

**TOWN OF NORTHEASTERN MANITOULIN  
AND THE ISLANDS**

**EMERGENCY RESPONSE PLAN**

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## **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 Town of Northeastern Manitoulin and the Islands.

The population of the Town of Northeastern Manitoulin and the Islands is 2,400 residents.

In order to protect residents, businesses and visitors, the Town of Northeastern Manitoulin and the Islands 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 Town of Northeastern Manitoulin and the Islands 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 Town of Northeastern Manitoulin and the Islands important emergency response information related to:

1. Arrangements, services and equipment; and
2. 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 Town of Northeastern Manitoulin and the Islands Emergency Response Plan may be viewed at the NEMI Town Office and NEMI Public Library. For more information, please contact:

**Emergency Management Coordinator  
Town Office  
Town of Northeastern Manitoulin and the Islands  
(705) 368-3500**

**\*\* Town of Northeastern Manitoulin and the Islands reserves the right to allow minor administrative updates in the Plan without going through Council for approval.**

## **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 Town of Northeastern Manitoulin and the Islands when faced with an emergency.

It enables a centralized controlled and coordinated response to emergencies in the Town of Northeastern Manitoulin and the Islands, and meets the legislated requirements of the Emergency Management and Civil Protection Act (EMCPA).

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 *EMCPA* states that the:

“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 required by the *Emergency Management and Civil Protection Act (EMCPA)*, 2006, this emergency response plan and its' elements have been:

- 1 Issued under the authority of *Town of Northeastern Manitoulin and the Islands By-law #2004-34*; and
- 2 Filed with Emergency Management Ontario, Ministry of Community Safety and Correctional Services.

#### ***a) Definition of an Emergency***

The *EMCPA* defines an emergency as:

“An emergency means a situation or 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.

#### ***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 Town of Northeastern Manitoulin and the Islands.

## **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.

When a member of the CCG receives a warning of a real or potential emergency, that member **will immediately** contact the OPP, Fire and Ambulance Service through the 911 emergency numbers and then **immediately contact the Town of NEMI Manager on call**, 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.

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.

### ***a) Requests for Assistance***

Assistance may be requested by other communities from the Town of Northeastern Manitoulin and the Islands at any time by contacting the Clerk. The request shall not be deemed to be a request that the town assume authority and control of the emergency.

Assistance may also 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 Mayor or Acting Mayor of the Town of Northeastern Manitoulin and the Islands, 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:**

1. Emergency Management Ontario ;
2. Town Council ;
3. Public;
4. Neighbouring community officials, as required ;
5. Local Member of the Provincial Parliament (MPP) ;
6. Local Member of Parliament (MP) ;
7. Ministry of Municipal Affairs and Housing.

A community emergency may be **terminated** at any time by:

1. Mayor or Acting Mayor; or
2. Town Council; or
3. Premier of Ontario.

**When terminating an emergency, the Mayor will notify:**

1. Emergency Management Ontario;
2. Town Council ;
3. Public;
4. Neighbouring community officials, as required ;
5. Local Member of the Provincial Parliament (MPP) ;
6. Local Member of Parliament (MP) ;
7. Ministry of Municipal Affairs and Housing.

## **PART 5: EMERGENCY COMMUNITY CONTROL GROUP**

### ***a) Emergency Operations Centre (EOC)***

The location of the Town of Northeastern Manitoulin and the Islands' primary and alternate Operations Centre is contained in Annex B.

### ***Emergency Evacuation Centre (EEC)***

The Location of the Town of Northeastern Manitoulin and the Islands' Emergency Evacuation Centre is contained in Annex B. The public will be informed of the location as required. The airport will act as the centre for air lifting medical emergencies and also to receive supplies by air.

### ***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:

1. Mayor of the Town of Northeastern Manitoulin and the Islands ;
2. Chief Administrative Officer, who becomes the Operations Officer in the EOC;
3. Fire Chief ;
4. Community Emergency Management Co-ordinator ;
5. Manager of Public Works
6. Manager of Community Service ; and
7. Clerk and/or Treasurer.

