

Updated as of: June, 2018

**MUNICIPALITY OF  
POWASSAN**

**EMERGENCY RESPONSE  
PLAN**

Enacted under By-Law 2018-34

*Revised: June 2018*

# MUNICIPALITY OF POWASSAN EMERGENCY RESPONSE PLAN

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# MUNICIPALITY OF POWASSAN EMERGENCY RESPONSE PLAN

## PART A: INTRODUCTION

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An emergency is 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 Municipality of Powassan.

The population of the Municipality of Powassan is 3,455 residents with the two major groups being in the age range of 36-55 years and 66 plus years and over.

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

The Municipality of Powassan 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 Municipality of Powassan 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 Municipality of Powassan Emergency Response Plan may be viewed at the Municipal office. For more information, please contact the Community Emergency Management Coordinator at the Municipal Office (705) 724-2813.

## **PART B: AIM**

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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 Municipality of Powassan when faced with an emergency.

It enables a centralized controlled and coordinated response to emergencies in the Municipality of Powassan, and meets the legislated requirements of the *Emergency Management and Civil Protection Act, 2006*.

There are key areas in the Municipality that are a concern. Most are environmental in nature – flooding, ice and snow storms, tornadoes, and forest fires. Due to Powassan's large rural area, these disasters could cause isolation of individuals in some areas of the community.

The Municipality of Powassan has a major highway running through the community linking the areas of Trout Creek and Powassan. Transportation accidents are likely and since this is a main corridor from Toronto to Sudbury and northern mining communities, there is a concern for hazardous spills from trucking these goods between the main centers. Environmental factors (winter hazards) increase these risks.

The Municipality also has a rail line running through it. Part of the rail line is close to a creek which has the potential for water contamination should a rail accident occur. The rail line also runs directly through both built up areas in the municipality, this could present a high risk to residents should a major derailment occur. The rail line runs alongside Eastholme, Home for the Aged, also potentially causing a concern for the resident's safety and access to the building should a derailment occur.

Another concern is the large number of residents over 65 years of age which represents approximately 66% of the population. There is one large nursing home and many large assembly institutions such as schools, churches, meeting places and arenas which could cause potentially large amounts of casualties should any emergency occur in these locations.

Details of potential areas of concern are identified in the Hazard Identification and Risk Assessment section attached. For further details, please contact the Community Emergency Management Coordinator.

## **PART C: AUTHORITY**

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

- i. Issued under the authority of The Corporation of the City of Pembroke By-law 2004 - 52; and
- ii. Filed with Emergency Management Ontario, Ministry of Community Safety and Correctional Services.

**i) Definition of an Emergency** The EMCPA 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.

**ii) Action Prior to Declaration**

When an emergency exists but has not yet been declared to exist, municipal employees may take such action(s) under this emergency response plan as may be required to protect lives and property in the Municipality of Powassan. See Annex H for checklist in Consideration of a Declaration of an Emergency.

