

TOWNSHIP OF LAIRD

EMERGENCY MANAGEMENT PLAN

November 21, 2016

TOWNSHIP OF LAIRD EMERGENCY RESPONSE PLAN

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TOWNSHIP OF LAIRD

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 Laird.

The Township of Laird has a population of over 1,100 and is located approximately 35 kilometres from the City of Sault Ste. Marie which may be the largest employer of Laird's residents. Trans Canada Highway 17 runs through the centre of the Township, north to south. There are four major milk producers and several beef farmers. Laird is also home to many summer residents. A private airport and a tractor dealership are the main businesses outside farming.

In order to protect residents, businesses and visitors, the Township of Laird 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 Laird Emergency Management Committee developed this emergency response plan. Every official, municipal department and agency must be prepared to carry out assigned responsibilities in an emergency. The response plan has been prepared to provide key officials, agencies and departments of the Township of Laird important emergency response information related to

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

In addition, it is important that residents, businesses and interested visitors be aware of its provisions. Copies of the Township of Laird Emergency Response Plan may be viewed at the Township Office. For more information, please contact:

Emergency Management Coordinator
Laird Township Administrative Office
Township of Laird
(705) 248-2395

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 Laird when faced with an emergency.

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

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

- Extreme Cold/Heat
- Snowstorms/Blizzards
- Transportation Accidents – Road
- Human Health Emergencies and Epidemics
- Flood
- Drought
- Special Events
- Explosions/Fires
- Hazardous Materials – Trans. Incident
- Forest Fires

For further details, please contact the Emergency Management Coordinator.

PART 3: AUTHORITY

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

- Issued under the authority of *Township of Laird By-law #834-04*; and
- Filed with Emergency Management Ontario, Ministry of Public Safety and Security.

a) Definition of an Emergency

The EMCPA defines an emergency as:

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

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

b) Action Prior to Declaration

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

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. The CCG members will be contacted by telephone and advised to meet at the municipal office, 3 Pumpkin Point Road West. Should the phone lines be down, cell phone use will be attempted, with radio systems on local transportation system also utilized. Should the emergency occur during the winter months, the use of snowmobiles may be attempted.

When a member of the CCG receives a warning of a real or potential emergency, that member will immediately contact the Clerk of the municipality and direct him/her 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 Clerk's office must record the date and time CCG members were contacted.

The Clerk's office will be responsible for updating CCG member contact list.

a) Requests for Assistance

Assistance may be requested from neighbouring municipalities. The request shall not be deemed to be a request that the neighbouring municipalities 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 EMO shall be contacted for Federal resources.

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 Township of Laird, as the Head of Council, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the CCG.

Upon declaring an emergency, the Mayor will notify:

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

A community emergency may be terminated at any time by:

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

When terminating an emergency, the Mayor will notify:

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

PART 5: EMERGENCY COMMUNITY CONTROL GROUP

a) Emergency Operations Centre (EOC)

The location of the Township of Laird's primary and alternate Operations Centres are detailed in Annex B. A list of equipment and where to obtain it is also detailed in Annex B.

b) Community Control Group (CCG)

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

- Mayor of the Township of Laird, or alternate;
- Clerk, or alternate, who becomes the Operations Officer in the EOC;
- Emergency Management Coordinator, or alternate;
- SSM S/Sgt Ontario Provincial Police, or alternate;
- Fire Chief, or alternate;
- Road Superintendent, or alternate;
- Great Lakes Power Limited representative, or alternate, if required or available;
- Communications Coordinator;
- Telecommunications Coordinator;
- Additional personnel called or added to the CCG may include:
 - Agricultural Representative
 - Emergency Management Ontario Representative;
 - Ministry of Natural Resources Representative;
 - Liaison staff from provincial ministries i.e. Ministry of Transportation, Ministry of Environment;
 - 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 may 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, or other person as appointed, will maintain status board and maps and which will be prominently displayed and kept up to date.

d) Community Control Group Responsibilities

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

- Calling out and mobilizing their emergency service, agency and equipment;
- Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
- Determining if the location and composition of the CCG are appropriate;
- Advising the Mayor as to whether the declaration of an emergency is recommended;
- Advising the Mayor on the need to designate all or part of the 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 retail area;
- 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 Communications 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. Mayor or Acting Mayor

The Mayor or Acting Mayor 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 Laird and is responsible for:

- Chairing the CCG;
- Activating the emergency notification system.
- Ensuring liaison with the S/Sgt. regarding security arrangements for the EOC, if required;
- As the Operations Officer, coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings;
- Advising the Mayor on policies and procedures, as appropriate;
- Approving, in conjunction with the Mayor, major announcements and media releases prepared by the Emergency Communications 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 town staff to provide assistance, as required.