Additional personnel called or added to support the CCG may include:

- OPP and EMS representatives
- alternates to any member of the Community Control Group;
- 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 Chief Administrative 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 CAO'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:

1. Calling out and mobilizing their emergency service, agency and equipment;
2. 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;
3. Determining if the location and composition of the CCG are appropriate;
4. Advising the Mayor as to whether the declaration of an emergency is recommended;
5. Advising the Mayor on the need to designate all or part of the town as an emergency area;
6. Ensuring that an Incident Commander (IC) is appointed;
7. Ensuring support to the IMS by offering equipment, staff and resources, as required;
8. Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger;
9. Discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, closing down the downtown area;
10. Arranging for services and equipment from local agencies not under community control i.e. private contractors, industry, volunteer agencies, service clubs;
11. 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;

12. Determining if additional volunteers are required and if appeals for volunteers are warranted;
13. Determining if additional transport is required for evacuation or transport of persons and/or supplies;
14. Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Coordinator (Mayor), for dissemination to the media and public;
15. Determining the need to establish advisory groups and/or sub-committees/working groups for any aspect of the emergency including recovery;
16. Authorizing expenditure of money required dealing with the emergency;
17. Notifying the service, agency or group under their direction, of the termination of the emergency;
18. Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Operations Officer within one week of the termination of the emergency, as required;
19. Participating in the debriefing following the emergency.

## **PART 6: EMERGENCY RESPONSE SYSTEM**

### ***a) The individual responsibilities of the Community Control Group:***

#### **1. Mayor**

The Mayor is responsible for:

1. Providing overall leadership in responding to an emergency;
2. Declaring an emergency within the designated area;
3. Declaring that the emergency has terminated (Note: Council may also terminate the emergency);
4. Notifying the Emergency Management Ontario, Ministry of Community Safety and Correctional Services of the declaration of the emergency, and termination of the emergency;
5. Ensuring the members of council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation.
6. Chairing meetings of the control group.
7. Securing and authorizing of expenditures of money required to deal with the emergency.
8. The dissemination of news and information to the media and the public.

## **2. Chief Administrative Officer**

The Chief Administrative Officer for the Town of Northeastern Manitoulin and the Islands is responsible for:

1. Activating the emergency notification system;
2. Ensuring liaison with the Police regarding security arrangements for the
3. EOC;
4. Will act as the Operations Officer, coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings;
5. Advising the Mayor on policies and procedures, as appropriate;
6. Approving, in conjunction with the Mayor, major announcements and media releases prepared by the Emergency Information Coordinator, in consultation with the Community Control Group;
7. Ensuring that a communication link is established between the Community Control Group (CCG) and the Incident Commander (IC) ;
8. Calling out additional town staff to provide assistance, as required.

## **3. Fire Chief**

The Fire Chief is responsible for:

1. Activating the emergency notification system;
2. Providing the CCG with information and advice on firefighting and rescue matters;
3. Establishing an ongoing communications link with the senior fire official at the scene of the emergency;
4. Informing the Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements for the provision of additional firefighters and equipment, if needed;
5. Determining if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing;
6. 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;

#### **4. Emergency Management Coordinator**

The Emergency Management Coordinator is responsible for:

1. Activating the emergency notification system;
2. Activating and arranging the Emergency Operations Centre with the Community Services Manager;
3. Ensuring that security is in place for the EOC and registration of CCG members;
4. Ensuring that all members of the CCG have necessary plans, resources, supplies, maps, and equipment;
5. Providing advice and clarifications about the implementation details of the Emergency Response Plan;
6. Ensuring that the operating cycle is met by the CCG and related documentation is maintained and kept for future reference;
7. Addressing any action items that may result from the activation of the Emergency Response Plan and keep CCG informed of implementation needs;
8. Maintaining the records and logs for the purpose of the debriefs and post-emergency reporting that will be prepared.