**Figure 1**  
**Administrative Framework**

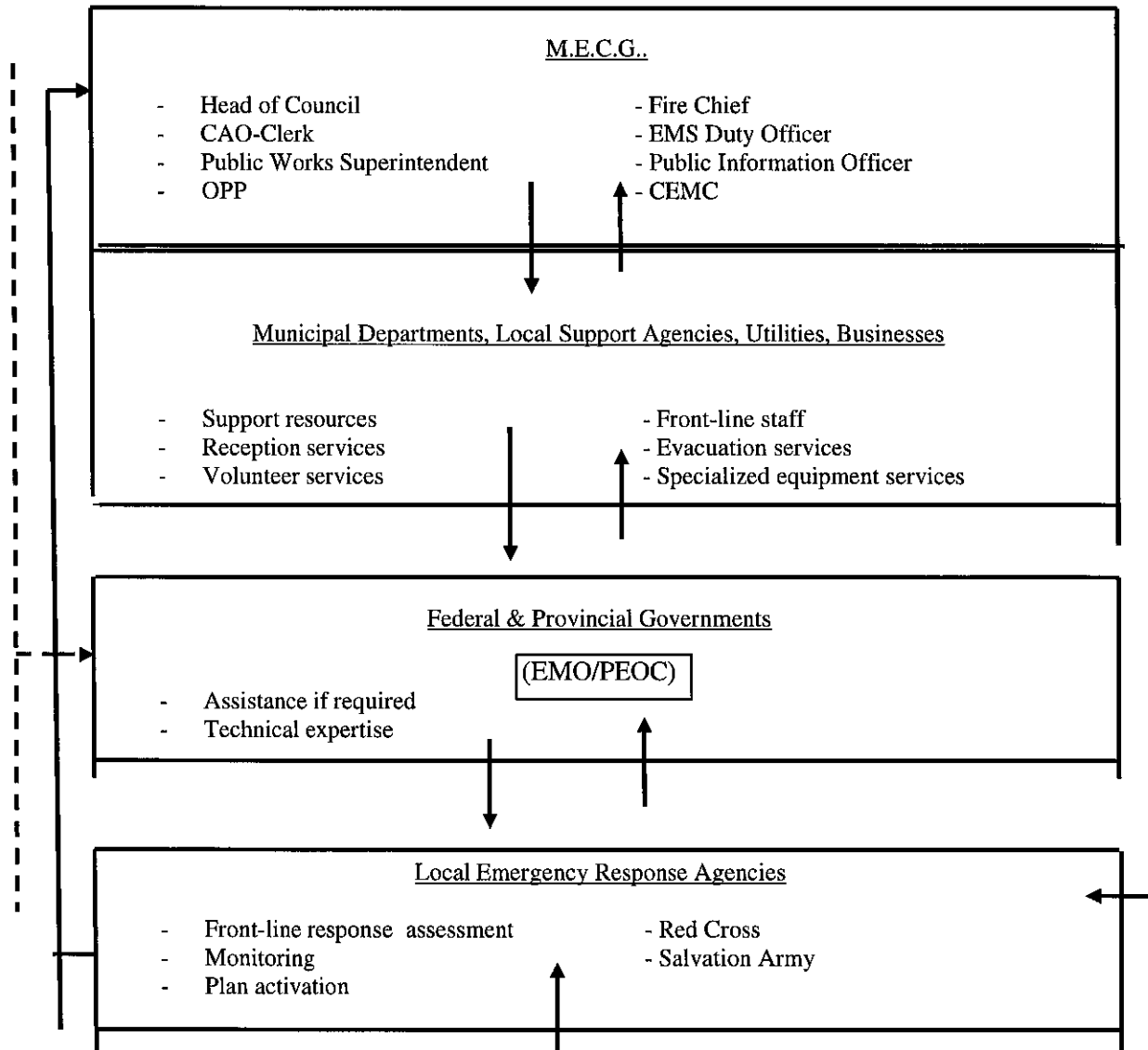
