated (Note: Council may also terminate the emergency);
- e) Notifying the Office of the Fire Marshal and Emergency Management of the declaration of the emergency and termination of the emergency and are kept informed of the emergency situation;
- f) Ensuring the members of Council are advised of the declaration and termination of the emergency and are kept informed of the emergency; and
- g) Maintain a personal log of all actions taken.

9.2 Chief Administrative Officer (CAO)

The CAO of the Township of Coleman becomes the EOC Director and is responsible for:

- a) Depending of the nature of the emergency, activating the emergency notification system through the CEMC;
- b) Ensuring liaison with the Senior Police Official regarding security arrangement for the EOC as well as liaison with respect to evacuee centers which can be opened on short notice;
- c) Coordinating operations within the EOC, including the scheduling of regular meetings;
- d) Advising the Mayor on policies and procedures, as appropriate;
- e) Ensuring liaison with the EIO regarding preparing major announcements and media releases and approving same, in conjunction with the Mayor, in consultation with the MECG;
- f) Ensuring that a communications link is established between the MECG;
- g) Providing information and advice on financial matters as they relate to the emergency and ensuring that records of expenses are maintained for future claim purposes as well as prompt payment and settlement of all legitimate invoices and claims incurred during an emergency;
- h) Calling out additional Municipal staff to provide assistance, as required;
- i) Providing information and advice on all municipal legislative matters as may be required;
- j) Coordinating efforts with Social Services to ensure the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding registration and inquiries and personal services;

- k) Coordinating liaison efforts between Social Services and the Medical Officer of Health on areas of mutual concern regarding operations in evacuee centers; and
- l) Maintain a personal log of all actions taken.

9.3 Community Emergency Management Coordinator (CEMC)

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

- a) Depending on the nature of the Emergency, activating the emergency notification system through the CEMC Alternate;
- b) Activating and arranging the EOC;
- c) Ensuring that security is in place for the EOC;
- d) Ensuring liaison with the Senior Police Official(s) regarding security arrangements for the EOC;
- e) Ensuring that all members of the MECG have necessary plans, resources, supplies, maps and equipment;
- f) Providing advice and clarifications about the implementation details of the Emergency Response Plan;
- g) Ensuring that the operating cycle is met by the MECG and related documentation is maintained and kept for future reference;
- h) Addressing any action items that may result from the activation of the Emergency Response Plan and keeping MECG informed of implementation needs;
- i) Completion of the Incident Briefing Report, as an initial action sheet and a permanent record of the initial response to the incident (**Appendix 11**)
- j) Ensuring Incident Status Summary Sheets are maintained during the various stages during incident response operations (**Appendix 12**).
- k) Maintaining the records and logs for the purpose of debriefings and post-emergency reporting that will be prepared; and
- l) Maintain a personal log of all actions taken.

9.4 Emergency Information Officer (EIO)

The Emergency Information Coordinator (EIO) is responsible for following the Emergency Information Plan (**Appendix 13**), reports to the CAO and is responsible for:

- a) Establishing a communication link with the Mayor and CAO and any 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;
- b) Ensuring that the Emergency Information Centre (EIC) is set up and staffed and a site EIC, if required;
- c) Ensuring liaison with the MECG to obtain up-to-date information for media releases, co-ordinate individual interviews and organize press conferences;
- d) Ensuring that the following are advised of the telephone number of the media centre:
 - i. Media;
 - ii. Municipal Emergency Control Group;
 - iii. Switchboard (Township and Emergency Services);
 - iv. Police Public Relations Officer;
 - v. Neighbouring Communities;
 - vi. Any other appropriate persons, agencies or businesses.