#### **5. Manager of Public Works**

The Manager of Public Works is responsible for:

1. Activating the emergency notification system;
2. Providing the CCG with information and advice on engineering and public works matters;
3. Establishing an ongoing communications link with the Site Manager at the scene of the emergency;
4. Ensuring provision of engineering assistance;
5. Ensuring construction, maintenance and repair of town roads;
6. Ensuring the maintenance of sanitary sewage and water systems;
7. Providing equipment for emergency pumping operations.
8. Ensuring liaison with the fire chief concerning emergency water supplies for firefighting purposes;
9. Providing emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health;
10. Discontinuing any public works service to any resident, as required, and restoring these services when appropriate;
11. Ensuring liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions;
12. Providing public works vehicles and equipment as required by any other emergency services;
13. Ensuring liaison with the conservation authority regarding flood control, conservation and environmental matters and being prepared to take preventative action.

***b) Support/Advisory Staff***

**1. Police Representative**

The Police Representative is responsible for:

1. Activating the emergency notification system;
2. Notifying necessary emergency and community services, as required;
3. Establishing a site command post with communications to the EOC;
4. Establishing an ongoing communications link with the senior police official at the scene of the emergency;
5. Establishing the inner perimeter within the emergency area;
6. 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;
7. Providing traffic control staff to facilitate the movement of emergency vehicles;
8. Alerting persons endangered by the emergency and coordinating evacuation procedures;
9. Opening of evacuee centres in collaboration with the Community Services Manager;
10. Ensuring liaison with the Community Services Manager regarding the establishment and operation of evacuation and reception centres;
11. Ensuring the protection of life and property and the provision of law and order;
12. Providing police service in EOC, evacuee centres, morgues, and other facilities, as required;
13. Notifying the coroner of fatalities;
14. Ensuring liaison with other community, provincial and federal police agencies, as required;

**2. Manitoulin Health Centre Hospital Administrator**

The Manitoulin Health Centre Hospital Administrator is responsible for:

1. Implementing the hospital emergency plan;
2. Ensuring liaison with the Manitoulin Health Centre Hospital Administrator and local ambulance representatives with respect to hospital and medical matters, as required;
3. Evaluating requests for the provision of medical site teams/medical triage teams;
4. Ensuring liaison with the Ministry of Health and Long Term Care, as appropriate.

### **3. Community Services Manager**

The Community Services Manager is responsible for:

1. Activating the emergency notification system;
2. 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;
3. Supervising the opening and operation of temporary and/or long-term evacuee centres, and ensuring they are adequately staffed;
4. Ensuring liaison with the police chief with respect to the pre-designation of evacuee centres which can be opened on short notice;
5. Liaison with the Medical Officer of Health on areas of mutual concern regarding operations in evacuee centres;
6. Ensuring that a representative of the Rainbow District 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;
7. Ensuring liaison with Manitoulin Centennial Manor as required;
8. Making arrangements for meals for the staff/volunteers at the EOC and the Site.
9. Setting up the E.O.C. as required.

#### **4. Emergency Medical Services (EMS) Director**

The Emergency Medical Services Director is responsible for:

1. Ensuring emergency medical services at the emergency site;
2. Establishing an ongoing communications link with the senior EMS official at the scene of the emergency;
3. Obtaining EMS from other municipalities for support, if required;
4. Ensuring triage at the site;
5. Advising the CCG if other means of transportation is required for large scale response;
6. Ensuring liaison with the receiving hospitals;
7. Ensuring liaison with the Medical Officer of Health, as required.

#### **5. Operations Officer Administrative Assistant/Assistants**

The Operations Officer Administrative Assistant is responsible for:

1. Assisting the Operations Officer, as required;
2. Ensuring all important decisions made and actions taken by the CCG are recorded;
3. Ensuring that maps and status boards are kept up to date;
4. Provide a process for registering CCG members and maintaining a CCG member list;
5. Notifying the required support and advisory staff of the emergency, and the location of the Emergency Operations Centre;
6. 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;
7. Arranging for printing of material, as required;
8. Coordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required;
9. Upon direction by the Mayor, ensuring that all council are advised of the declaration and termination of declaration of the emergency;
10. 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;
11. Procuring staff to assist, as required.