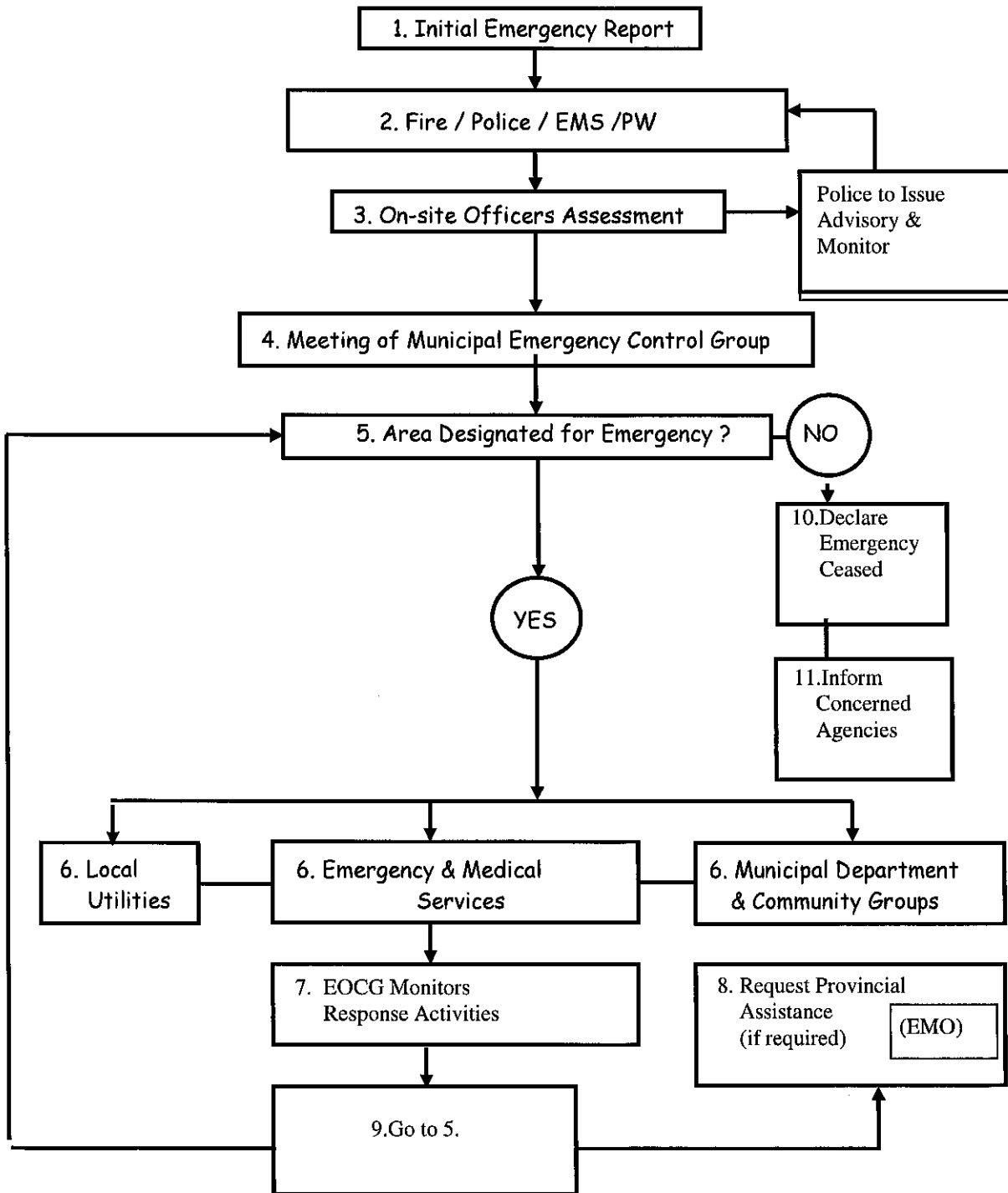