- e) Providing direction and regular updates to the Mayor to ensure that the most accurate and up-to-date information is disseminated to the public - the Safety Message/ Plan template (**Appendix 14**) may be used for this purpose.
- f) Ensuring that the media releases are approved by the CAO (in consultation with the mayor) prior to dissemination, and distributing hard copies of the media release to the EIC, the MECG, and other key persons handling inquiries from the media;
- g) Monitoring news coverage, and correcting any erroneous information;
- h) Maintaining copies of media releases and newspaper articles pertaining to the emergency; and
- i) Maintain a personal log of all actions taken.

9.5 Fire Chief

The Fire Chief is responsible for:

- a) Depending on the nature of the emergency, activation the emergency notification system through the CEMC or CEMC Alternate;
- b) Providing the MECG with information and advise on firefighting and rescue matters;
- c) Establishing an ongoing communications link with the Deputy Chief, Lieutenant and Captains at the scene of the emergency;
- d) Initiating Mutual aid arrangements for the provision of additional firefighters and equipment, if needed;
- e) Determining the need for additional or special equipment and recommending possible sources of supply, E.G. breathing apparatus, protective clothing;
- f) Providing assistance to other community departments and agencies and being prepared to take charge of or contribute to non-firefighting operations if necessary, e.g. rescue, first aid, casualty collection, evacuation;
- g) Maintain the Support Vehicle/Equipment Inventory (**Appendix 15**) for all transportation and support vehicles and equipment assigned to the incident; and
- h) Maintain a personal log of all actions taken.

9.6 Public Works Foreman and Operator

The Foreman of the Public Works is responsible for:

- a) Providing the MECG with information and advice on engineering and public works matters;
- b) Depending on the nature of the emergency, activating the emergency notification system through the CEMC or CEMC Alternate;
- c) Establishing an ongoing communications link with the Public Works official at the scene of the emergency;
- d) Ensuring liaison with the public works representative from the neighbouring community(s) to ensure a coordinated response;
- e) Ensuring provision of engineering assistance;
- f) Ensuring construction, maintenance and repair of Township roads;
- g) Ensuring liaison with the Fire Chief concerning emergency water supplies for firefighting purposes;
- h) Providing emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer (THU);

- i) Discontinuing any public works service to any resident, as required, and restoring these services when appropriate;
- j) Ensuring disconnect to any service representing a hazard and/or to arrange for the provisions of alternate services or functions;
- k) Providing vehicles and equipment if required by any other emergency service;
- l) Maintain the Support Vehicle/Equipment Inventory (**Appendix 15**) for all transportation and support vehicles and equipment assigned to the incident; and
- m) Maintain a personal log of all actions taken .

10. Other Position Responsibilities

10.1 Telephone/ Reception

The Telephone/ Reception operators will be responsible for:

- As directed by the CEMC, following the activation of the EOC, contact the Municipal Emergency Control Group members using sample script (**Appendix 6**)
- The citizen inquiry function, and support the EIO;
- Respond to and re-direct inquiries and reports from the public based upon information from the EIO (such information may be related to access routes or the location of evacuee centers);
- Respond to, and redirect inquiries pertaining to the investigation of the emergency, matters of personnel involved with or affected by the emergency to the appropriate emergency service;
- Respond to, and redirect inquiries pertaining to, persons who may be located in evacuation centers to the registration and inquiry telephone number(s);
- Utilize the General Message Form (**Appendix 16**) to record incoming messages that cannot be orally transmitted to the intended recipients.
- Ensure that a Volunteer Registration Form (**Appendix 17**) is completed, when volunteers are involved and a copy of the form is retained for Township records – and ensure identification cards are issued to volunteers where practical; and
- maintain a personal log of all actions taken.

10.2 Security

The Security persons will be responsible for:

- To secure the emergency site and establish crowd control
- Facilitate emergency operations access/egress (i.e. controlled registration process)
- Maintain a personal log of all actions taken.

Note: the EOC is a secure site. Only those members of the MCEG or designates shall be allowed access to the EOC. All members of the EOC shall wear name badges, which will identify and confirm their presence, and will sign-in/out of the EOC (**Appendix 5**).

