

# The Corporation of the Townships of Casey, Harley, Hudson and Kerns

## Joint Community Emergency Program and Emergency Response Plan

### SCHEDULE "A"

#### **Preamble:**

This plan has been prepared to provide general guidelines for the immediate response to an emergency. For this plan to be effective, it's important that everyone concerned be made aware of its provisions and be prepared to carry out their individual, assigned responsibilities in an emergency situation.

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 of people, as well as the environment and economic health of a community. An emergency requires a controlled and co-ordinated response by a number of agencies.

#### **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 and property of the inhabitants of the Townships of Casey, Harley, Hudson and Kerns when faced with an emergency.

#### **Authority:**

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

#### **Background Information:**

##### **General Information for the Area**

#### **Utilities:**

Hydro One provides Hydro Electric Power to all municipalities in this plan with line crews situated in New Liskeard and Timmins. All the municipalities have private septic systems, except for Casey Township has town sewer system. As well, all the municipalities have private wells.

### **Medical and Health Care Services:**

Medical Services are supplied by hospitals in New Liskeard, Englehart and Kirkland Lake. Some medical services which are provided include medical centres, health unit, family dental centres, chiropractic centres, animal hospitals, air ambulance, pharmacies, long-term care facilities, etc.

### **Communications:**

Northern Tel Limited supplies telephone and Internet Services. Internet services are also supplied by Paralink, and Xplornet. The main radio stations are CJTT FM 104.5 of New Liskeard, CJBB FM 103.1 Englehart and CJKL FM 101.5 Kirkland Lake. The area received one local daily newspaper from Kirkland Lake and a weekly newspaper from New Liskeard.

### **Municipality of Casey**

The Township of Casey has a population of 341 (2021), a land mass of 80.8 square km and is situated in the District of Timiskaming. Casey Township is bordered by the Township of Brethour (to the North), Harley Township (West), Harris (South) and the Province of Quebec (East). Transportation includes access by Highway 65 East and is approximately 197 km north of North Bay and 90 km South of Kirkland Lake. There are a number of water ways including The Blanche River, Burwash, Moose, Pontleroy and Wright Creeks. The highest point is Casey Mountain (South East corner) with an elevation of approximately 850 feet and the cemetery hill with an elevation of 743 feet BM (North-West corner). The lowest point is 594 feet BM above sea level along the water courses.

### **Municipality of Harley**

The Township of Harley has a population of 524 (2021), a land mass of 91.6 square km and is situated in the District of Timiskaming. Harley Township is bordered by the Township of Hilliard (to the North), Kerns Township (West), Dymond (South) and the Casey (East). Township is intersected by highway 11, Ontario Northland Railway and is approximately 191 km north of North Bay and 96 km South of Kirkland Lake. The township has one water course, the Wabi River. The highest point is Casey Mountain (South East corner is a ridge from Thornloe which traverses in a south-easterly direction towards Casey and Dymond Townships with an elevation of approximately 850 feet above sea level. The lowest point is 600 feet BM above sea level along the Wabi river water course.

### **Municipality of Hudson**

The Township of Hudson has a population of 530 (2021), a land mass of 69.0 square km and is situated in the District of Timiskaming. Hudson Township is bordered by the Township of Kerns (to the North), Lundy Township (West), Firstbrook (South) and the Dymond (East). Hudson township is intersected by Highway 65 West, (approx.. 14.9 Km), Canada Pipeline (approx.. 1.3 Km), north-east corner and is approximately 181.4 km north of North Bay and 105.6 km South of Kirkland Lake. The Township has cottages and residences around Twin, Frere, Pike, Bartle and Spring Lakes. The township has three

water courses, the Wabi, Hudfir and Milberta Creeks. The highest point is 1150 BM feet above sea level, Hooper Rock, is the approx. centre of the township. The lowest point is 650 feet BM above sea level along the Hudson/Dymond Boundary and Cemetery. (Grid, New Lisheard Map 1974).

## **Municipality of Kerns**

The Township of Kerns has a population of 330 (2021), a land mass of 69.3 square km and is situated in the District of Timiskaming. Kerns Township is bordered by the Township of Armstrong (to the North), Henwood (West), Hudson (South) and Harley (East). Kerns township is intersected by Highway 65 West (approx. 4.1 km), Canada Pipeline (approx. 5.7 km), Ontario Northland Railway (approx. 9 km north-east corner) and is approximately 191 km north of North Bay and 96 km South of Kirkland Lake. There are a number of water ways including Wabi river head waters, Wabi and Milberta Creeks. The highest point is 839 BM feet above sea level, north-west corner of the township. The lowest point is 600 feet BM above sea level along the Wabi river water course.