Figure 2  
Community Emergency Procedural Flow Chart



## **PART D: EMERGENCY NOTIFICATION PROCEDURES**

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### **D-1 Phase 1 (Emergency Services)**

In Phase 1, the senior officials of the first responders, (fire, police, EMS, Public Works) will meet on-site to assess the incident.

- If the incident can be dealt with under normal procedures, then the response continues as normal.
- If the incident could expand to require additional assistance then the senior officials will appoint a member to immediately contact the Mayor and/or Emergency Management Coordinator to request that the notification system be activated.
- Where a threat of an impending emergency exists, the MECG will be notified and placed on standby, or, at the direction of the CEMC, may be called to convene in accordance with instructions provided for in the notification. Each MECG member will be notified in order, as referenced in Annex A, regarding the nature of the threat/situation and instructions concerning where to assemble.

### **D-2 Phase 2 (MECG Members)**

- Upon confirmation of an emergency, the Emergency Management Coordinator will notify all members of the Municipal Emergency Control Group (MECG). Each MECG member will be called in order, as per Annex A, with the nature of the emergency and any instructions to follow such as which EOC to assemble at. When an emergency exists but has not yet been declared to exist, municipal employees may take such action(s) under this emergency plan as may be required to protect lives and preserve property in the municipality.
- If the primary contact cannot be reached at any of the listed numbers, the alternate will be telephoned. The time of each attempt of contact shall be recorded. If neither can be reached the next person on the list will be contacted.
- Once the list has been completed, a call will be placed again to each member of the MECG not successfully contacted. The time of each successful contact shall be recorded.
- The Emergency Management Coordinator will exercise overall control, pending the arrival of the Mayor, at the EOC.
- The Public Information Officer, with MECG approval, will prepare the Emergency Information Centre. **MEDIA CONTACT WILL ONLY BE THROUGH THE MAYOR/CEMC OR PUBLIC INFORMATION OFFICER.**
- Upon being notified, it is the responsibility of all MECG officials to notify their staff and volunteer organizations.

### **D-3 Request for Assistance**

Assistance may be requested from the surrounding municipalities of Callander, Chisholm, North Bay and Nipissing at any time by contacting their respective Emergency Management Coordinators. The request shall not be deemed to be a request that the participating

municipalities assume authority and control of the emergency. The Mutual Aide Assistance Agreement as per By-law no. 2010-27 shall be the governing document when requesting assistance.

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 Provincial Emergency Operations Centre. All requests for assistance from the federal government must also go through the PEOC.

The Emergency notification contact list, including contact numbers for requesting assistance, is attached as Annex A.

#### **D-4 A Declared Community Emergency**

The Mayor or Acting Mayor of the Municipality of Powassan, as the Head of Council, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the MECCG.

**D-4A** Upon declaring an emergency, the Mayor will notify:

- Emergency Management Ontario, Ministry of Community Safety and Correctional Services;
- Municipal Council and staff;
- Public;
- Neighbouring Community officials, as required;
- Local Member of the Provincial Parliament (MMP);
- Local Member of Parliament (MP)

**D-4B** Community emergency may be terminated at any time by:

- Mayor or Acting Mayor; or
- Town Council Resolution
- Premier of Ontario

**D-4C** When terminating an emergency, the Mayor will notify:

- Emergency Management Ontario, Ministry of Community Safety and Correctional Services;
- Town Council
- Public;
- Neighbouring Community officials, as required;
- Local Member of the Provincial Parliament (MMP);
- Local Member of Parliament (MP)

## **PART E: MUNICIPAL EMERGENCY CONTROL GROUP**

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### **E-1 Municipal Emergency Control Group (MECG)**

The MECG will report to the Emergency Operations Centre as defined in Annex B.

The emergency response will be directed and controlled by the Municipal Emergency Control Group.

### **E-2 The MECG consists of the following officials;**

- Mayor of the Municipality of Powassan, or alternate;
- Chief Administrative Officer, or alternate;
- Emergency Management Coordinator, or alternate;
- Fire Chief, or alternate;
- Public Works Representative, or alternate;
- Emergency Information Coordinator – appointed

Additional personnel called or added to the MECG may include:

- Emergency Management Ontario Representative;
- Mattawa, Conservation Authority Representative;
- Local electrical utility representative, or alternate, if required or available;
- Liaison staff from provincial ministries;
- Medical Officer of Health, or alternate, if required or available;
- Social Services Representative, or alternate, if required or available;
- Any other officials, experts or representatives from the public or private sector as deemed necessary by the MECG.
- Ontario Provincial Police representative, if required or available;
- Emergency Medical Services (EMS), or alternate, if required or available;

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

### **E-3 Operating Cycle**

Members of the MECG will gather at regular intervals to inform each other of actions taken and problems encountered. The Community Emergency Management Coordinator 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 EOCs Secretary will maintain status boards and maps which will be prominently displayed and kept up to date.