Other resource personnel operating at the EOC, must also check-in by using the EOC Check-in List (**Appendix 18**).

10.3 Housekeeping

The Housekeeping persons will be responsible for:

- Infection Prevention and Control of EOC and/or Community Hall
- Regular cleaning practices and disinfection of workstations
- maintain a personal log of all actions taken

11. Operation Cycle

The MECG will gather at regular intervals to inform each other of actions taken and problems encountered.

The CAO will establish the frequency of meetings (approx. every hour) and agenda items. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. The CAO will appoint an Assistant (Recording Clerk – Administrative Assistant) who will maintain status boards and maps, which will be prominently displayed. The CAO or CEMC may assume resume responsibility for scheduling & coordinating.

12. Emergency Public Information Plan

The CAO will inform the public of events as authorized by MECG and will set up regular information sessions as necessary with media. The EIO will ensure that appropriate information as approved by the MECG is forwarded to the media as deemed necessary. For complete plan, please refer to **Appendix 13**.

12.1 Objectives

- a) Inform the Public of the Emergency Plan and outline briefly where current information may be obtained during an Emergency;
- b) During an Emergency, the EIO will keep the Public and Media informed and up-to-date on the state of the emergency;
- c) Inform various agencies who may have potential involvement of the emergency plan;
- d) Copies of the approved Emergency Plan (excluding the Appendices) will be sent to those persons and agencies as deemed appropriate by Council and the CAO;
- e) In the event of an emergency, 211 services (see below), radio, etc. within the reception area will be requested to broadcast appropriate information for public knowledge and safety:
 - Should evacuation become necessary, neighbouring communities will be contacted
 - Inform public of 211 (basic information line) and rallying or evacuation points (or both).

12.2 211 Notification

- Prior to an emergency event, provide 211 with the names and contact information of the Township of Coleman's CEMCs, EIO and others authorized to notify 211 and invoke the assistance of 211;

- Notify 211 when an event has occurred by dialing 211, or one of the contact number provided by the 211 contact centre in our region. (Sue Wilkinson, find help Information Services, swilkinson@findhelp.ca);
- Maintain a line of communication with the 211 throughout the event, providing authoritative, accurate information that can be relayed to the public. This can be done by phone or email;
- Inform residents that they can call 211 for non-emergency information. This can be done through signage, press releases, the media and other means; and
- Inform 211 when the emergency event ends.

13. **Good Neighbour Policy/Evacuation & Emergency Evacuation**

13.1 **Notification Areas**

In the event of a major Forest Fire, areas to be notified would include residents from Loon Lake/Portage Bay, Refinery Townsite, Marsh Bay, Gillies Lake and Gillies Depot, Bass Lake, Murphy Mill Road, Carriere Road, Moore Road, Clear Lake Road, Highway 11 and 11B, West Cobalt, Nipissing Residents, Princess Property & Silver Queen and Mileage 104. The “Good Neighbour” Volunteers (**Appendix 19**) may be notified and they, in turn, would notify the residents in their particular area, under the direction/ instruction of the ECG.

13.2 **Evacuation Routes** (*Selected routes will vary depending on type of Emergency*)

Bass Lake Road	<ul style="list-style-type: none"> • Highway 11B/or rail evacuation would be preferred (Must contact Ontario Northland prior to using rail access) • Montreal River to Latchford\Hound Chutes by boat if highway and Railway blocked • Railway to Haileybury/New Liskeard or Latchford if Highway 11B not available • Cassidy Road through Knights of Columbus Park to Gillies Lake Road • ATV/ Snowmobile Trail off of Bass Lake Road to Hound Chutes Road
Carriere Road Moore Road	<ul style="list-style-type: none"> • Travel by boat or snowmobile north to the Girl Guide Rd - then along Clear Lake Road East to West Cobalt Rod and 11B or along Clear Lake Road West to Hwy 11 • Travel road (westbound) to Hwy 11(TransCanada Hwy)
Ferguson Road (Dump Rd.)	<ul style="list-style-type: none"> • <u>Old</u> Ferguson Hwy to Latchford – ATV or snow mobile
Gillies Lake Road	<ul style="list-style-type: none"> • Highway # 11B and/or rail evacuation would be preferred (Must contact Ontario Northland prior to using rail access) • Gillies Lake to Bass Lake Road/Marsh Bay Road by boat or snow machine (only if sufficient ice) if highway blocked