3. 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 Emergency Communications Coordinator;
- Ensuring liaison with community support agencies (e.g. St. John Ambulance, Canadian Red Cross);
- Ensuring that the operating cycle is met by the CCG and related documentation is maintained and kept for future reference;
- Addressing any action items that may result from the activation of the Emergency Response Plan and keep CCG informed of implementation needs;
- Maintaining the records and logs for the purpose of the debriefs and post-emergency reporting that will be prepared.

4. Ontario Provincial Police

The S/Sgt, or alternate is responsible for:

- 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;
- 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.

5. 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.

6. Road Superintendent & Transportation Coordinator

The Road 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 town roads;
- 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 Ministry of Natural Resources regarding flood control, conservation and environmental matters and being prepared to take preventative action.
- Coordinating the acquisition, distribution and scheduling of various modes of transport (i.e. public transit, school buses, trains, boats, and trucks) for the purpose of transporting persons and/or supplies, as required, by members of the CCG and the support and advisory staff.;
- Procuring staff to assist, as required;
- Ensuring that a record is maintained of drivers and operators involved.

7. Medical & Emergency Medical Services (EMS) Coordinator

The Medical Coordinator 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.
- 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.

8. Public Information Coordinator

The Public Information Coordinator is responsible for:

The Public 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.

- Make contact with local media, especially broadcast media
- Have regular contact with the Control Group
- Have access to the Emergency Operations Centre
- Ensuring that maps and status boards are kept up to date;

9. Utility Representative – Great Lakes Power Limited

The Utility Representative – Great Lakes Power Limited 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

10. 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 Algoma 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;
- Making arrangements for meals for the staff/volunteers at the EOC and the Site.

b) Support and Advisory Staff

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

1. Clerk's Deputy/Assistants

The Clerk's Deputy is responsible for:

- Assisting the Clerk, as required;
- Ensuring all important decisions made and actions taken by the CCG are recorded;
- 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 telephones at the community offices, as the situation dictates, and ensuring operators are informed of CCG members' telephone numbers in the EOC;
- Arranging for printing of material, as required;
- Coordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required;
- Upon direction by the Mayor, ensuring that all council are advised of the declaration and termination of declaration of the emergency;
- Upon direction by the Mayor, arranging special meetings of council, as required, and advising members of council of the time, date, and location of the meetings;
- Procuring staff to assist, as required.

2. Treasurer

The Treasurer is responsible for:

- Providing information and advice on financial matters as they relate to the emergency;
- Ensuring liaison, if necessary, with the Treasurers of neighbouring communities;
- Ensuring that records of expenses are maintained for future claim purposes;
- Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency.
- Providing and securing of equipment and supplies not owned by the Township of Laird;
- 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.

3. Algoma District School Board and/or Separate School Board

The Algoma District School Board

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;

4. Telecommunications Coordinator

The Telecommunications Coordinator is responsible for:

The Telecommunications Coordinator reports to the Emergency Management Coordinator and is responsible for:

- Activating the emergency notification system of the local amateur radio operators group;
- Initiating the necessary action to ensure the telephone system at the community offices functions as effectively as possible, as the situation dictates;
- Ensuring that the emergency communications centre is properly equipped and staffed, and working to correct any problems which may arise;
- 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;
- Making arrangements to acquire additional communications resources during an emergency;

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, and provincial ministries.