#### **E-4 Municipal Emergency Control Group Responsibilities**

The members of the Municipal Emergency Control Group (MECG) 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 MECG are appropriate;
- Advising the Mayor on the need to designate all or part of the Municipality as an emergency area;
- Advising the Mayor as to whether the declaration of an emergency is recommended;
- 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 section of streets providing shopping requirements, etc.
- 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 for evacuation or transport of persons and/or supplies;
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Coordinator for dissemination to the media and public;
- Determining the need to establish advisory groups and/or sub-committees/working groups for any aspect of the emergency including recovery;
- authorizing expenditure of money required dealing with the emergency;
- Notifying the service, agency or group under their direction, of the termination of the emergency;
- Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the CAO-Clerk within one week of the termination of the emergency, as required;
- Participating in the debriefing following the emergency.
- The MECG will ensure continuity of essential municipal services throughout the municipality.

## **PART F: EMERGENCY RESPONSE SYSTEM**

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**F-1 The individual responsibilities of the Municipal Emergency Control Group** are described below:

### **F-1A 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.

### **F-1B. Chief Administrative Officer-Clerk (or alternately Deputy Clerk)**

- Ensuring that the Ontario Provincial Police have been notified;
- Ensuring liaison with the Ontario Provincial Police regarding security arrangements for the EOC;
- Advising the Mayor on policies and procedures, as appropriate;
- Approving, in conjunction with the Mayor, major announcements and media releases prepared by the Emergency Information Coordinator, in consultation with the MECG;
- Ensuring that a communication link is established between the MECG and the Emergency Site Manager (ESM);
- Calling out additional Municipal staff to provide assistance, as required.

### **F-1C. Community Emergency Management Coordinator**

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

- Activating the emergency notification system through the call system after first being contacted by the Mayor or alternate
- Activating and arrangement of the Emergency Operations Centre;
- Ensuring registration of MECG members;
- As the Operations Officer and Chair of MECG coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings;
- Ensuring that all members of the MECG have necessary plans, resources, supplies, maps and equipment;
- Providing advice and clarifications about the implementation details of the Emergency Response Plan;
- Providing a process for registering MECG members and maintaining a MECG member list;
- Ensuring liaison with community support agencies (e.g. St. John Ambulance, Canadian Red Cross);
- Ensuring that the operating cycle is met by the MECG and related documentation is maintained and kept for future reference;

- Addressing any further items that may result from the activation of the Emergency Response Plan and keeping MECCG informed of implementation need;
- Maintaining the records and logs for the purpose of debriefings and post-emergency reporting that will be prepared.
- Updating and ensuring that the emergency plans are available

**F-1D Fire Chief and Fire Department**

The Fire Chief is responsible for:

- Activating the emergency notification system through the Mayor or CEMC when appropriate;
- Providing the MECCG with information and advice on firefighting and rescue matters;
- Depending on the nature of the emergency, assigning the Site Manager and informing the MECCG;
- Establishing an ongoing communications link with the senior fire official at the scene of the emergency;
- Initiating mutual aid arrangements for the provision of additional firefighters and equipment, if required;
- Determining if additional or special equipment is needed and making necessary arrangements for procurement, 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;
- Making arrangements to acquire additional communications resources during an emergency;
- Providing emergency potable water, supplies and sanitation facilities to the requirements of the Medical Official of Health;
- Maintaining of log of all actions taken

**F-1E. Head Of Public Works and Department**

The Public Works Representative is responsible for:

- Providing the MECCG with information and advice on engineering and public works matters; roads, water and sewer system;
- Depending on the nature of the emergency, assigning the Site Manager and informing the MECCG;
- Establishing an ongoing communications link with the senior public works official at the scene of the emergency;
- Providing equipment for emergency pumping operations.
- Ensuring liaison with the Fire Chief concerning emergency water supplies for fire fighting purposes;
- Discontinuing any public works service to any resident, as required, and restoring these services when appropriate;
- Ensuring liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions;
- Providing public works vehicles and equipment as required by any other emergency services;
- Ensuring liaison with the conservation authority regarding flood control, conservation and environmental matters and being prepared to take preventative action.