## **6. Telecommunications (ARES) Coordinator**

The Telecommunications Coordinator is responsible for:

1. Activating the emergency notification system of the local amateur radio operators group;
2. Initiating the necessary action to ensure the telephone system at the community offices functions as effectively as possible, as the situation dictates;
3. Ensuring that the emergency communications centre is properly equipped and staffed, and working to correct any problems which may arise;
4. Maintaining an inventory of community and private sector communications equipment and facilities within the community, which could, in an emergency, be used to augment existing communications systems;
5. Making arrangements to acquire additional communications resources during an emergency;

## **7. Emergency Information Officer**

The Town's Mayor will act as the Town's spokesperson, and the CAO will act as the Town's Emergency Information Coordinator during an emergency. The Emergency Information Coordinator 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.

## **8. Board of Education**

The Board of Education is responsible for:

1. 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;
2. 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.

## **9. Other Agencies**

In an emergency, other agencies may be required to work with the Community Control Group such as Emergency Management Ontario, the Office of the Fire Marshal, industry, volunteer groups, conservation authorities, and provincial ministries.

## **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, radio communications may be required at various locations including evacuation centres, hospitals, and other key responding agencies.

The Emergency Telecommunications Coordinator for the Town of Northeastern Manitoulin and the Islands is a pre-designated Amateur Radio Operator. The Emergency Telecommunications 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 Telecommunications Office is located in the office adjacent to the EOC. 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 Town of Northeastern Manitoulin and the Islands lose all telephone communications, pre-arranged communications could be obtained from the local taxi company and the school bus radios, which will act as relay to the EOC and the emergency site.





## **CONFIDENTIAL**

### **ANNEX A: EMERGENCY NOTIFICATION CONTACT LIST**

The notification may be activated by the Chief Administrative Officer, the Fire Chief, the Police Chief, the Mayor, the Medical Officer of Health and the Emergency Management Coordinator.

Upon activation, the notification process will be carried out at once by staff, who will note the details of the message (e.g. description of the emergency, instructions to remain on standby 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 Mayor and CAO.

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.

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.**

**Emergency Notification List:**

**Fax Notification to 416-314-0474**

**Mayor:**

Name – **Alan MacNevin**  
Name: **Lauire Cook**

**Alternate:**

**Chief Administrative Officer:**

Name – **David Williamson**

**Alternate:**

Name – **Pam Cress, Clerk**

**Police Representative:**

Name – **Staff Sergeant Helena Wall**

**Fire Chief:**

Name – **Duane Deschamps**

**Alternate:**

Name: **Deputy Chief Mark Aelick**

**Community Emergency Management Coordinator:**

Name – **Connie Gammie**

**Alternate:**

Name – **Heidi Ferguson**

**Public Works Manager:**

Name – **Gary May**

**Alternate:**

Name – **Peter Varey, Little Current P/Works Assistant Foreman**

**Alternate:**

Name – **Wayne Williamson, Sheguiandah P/Works Assistant Foreman**

**Alternate:**

Name – **Ian Phillips**

**Emergency Notification List (continued):**

**Medical Officer of Health:**

Name – **Penny Cheung**  
**Alternate:** Name – **Mike Campbell**

**Alternate:** **Sudbury and District Health Unit – Sudbury Office**  
**Burgess Hawkins (Program Manager)**

**Community Services Manager:**

Name – **Reid Taylor**  
**Alternate:** Name – **Nick Callaghan**

**Emergency Medical Services Director:**

**Name - MOE SPILLS 1-800-268-6060**

Name – Manitoulin Sudbury DSSAB **Robert Smith (Chief of EMS)**

**Alternate:**

Name – Manitoulin Sudbury DSSAB **Tim Beadman (Deputy Chief)**

**and** Name – Manitoulin Sudbury DSSAB **Paul Myre (Deputy Chief)**

**Alternate:**

Manitoulin Sudbury DSSAB **Jennifer Tasse (Field Superintendent)**

**\*\* Little Current EMS Station –  
30 Wilson Street East, Little Current**

**Emergency Notification List (continued):**

**Hospital Administrator:**

Name – **Lynn Foster** (CEO – Manitoulin Health Centre)