Gillies Depot Road	<ul style="list-style-type: none"> • Railway to Haileybury/New Liskeard or Latchford if Highway # 11B not available • Access Cassidy Road to Bass Lake Road through Knights of Columbus Park
Girl Guide Road	<ul style="list-style-type: none"> • Travel road (westbound) to Hwy 11(TransCanada Hwy) • Summer – Boat to Moore Road/Carriere Road/11B at culvert
Highway 11 Highway11B	<ul style="list-style-type: none"> • Highway 11 and Highway 11B would be preferred. • Gillies Lake, Loon Lake and Montreal River located in vicinity.
McKnight Road	<ul style="list-style-type: none"> • Hwy 11 • Trail to the Ferguson Road continuing on to Latchford on the Old Ferguson Highway to Latchford
Mileage 104	<ul style="list-style-type: none"> • Highway 11B/or rail evacuation would preferred (Must contact Ontario Northland prior to using rail access) • Railway to Haileybury/New Liskeard or Latchford if Highway 11B not available
Murphy Mill Road Victors Way (Private)	<ul style="list-style-type: none"> • Highway 11/or rail evacuation would be preferred (Must contact Ontario Northland prior to using rail access) • Montreal River to Latchford/Portage Bay by boat or snow mobile (only if sufficient ice) when Highway 11 is not available and railway is blocked • Railway to Haileybury/New Liskeard (North) or Temagami if Highway is not available (South)
Portage Bay Road (East)	<ul style="list-style-type: none"> • Highway #11 or Highway #11B
Portage Bay Road (west)	<ul style="list-style-type: none"> • Highway # 11 evacuation would be preferred • Montreal River to Latchford by boat or snow machine if highway blocked
Loon Lake	<ul style="list-style-type: none"> • Access Road to Mowat's Landing Road for access to Highway 11 (Recreational or 4x4 vehicles would be recommended due to terrain, not maintained road)
Refinery Townsite	<ul style="list-style-type: none"> • Highway # 11 and/or rail evacuation would be preferred • Montreal River to Latchford/Hound Chutes by boat or snow machine (not on river) if highway and railway blocked
Marsh Bay Road	<ul style="list-style-type: none"> • Montreal River to Latchford or railway to Haileybury/New Liskeard if Highway # 11 not available (Must contact Ontario Northland – Appendix 4, prior to using rail access)
West Cobalt Road Nipissing Road Coleman Road	<ul style="list-style-type: none"> • Highway 11B/or rail evacuation would be preferred (Must contact Ontario Northland prior to using rail access) • Railway to Haileybury/New Liskeard or Latchford if Highway 11B not available • Clear Lake and Sasaginaga Lake located in the vicinity. • Colonial Hill to Mileage 104 (vehicles in summer are permitted, not maintained during winter months, snowmobile access)

For all areas the preferred route would be Highway 11 and 11B.

Note: For dwellings located on water access only parcels (such as Jumbo Point, Animanipissing Lake, contact Ontario Provincial Police and Ministry of Natural Resources and Forestry.