- 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 MECC and the support and advisory staff.;
- Procuring staff to assist, as required;
- Ensuring that a record is maintained of drivers and operations involved.

And, if the following agencies/organizations are required:

**F-1F. Ontario Provincial Police Representative**

The Ontario Provincial Police Staff Sergeant;

- Activating the emergency notification system by contacting the Mayor or CAO
- Notifying necessary emergency and community services, as required
- Establishment of a site command post with communications to the EOC and an alternate EOC Standby
- Depending on the nature of the emergency, assign the Incident Commander and inform the MECC
- Establishing an ongoing communications link with the senior police official at the scene of the emergency
- Establishment of an inner perimeter within the emergency area
- Establishing the outer perimeter in the vicinity of the emergency vehicles and restrict access to all but essential emergency personnel
- Provide traffic control 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
- Provide police service in the EOC, evacuee centres, morgues, and other facilities as required
- Notify the coroner of fatalities
- Ensuring liaison with other municipal, provincial and federal police agencies as required
- Advising any other external enforcement agencies as law requires, MNR, MOE etc..
- Maintain a personal log of all actions taken

**F-1G. Emergency Medical Services (EMS) Representative**

The Emergency Medical Services Representative is responsible for:

- Ensuring emergency medical services at the emergency site
- Depending on the nature of the emergency, assigning the Site Manager and informing the MECC
- Establishing an ongoing communications link with 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 MECC if other means of transportation is required for large scale response
- Liaising with the Ministry of Health and Long Term Care Central Ambulance Communication Centre to ensure balanced emergency coverage is available at all times throughout the community
- Ensuring liaison with the receiving hospitals
- Ensuring liaison with the local hospitals
- Ensuring liaison with the Medical Officer of Health as required



#### **F-1H. Senior Social Services Representative**

The Senior Social Services Representative is responsible for:

- Act as the overall Social Services authority during the emergency
- Contact senior levels of government such as the Ministry of Community and Social Services, as required
- Provide social assistance to any person in need of food, accommodation and clothing due to the emergency situation
- Assist with the opening, operation, direction and supervision of sufficient Emergency Centres as may be required

Work with the Red Cross or other inquiry system to be established to deal with inquiries from concerned relatives.

#### **F-1I. Medical Officer of Health**

The Medical Officer of Health is responsible for:

- Provide inspection of evacuation centers, make recommendations and initiate remedial action in areas of accommodation standards related to:
  - Overcrowding, sewage and waste disposal
  - Monitoring of water supply, air quality, sanitation
  - Food handling, storage, preparation, distribution and service
  - Liaise with local social service agencies on areas of mutual concern regarding public health information in evacuation centers.
- Advise on or order any necessary evacuation, isolation or quarantine measures which must be taken in consultation with other agencies.
- Provide instruction and health information through public service announcements and information networks.
- Issue orders if necessary, to mitigate or eliminate health hazards as per the Health Protection and Promotion Act.
- Provide advice to the public and local healthcare professionals with regard to health consequences of exposure to spills of toxic chemicals.

#### **F-1J. Utility Representative- Hydro One**

Will be responsible for:

- providing timely system and restoration information during a power outage though fax

#### **F-1K. Natural Gas Representative – Union Gas**

Union Gas is responsible for:

- Activating the emergency notification system by contacting the Mayor or CAO
- Notifying necessary emergency and community services, as required
- Establishment of a site command post with communications to the EOC
- Depending on the nature of the emergency, assign the Incident Commander and inform the MECG
- Establishing an ongoing communications link with the senior officials at the scene of the emergency
- Establishment of an inner perimeter within the emergency area

- Establishing the outer perimeter in the vicinity of the emergency vehicles and restrict access to all but essential emergency personnel
- Alerting persons endangered by the emergency and coordinating evacuation procedures
- Ensuring liaison with other municipal, provincial and federal agencies as required
- Advising any other external enforcement agencies as law requires, MNR, MOE etc..
- Maintain a personal log of all actions taken