**Alternate:**

Name – Manitoulin Health Centre - Lead Floor Nurse

**Alternate:**

Name – **Duane Deschamps**

(Facilities /Maintenance and Operations Manager – Manitoulin Health Centre)

**OCWA – Emergency Number      Operator On Call**

**Keith Stringer**

**Jeff Tuerk**

**Hydro One Networks:**

Name – **Darrin Guenette** (A/COM – Algoma/Manitoulin Operations Manager)

**Alternate:**

Name – **Peter Craig** (UTS II - Manitoulin Operations Manager)

**Alternate:**

**Hydro One Emergency Service**

**OPP Telecommunications Coordinator:**

Name – **Staff Sergeant Helena Wall**      [Helena.Wall@opp.ca](mailto:Helena.Wall@opp.ca)

## 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**)

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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 NEMI Town Office**, which is located at **14 Water Street, Little Current**.

The **alternate Emergency Operations Centre will be located at the NEMI Recreation Centre**, which is located at **9001 Hwy 6 South in Little Current**.

### ***b) Equipment***

The equipment required for the Emergency Operations Centre is organized in a kit form. **The kit is located in the MAIN OFFICE (DOWNSTAIRS) AT THE NEMI TOWN OFFICE.** The 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:

<b><u>Item</u></b>	<b><u>Location</u></b>
Fax Machine	Town Office
Telephones	Town Office
Ham Radio	ARES
Flip Charts	Town Office

## **ANNEX C:           EMERGENCY INFORMATION PLAN**

Upon implementation of this Emergency Response Plan, it will be important to co-ordinate 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:

1. Emergency Information Coordinator;
2. Community Spokesperson; and
3. Citizen Inquiry Supervisor.

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 is the Chief Administrative Officer, who is responsible for:

1. Establishing a communication link with the Community Spokesperson, 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;
2. Ensuring that the EIC is set up and staffed and a site EIC, if required;
3. Ensuring liaison with the CCG to obtain up-to-date information for media releases, co-ordinate individual interviews and organize press conferences;
4. Ensuring that the following are advised of the telephone number of the media centre:
  - Media;
  - Community Control Group;
  - Switchboard (Town and Emergency Services);
  - Community Spokesperson;
  - Police Public Relations Officer;
  - Neighbouring Communities;
  - Any other appropriate persons, agencies or businesses.

## **Emergency Information Coordinator ... Continued**

5. Ensuring that the media releases are approved by the Chief Administrative Officer (in consultation with the Mayor) prior to dissemination, and distributing hard copies of the media release to the EIC, the CCG, Citizen Inquiry Supervisor and other key persons handling inquiries from the media;
6. Monitoring news coverage, and correcting any erroneous information;
7. Maintaining copies of media releases and newspaper articles pertaining to the emergency.

## **2. Community Spokesperson**

The community spokesperson will be the Mayor or delegate responsible for:

Giving interviews on behalf of the Town Council;

**ANNEX D: RESOURCE DATA BASE**

<b><u>Private Contractors</u></b>	<b>Phone #</b>	<b>Equipment</b>
1. Mike Varey and Son	368-1799	Dozer, backhoe, excavator, trucks
2. Don Eadie	368-2171	Dozer, backhoe, excavator, trucks
3. Randy Noble	368-3565	Dozer, backhoe, excavator, trucks
4. Ferguson Aggregate	368-2338	Backhoe, trucks
5. Shaw Septic Service	377-5375	Pumper Trucks / portable washrooms
6. Wally's Septic Service	377-4032 / 282-7501	Pumper trucks/ portable washrooms
7. Allen's Auto NAPA	368-2800	Generators
8. Ham's Marine	859-2303	Generators

**Restaurants**

1. Anchor Inn	368-2023	Generator Backup
2. Elliott's Restaurant	368-3370	No Backup
3. 3 Cows and A Cone	368-3524	No Backup

**Fuel for Emergency Vehicles**

Spider Bay Marina	368-3148	Gas and Diesel
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**Neighbouring Municipalities**

Township of Assiginack	705-859-3196
Township of Central Manitoulin	705-377-5726
Town of Gore Bay	705-282-2420
Aundeck Omni Kaning	705-368-2228