14. Considerations by EOC For Evacuation

Population for the Township of Coleman is 595 (2016 census)

14.1 Questions/ Consideration List:

- Who will go where
- How do we control transport congestion on Highway 11 and 11B
- Who will need transportation
- Reception and evacuation plan for pets & livestock: could involve feeding and care or removal of animals from area
- Who will pay for feeding & bus costs for evacuation
- At reception sites, washroom facilities, showers, food preparation must be available
- Check with local organizations e.g. Lions, Kiwanis etc. re persons needing special assistance
- Registration area persons (Liaison Officers) will be required in evacuation to list who is where and to answer questions.
- How many persons will potential need accommodation (Age groups, non-ambulatory and other special needs could be catalogued
- Traffic Control
- Day & Night populations
- Approximate populations for each area
- Vehicles for transporting those who do not have other means of transport
- Control mechanism for proper evacuation

Refer to Evacuation Checklist (**Appendix 20**) and prepare Evacuation Registration Form (**Appendix 21**)

14.2 Transportation:

Assuming 90% of the population will evacuate by private vehicles, if road access is available, the Municipality will arrange for the following:

- Bus line: 2 busses will transport evacuees to shelters.
- Snowmobile Club: Each form of transportation will continue to transport evacuees until all evacuees are unloaded at the nearest evacuation shelter.
- See **Appendix 4** for contact numbers.

14.3 Notification:

- Broadcasted by Media/ Radio station by a message from the Head of Council (**Appendix 4** for contact numbers).
- Fan out networks with “Good Neighbour Policy” and/or Fire or Police personnel taking the message door to door.

- The messages will be in the same form to keep consistency, but delivered from different sources.
- The message should be broadcast at set intervals and be specific in terms to ensure that everyone understands.

15. Infection Prevention & Control in the EOC

Primary Concern:

- Maintain essential services while experiencing potential workforce shortages due to employee illness.

Primary goal:

- Ensure that preventive practices are established to decrease the risk of transmission.

15.1 Infection Prevention and Control Measures

- Promotion of Influenza immunization
- Education on hand hygiene
- Assessment
- Regular cleaning

15.2 Hand-Hygiene

- Frequent and thorough hand hygiene, either with soap and warm running water or alcohol-based hand sanitizer.
- Considerations for accessible hand hygiene stations in multiple locations and signage instructing staff how to perform hand hygiene
- Quick and easy access to hand hygiene supplies.

15.3 Workplace and Equipment Disinfection

- Routine cleaning practices

15.4 Personal Protective Equipment

- Personnel when symptomatic should be 2+ meter distance from others, wear surgical mask, practice frequent hand hygiene and disinfect any workspace or equipment they touch.

Emergency Management Program

1. Aim

- To foster awareness about individual/family emergency preparedness and public safety risks in the event of an emergency. To inform citizens of the community's emergency management programs.

2. Objectives

- Develop an easily accessible and informative awareness program for residents, businesses and all municipal staff
- Increase awareness of the community's emergency response plan, including where it can be viewed by the public, and who to contact for more information about the emergency management programs
- Inform residents and businesses about individual and family emergency preparedness and promote the 3-day (72-hour) survival kit

3. Target Audience

- Residents (permanent and seasonal)
- Businesses (commercial, industrial, institutional)
- Township Staff
- Visitors

4. Delivery Mechanisms

- Brochures displayed in the entrance of the municipal office
- Be Prepared, Not Scared
- Preparing for the Unexpected
- Winter Power Failures
- Winter Driving
- Severe Storms
- Annual mail campaign and additional information in newsletter with taxes twice a year

5. Timetable

- Brochures displayed on an ongoing basis.
- Emergency Response Plan remains posted at the Municipal Office.

6. Budget

- Total budget is: \$400.00
- Newsletter: \$100.00

7. Supply and Maintenance

- Brochures to be stored in the Municipal Office at 937907 Marsh Bay Road.
- CAO will be responsible for ensuring that supplies are maintained and replenished as needed.
- More brochures can be ordered from: Orders-commandes@ocipep.gc.ca or faxed to Public Affairs, 613-954-3111.

8. Annual Review

- The public awareness program will be reviewed annually by the Emergency Management Program Committee.

BE PREPARED, NOT SCARED

Copies of Emergency By-Law available at the Municipal Office

2019