- Ministry of Transportation
District Highway Operations
420-70 Foster Drive
Sault Ste. Marie, ON
705-945-6611 1-877-366-0669

Ministry of Environment
District Office
Flr 3-289 Bay Street
Sault Ste. Marie, ON
705-942-6354 1-800-965-9990

The following emergency plans from other agencies are located in the Emergency Management Coordinator's Office, Township Administrative Office:

- Hydro One
- Service Agreement between ADSAB and the Canadian Red Cross

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 Laird 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 office adjacent to the EOC. It may be 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 Laird lose all telephone communications, pre-arranged communications could be obtained from the school bus radios, which will act as relay to the EOC and the emergency site.

ANNEX A: EMERGENCY NOTIFICATION CONTACT LIST

Emergency Notification List:

Mayor:

Name: Richard (Dick Beitz)
Office phone number: 705-248-2395
Home phone number:
Cell phone/Pager number:

Alternate:

Name: Wayne Junor
Office phone number: 705-248-2395
Home phone number:
Cell phone/Pager number:

Alternate:

Name: Todd Rydall
Office phone number: 705-248-2395
Home phone number:
Cell phone/Pager number:

Clerk:

Name: Phyllis L. MacKay
Office phone number: 705-248-2395
Home phone number:
Cottage phone number:

Alternate:

Name: Rhonda Crozier
Office phone number: 705-248-2395
Home phone number:
Cell phone/Pager number:

Community Emergency Management Coordinator

Name: Rhonda Crozier
Office phone number: 705-248-2395
Home phone number:

Police

Name: S/Sgt. Michael Maville, SSM Ontario Provincial Police
Office phone number: 1-888-310-1122
Home phone number:

Fire Services

Name: Chief Janice Catling
Office phone number: 705-248-2211

Equipment & Transportation

Name: Road Superintendent Michael Hunter
Office phone number: 705-248-1141
Home phone number:
Cell phone number:

Hydro Utilities/Algoma Power Limited

Name: Operations Supervisor
Office phone number: 705-256-3850
Home phone number: 705-
Cell phone number:

Public Information Officer

Name: Joanne North
Home phone number: 705-248-3092
Cell phone number:

Telecommunications

Name: Dave Campbell
Home phone number: 705-248-1592

Social Services Coordinator

Name: Donna Connolly
Home phone number: 705-248-2395/1961
Cottage phone number:
Cell phone number:

Medical & Emergency Services Coordinator

Name: Eero Laakso
Home phone number: 705-248-2505
Cell Phone number: 705-941-1300

Canadian Red Cross

759-4547

Algoma Public Health

Phone: 705-759-5287
Fax: 705-759-1534
After Hrs. 705-254-6611 or 705-942-4242 (ask to page AHU manager on call)

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

Upon activation, the notification process will be carried out at once by the Clerk, 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). The Clerk 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.

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 1-888-314-0472.

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 Township of Laird Board Room, which is located in Laird Township Administrative Office, 3 Pumpkin Point Road West.

The alternate Emergency Operations Centre will be located at the Township of Macdonald, Meredith and Aberdeen Additional municipal office, Church Street, Echo Bay, ON.

b) Equipment

The equipment required for the Emergency Operations Centre is organized in a kit form. The kit is located in the Township of Laird administrative office storage room. 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:

<u>Item</u>	<u>Location</u>
Fax Machine	Administrative Office
Television	Council Chambers
Telephones	Admin Office & Meeting Room
Ham Radio	ARES
Flip Charts	Storage Room
Grader	Municipal Garage
Snow Plow Truck	Municipal Garage
Backhoe	Municipal Garage
Skidders	Local Loggers
Snowmobiles	Echo Bay Snow Falcons S. C.

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 position will be established in addition to the Mayor who is authorized to speak to the media:

- Public Information Coordinator

The local Emergency Information Centre (EIC) will be located in the Township of Laird Administrative Office, 3 Pumpkin Point Road West. In the event that this centre cannot be used, the secondary location will be the Township of Macdonald, Meredith and Aberdeen Additional Municipal Office, Church Street, Echo Bay, ON.

News releases will be written in cooperation with the Mayor, Clerk and Public Information Coordinator.

The Emergency Information Plan will be reviewed annually by the Control Group. The Clerk will pass on changes to Council for approval. It is the responsibility of each person, agency, service or department named within this Emergency Management Plan to notify the Clerk forthwith of any revisions to the Annex