**Town of NEMI Staff**

**Home Phone Numbers**

1. David Williamson
2. Pam Cress
3. Gary May
4. Peter Varey
5. Warren McGauley
6. Dave Draper
7. Tim Moore
8. Norman Abotossaway
9. Keith McCulligh
10. Ed Steeves
11. Darren Bailey
12. Wayne Williamson
13. Ian Phillips
14. Reid Taylor
15. Nick Callaghan
16. Duncan Pheasant
17. Darrion Robinson
18. Rick Armstrong
19. Sheryl Wilkin
20. Brenda Hawke
21. Connie Gammie
22. Heidi Ferguson
23. Kimberly Knobel
24. Lisa Hallaert.



**ANNEX D: RESOURCE DATA BASE - CONTINUED**

**Public Works Department:**

Gary May, Manager of Public Works  
Little Current Public Works Garage  
Sheguiandah Public Works Garage

**Alternate:**

Peter Varey, Little Current Public Works Assistant Manager

Wayne Williamson, Sheguiandah Public Works Lead Hand  
Public Works (Sheguiandah Garage)

**Public Works Staff:**

Warren McGauley  
Dave Draper  
Tim Moore  
Keith McCulligh  
Ed Steeves  
Ian Phillips  
Norm Abotossaway  
Darren Bailey

- Report to the E.O.C.
- Notify all public works staff to report to E.O.C. at the NEMI TOWN OFFICE or Recreation Centre, sign in and wait for further instructions.

**ANNEX D: RESOURCE DATA BASE - CONTINUED**

**INSTRUCTIONS IN AN EMERGENCY SITUATION DURING REGULAR HOURS**

**Community Services Department:**

**Reid Taylor, Manager of Community Services**

Recreation Centre  
Town Office  
Spider Bay Marina  
Port of Little Current (Downtown Docks)

\*\* Alternate Nick Callaghan

\*\* Alternate Dave Williamson

- Report to E.O.C.;
- Notify each community services staff member;
- At that time they each will report to E.O.C. at the NEMI TOWN OFFICE or Recreation Centre, sign in and wait for further instructions.

**Community Services Staff:**            **Nick Callaghan**  
   **Duncan Pheasant**  
   **Darrion Robinson**

**INSTRUCTIONS IN AN EMERGENCY SITUATION DURING AFTER-HOURS**

**First** - Call Emergency cell  
**Second** - Call David Williamson  
**Third** - Call Reid Taylor

\*\* Alternate Pam Cress

- Report to E.O.C.;
- Notify each community services staff member;
- At that time they each will report to E.O.C. at the NEMI TOWN OFFICE or Recreation Centre, sign in and wait for further instructions.

**ANNEX E**

**“A”: CRITICAL INFRASTRUCTURE IDENTIFICATION**

**Critical Infrastructure of the Town of Northeastern Manitoulin and Islands**

<b>Sector</b>	<b>Type of Critical Infrastructure</b>	<b>Component</b>	<b>Location</b>	<b>Owner/ Operator</b>	<b>Priority</b>
Food and Water	Water Treatment	Water Treatment Plant	Little Current Sheguiandah	Town of NEMI	1
Grocery Stores- Both	GG's Foodland LC Valumart	Food Distribution	Meredith St. Little Current	Valumart Andrew Orr	2
Sewage	Wastewater and Sewage Treatment	Sewage Treatment Plant	Water St. Little Current	Town of NEMI OCWA	1
Water	Water Distribution	Water Pumping Station	Little Current Sheguiandah	Town of NEMI OCWA	1
Water	Water Distribution	Water Pumping Station	Little Current Sheguiandah	Town of NEMI OCWA	1
Electricity	Electrical Transmission and Distribution	Transformer Station	Little Current	Hydro One	1
Electricity	Electrical Transmission and Distribution	Trans-mission Lines and Towers (500Kv)	Enter- North Exit- South, West	Hydro One	1
Fuel Farm	Fuel	Furnace Fuel	Vankoughnet Street East Little Current	Shell McDougall Energy New North Fuels	1
Propane Storage	Propane	Propane	Hwy 6 South	Superior Propane McDougall Energy	1