## **F-2 Support and Advisory Staff**

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

### **F-2A. EOCs Secretary and other staff:**

The EOCs Secretary and other staff are responsible for:

- Assisting the Emergency Operation Centre participants, as required;
- Ensuring all important decisions made and actions taken by the MECG are recorded;
- Ensuring that maps and status boards are kept up to date;
- Notifying the required support and advisory staff of the emergency, and the location of the Emergency Operations Centre;
- Printing/copying of material, as required;
- 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;
- Coordinating and processing requests for human resources;
- Coordinating offers of, and appeals for, volunteers with the support of the MECG;
- Arranging for transportation of human resources to and from site(s);
- Obtaining assistance, if necessary, from Human Resources Development Canada, as well as other governments departments, public and private agencies and volunteer groups.

### **F-2B. Municipal Lawyer**

The Municipal Lawyer is responsible for:

- Providing advice to any member of the Municipal Emergency Control Group on matters of legal nature as they may apply to the actions of the Municipality of Powassan in its response to the emergency, as requested.

### **F-2C. Treasurer (or alternately the Deputy Treasurer)**

The Treasurer is responsible for:

- Providing and securing of equipment and supplies not owned by the Municipality of Powassan;
- Ensuring the prompt payment and settlement of all legitimate invoices and claims incurring during an emergency.
- Maintaining and updating a list of all vendors (including 24-hour contact numbers) who may be required to provide supplies and equipment.

## **F-2D Emergency Information Officer**

The Municipal Emergency Control Group will designate an individual to act as the Emergency Information Officer during an emergency. The Emergency Information Officer is responsible for the dissemination of news and information to the media for the public. A detailed Emergency Information Plan is included in Part H.

## **F-2E. Other Agencies**

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

## **F-2F. Public and Separate School Boards**

The Public and Separate School Board are responsible for:

- Providing any school (as appropriate and available) for use as an evacuation or reception centre and a representative(s) to co-ordinate the maintenance, use and operation of the facilities being utilized as evacuation or reception centres;
- Ensuring liaison with the Municipality as to protective actions to the schools (i.e., evacuation procedure;
- St. Gregory's School has been designated as an Emergency Evacuation Centre
- Upon notification of MECCG activate evacuation centre
- Assist with proper registration of all evacuees entering

## **F-2G. Red Cross**

- Ensuring records of human resources and administrative detail, that may involve financial liability, are completed;
- Ensuring that a Volunteer registration Form is completed, when volunteers are involved and a copy of the form is retained for town records;
- Ensuring identification cards are issued to volunteers and temporary employees, where practicable
- Ensuring clothing and personal essentials are available at evacuation centre.
- Registering evacuee at evacuation centre.

## **F-2H. Royal Canadian Legion Branch 453**

- Upon notification of MECCG activate reception centre
- Assist with proper registration of all evacuees entering
- Ensuring evacuees are supplied with food, beverages

**F-3 Relationship between MECC and Emergency Site Manager (ESM):**

Depending on the nature of the emergency, and once the ESM has been assigned, the MECC relationship with the ESM is to offer support with equipment, staff and other resources, as required in response to the emergency.

**F-4 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 coordinated 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 by which response to the emergency will be provided.

## **PART G: EMERGENCY TELECOMMUNICATIONS PLAN**

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

The Emergency Information Officer for the Municipality of Powassan will be responsible to contact the local contacts for further communications as required.

The Emergency Telecommunications Office is located in at the Municipality of Powassan's Fire Station 1, 252 Clark Street, Powassan and alternate. To be equipped with generator back up power, two-way radios, various phone lines, internet capability, and fax machines with the necessary channels to communicate with police, fire, EMS and other required agencies.

Communications between the EOC and the other responding agencies will be through the Emergency Telecommunications Office and logged appropriately through the EOC Secretary.

Should the Municipality of Powassan lose all telephone communications, pre-arranged communications could be obtained from the Public Works Department/Fire Department and the school bus radios, which will act as relay to the EOC and the emergency site.

## **PART H: EMERGENCY INFORMATION PLAN**

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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:

- Emergency Information Officer
- Community Spokesperson

The local Emergency Information Centre (EIC) will be located in the Maple Room at 250 Clark Street in Powassan. In the event that this centre cannot be used, the secondary location will be Trout Creek Friendship Centre in Trout Creek.

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 Municipal Emergency Control Group. This area, if established, will be staffed as determined by the Emergency Information Officer and MECC.

### **H-1 Emergency Information Officer – appointed by MECC**

The Emergency Information Officer reports to the CEMC and Mayor and is responsible for:

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

- 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

## **H-2. Community Spokesperson - Mayor**

The community spokesperson will be the Mayor and when appropriate appointed members of the MECCG and is responsible for:

- Giving interviews on behalf of the Municipality of Powassan
- Establishing a communication link and regular liaison with the Emergency Information Coordinator at the EOC;
- Redirecting all inquiries about decisions made by the MECCG and about the emergency as a whole to the Emergency Information Coordinator;
- Coordinating media photograph sessions at the scene when necessary and appropriate;
- Coordinating on-scene interviews between the emergency services personnel and the media.

## **H-3 Information Mediums**

The EIO will contact the following media sources in order to coordinate timely information being communicated to the public;

- Almaguin News
- North Bay Nugget
- MCTV
- Rogers Radio (CHUR 100.5 FM )
- The Moose Radio
- CBC

Information will also be posted on the "YourTV" Channel which can be accessed through Cogeco Cable on *Channel 12*. Information will also be posted on the Municipal Website and Social Media Pages.

## **PART I: RECOVERY**

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Ontario offers two programs that provide financial assistance following sudden, unexpected natural disasters:

### **Disaster Recovery Assistance for Ontarians**

This program helps **individuals**, small owner-operated businesses, farms and not-for-profit organizations cover emergency expenses and repair or replace essential property following a natural disaster. It does not apply to costs covered by insurance. Learn more about Disaster Recovery Assistance for Ontarians.

### **Municipal Disaster Recovery Assistance**

This program provides assistance to **municipalities** for extraordinary costs associated with emergency response and repairs to essential property and infrastructure following a natural disaster. Learn more about Municipal Disaster Recovery Assistance.

Municipalities are not required to declare a state of emergency for either program.

For more information on these programs please contact **Ministry of Municipal Affairs**  
**Ministry of Housing**

## **DISASTER MITIGATION and ADAPTATION FUND**

DMAF is a national, competitive, contribution program aimed at increasing community resilience to natural hazards and extreme weather events.

Eligible projects under DMAF include:

- New construction of public infrastructure including natural infrastructure; and
- Modification and/or reinforcement including rehabilitation and expansion of existing public infrastructure including natural infrastructure.

Eligible investments aim to reduce the socio-economic, environmental and cultural impacts of natural hazards and extreme weather events when considering current and potential future climate change impacts.

Projects must meet at least one of the national significance criteria, including reducing impacts on:

- critical infrastructure and essential services;
- health and safety of Canadians;
- significant disruptions in economic activity;
- costs of recovery and replacement;
- vulnerable regions.

Projects must have a minimum of \$20 million in eligible expenditures.



Eligible expenditures may include design and planning, capital cost, as well as costs related to meeting specific program requirements. Land acquisition is only eligible for natural infrastructure projects and under some conditions.

- Project bundling is allowed for multiple projects which are linked to reduce the risk from a common hazard within the program life time.
- Projects must be completed by 2027-28.

Note: Expenditures related to all emergency services infrastructure, relocation of entire communities, land acquisition as a sole project component, are not eligible under DMAF.

Note: Expenditures incurred before project approval are not eligible under DMAF with the exception of the Climate Lens assessment.

### **Critical Incident Stress**

Critical Incident Stress counseling [CISM] may be requested through Emergency Management Ontario as required during and after the emergency for mental health disorders, emotional trauma and shock suffered as a result of the emergency.