**ANNEX E**

**“B”: CRITICAL INFRASTRUCTURE IDENTIFICATION**

**Critical Infrastructure of the Town of Northeastern Manitoulin and Islands**

<b>Sector</b>	<b>Type of Critical Infrastructure</b>	<b>Component</b>	<b>Location</b>	<b>Owner/ Operator</b>	<b>Priority</b>
Transportation	Highways and Roads	Bridge	Hwy 6 and Hwy 540	Provincial Ministry of Transportation	2
Transportation	Highways and Roads	Bridge	Hwy 6	Town of NEMI	3
Transportation	Airport	Airplanes and Helicopters	Hwy 6 South	Town of NEMI/ Assignack	1
Transportation	Snow Removal	Dump Trucks w/ Plow Blades; Sand and Salt Storage Facilities	NEMI	Town of NEMI	3
Continuity of Government Services	Municipal Government	Town Hall	Little Current	Town of NEMI	1
Recreation	Building	Recreation Centre	Hwy 6 South	Town of NEMI	3
Telecommunications	911 Communications	911 Facilities	NEMI	Bell Canada	1
Telecommunications	911 Communications	CBC Tower Radio Tower	NEMI	CBC	1
Telecommunications	911 Communications	Radio Station	NEMI	Craig Timmermans	1

**ANNEX E**

**“C”: CRITICAL INFRASTRUCTURE IDENTIFICATION**

**Critical Infrastructure of the Town of Northeastern Manitoulin and Islands**

<b>Sector</b>	<b>Type of Critical Infrastructure</b>	<b>Component</b>	<b>Location</b>	<b>Owner/ Operator</b>	<b>Priority</b>
Fire Service	Fire Fighting Services	2 Pumpers 0 Tanker	<u>Little Current</u>	<u>Town of NEMI</u>	<u>1</u>
		2 Pumpers 1 Tanker	Sheguiandah	Town of NEMI	1
Police	Police Services	Police Station	Little Current	O.P.P.	1
Ambulance	Emergency Medical Services	Ambulance Facilities	Little Current	DSSAB	1
Hospital	Hospital	# of beds- 19 and Emergency Unit	Little Current	Government	1

**Notes:**

Priorities shown are for illustration purposes only; priorities will vary from community to community.

A complete list would include full contact information, with names, titles, addresses, telephone numbers (business and emergency), fax numbers, and e-mail addresses.

## ANNEX F: EXERCISES

### Types of Exercises:

There are four main types of exercises, two of which have sub-types:

- **Static Exercises** are relatively easy to organize and is very inexpensive since it is almost always held in a single facility using a seminar-type setting. There are four types of static exercise:

-**Case Studies** involve the examination of a particular case study- either real of functional. The assembled exercise players study the case and one or more solutions or courses of action are outlined. In some exercises the case is presented in stages to present multiple or expanding problems and issues. Sources of case studies include local experience, past emergencies, or externally prepared studies written for training purposes.

- **Paper Exercises**, like case studies, begin by presenting a problem or emergency. The key difference with a paper exercise is that information is provided to exercise payers in "real time" to simulate actual emergency events and messages.

-**Tabletop Exercises** expand on paper exercises by requiring the exercise players to describe their actions using maps, models, etc.

-**Synthetic Exercises** uses computers to generate incident events and evaluate player actions.

- **Telecommunications Exercises**, through the use of radios, fax machines, telephones, and/or computers, test the function and suitability of a community's emergency telecommunications system. There are main types of a telecommunications exercises:

-**Notification exercises** test the community emergency response plan's notification procedures. They are very useful in ensuring the validity of existing contact information contained in the plan.

-**EOC Exercises** test communications and information flow within the EOC and between emergency management/response partners.

- **Specialty Exercises** are designed to test response to specific types of emergencies such as biological attack, hazardous materials spill, or bomb threats. Although this type of drill does not generally test the entire emergency plan, it can be very useful in testing particular annexes of the plan and in the training assessment of specific response capabilities (discussed in Section 4-6 of this handbook).
- **Field Exercises** are larger-scale emergency simulations involving an emergency site and, often, the activation of the community EOC. This type of exercise generally involves physical response by emergency service organizations, and may also include mock casualties, outside organizations, and multiple jurisdictions. Field exercises offer numerous opportunities to test the emergency response plan and the community's response capability.

**ANNEX G: EMERGENCY INFORMATION**

**SAMPLE NEWS RELEASE**

**SAMPLE NEWS RELEASE**

For Immediate Release  
Date, Year

**MAYOR ORDERS EVACUATION FOR THE TOWN OF NEMI**

The North Channel has overflowed its banks and Mayor Alan MacNevin has ordered the immediate evacuation of everyone in the Town of Little Current who lives on Water Street in the Town of Northeastern Manitoulin & the Islands.

"A reception centre has been set up in the Town Recreation Centre," Mayor MacNevin said. "We have activated our assistance agreement with the Town of Assiginack and have taken all the necessary precautions to ensure the safety and security of our residents."

Mayor MacNevin said that people should bring supplies and medicine for three to four day absence and to not call 911 for information about this emergency, or use their telephones unless absolutely necessary because phone lines are needed by the emergency organizations.

He advised the public to listen to local radio and television stations for further information and instructions from authorities.

## **ANNEX H: PUBLIC AWARENESS PROGRAM**

### **STRATEGIC PLAN FOR THE TOWN OF NORTHEASTERN MANITOULIN AND ISLANDS PUBLIC AWARENESS**

**Aim:** To foster awareness about individual/family emergency preparedness and community emergency management.

#### **Objectives:**

- 1.1 The residents and business of the Town of NEMI will be notified about emergencies in the following ways:
  - (a) Local radio announcement ;
  - (b) Local cable channel announcements - Channel 6;
  - (c) Door to door by Town staff if necessary. Instructions will be given on protective actions to be taken in the announcements and by staff.
- 1.2 The residents and businesses will be informed about individual and family emergency preparedness by distributing pamphlets for e.g., winter power failures and winter driving.
- 1.3 The Mayor will send out a newsletter containing vital information that an emergency will be announced on local radio station and broadcasted on local cable channel 6, and staff will go door to door if necessary.
- 1.4 The Mayor's newsletter will also contain awareness about NEMI's Emergency Response Plan, where it can be viewed by the public and who to contact for more information about the Emergency Management Program.

**ANNEX I :**

**Declaration of Emergency**

I \_\_\_\_\_ hereby declare an

( Mayor or Elected Head of Council )

Emergency in accordance with the Emergency Management and Civil  
Protection Act, R.S.O. 1990, c.E.9, s.4. (1) Due to the emergency described  
herein:

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**For the Emergency Area or part thereof described as:**

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**Signed** \_\_\_\_\_

**Title** \_\_\_\_\_

**This** \_\_\_\_\_ **day of** \_\_\_\_\_, **20**\_\_ **at** \_\_\_\_\_ **am/pm.**

**In the Municipality of** \_\_\_\_\_ **, Province of** \_\_\_\_\_ **.**

**Please fax to Provincial Emergency Operations Centre Duty Officer @ 416-314-0474, when completed!**

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**ANNEX J :                    TERMINATION OF A DECLARED EMERGENCY**

**Termination of Emergency**

(I)(We) \_\_\_\_\_ hereby declare that

( Mayor or Elected Head of Council or majority of Council )

the Emergency related to \_\_\_\_\_

( State the general description of the declared emergency )

is terminated in accordance with the Emergency Management and  
Civil Protection Act, R.S.O. 1990.

**Signed** \_\_\_\_\_

**Title** \_\_\_\_\_

**This** \_\_\_\_\_ **day of** \_\_\_\_\_, **20**\_\_\_ **at** \_\_\_\_\_ **am/pm.**

**In the Municipality of** \_\_\_\_\_, **Province of** \_\_\_\_\_ .

**Please fax to Provincial Emergency Operations Centre Duty Officer @ 416-314-0474, when completed!**

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