## **Requests for Assistance:**

- **Provincial:**

If local resources are insufficient to control the emergency, assistance may be requested from Emergency Management Ontario at any time without loss of control or authority. This request shall be made through the PEOC Duty Officer (EMO) at 1 (800) 461-2281. An alternate route to contacting the POC Duty Officer is through the OPP Duty Officer at (705) 329-6950. This channel will also be used when federal assistance is requested especially in the case of Canadian Armed Forces assistance. Such requests can be made by contacting the appropriate ministry (**See Annex D – Provincial Assistance**)

- **Municipal:**

Assistance may be requested from neighbouring municipalities at any time. The request shall not be deemed that they assume authority and control of the emergency.

## **Emergency Notification system:**

Upon receipt of a warning of a real or potential emergency, any member of the Emergency Community Control Group will assemble at the designated Emergency Operations Centre (determined at the time of an emergency or threat of an Emergency) and manage the situation using procedures set out in this Emergency Plan. Where a threat of an impending emergency exists, the control group will be notified and placed on stand-by. Upon being notified, it is the responsibility of all control group officials to notify their staff and/or volunteer organizations and to assemble and manage the situation using the procedures set out in this emergency plan.

## **The Emergency Notification List and procedure is attached as Annex A**

## **Action Prior to Declaration:**

When an emergency exists but has not yet been declared to exist, only municipal employees may take such action(s) under this emergency plan, as may be required.

## **Declaration and Termination of an Emergency:**

The Reeve or Acting Reeve of the Township of Casey, Harley, Hudson or Kerns, as the heads of council, are responsible for declaring that an emergency exists, within their individual boundaries. This declaration is usually made in consultation with other members of the Emergency Management Program Committee and/or council.

## **Check list in consideration of a Declaration of Emergency in Annex A**

Upon such declaration the Reeve or Acting Reeve of the Township will notify:

- a. The Emergency Management Program Committee
- b. The Solicitor General of Ontario
- c. The Township Council
- d. The Public
- e. Neighbouring Community Officials, as required
- f. The media
- g. Other persons, organizations, agencies, ministries, etc. as required.

A municipal emergency may be declared/terminated at any time by:

- a. The Reeve or Acting Reeve
- b. The Premier of Ontario

Upon termination of a municipal emergency the Reeve or Acting Reeve will notify:

- a. The Emergency Management Program Committee
- b. The Solicitor General of Ontario
- c. The Township council
- d. The Public
- e. Neighbouring community Officials, as required
- f. The media
- g. Other persons, organizations, agencies, ministries, etc. as required.

## **Emergency Management Program**

1. An Emergency Management Program for the municipality will be developed and reviewed annually by the Emergency Management Program Committee consistent with and in accordance with the Act and international best practices, including the four core components of emergency management, namely: mitigation/prevention, preparedness, response and recovery, and such program shall include:
  - a) training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
  - b) public education on risks to public safety and on public preparedness for emergencies; and
  - c) any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario.
2. The Emergency Management Program shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure and property, and to promote economic stability and a disaster-resilient community.

## **Emergency Response Plan**

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

## **Community Emergency Management Coordinator**

6. The Clerk-Treasurer, is hereby appointed as the primary community emergency management coordinator (the “CEMC”) responsible for the emergency management program for the Township including maintenance of the Plan, training, exercises, public education and such other duties and responsibilities as outlined in the Act.

## **Emergency Management Program Committee**

7. The persons from time to time holding the following positions in the municipality, or their designates, shall be members of the Emergency Management Program Committee:
- a) Clerk-Treasurer
  - b) Township of Harley Reeve
  - c) Township of Casey Reeve
  - d) Township of Hudson Reeve
  - e) Township of Kerns Reeve

Additional personnel called or added to advise the Emergency Management Program Committee may include:

- a) Liaison Staff from provincial Ministries
  - b) Any other officials, experts, volunteers or representatives deemed necessary by the Control Group.
8. The Clerk-Treasurer is hereby appointed by the Program Committee as chair of the Emergency Management Program Committee.
9. The Emergency Management Program Committee shall advise Council on the development and implementation of the municipality's Emergency Management Program and shall review the program annually.

## **Emergency Community Control Group**

10. Group (ECG):
- a) Clerk-Treasurer
  - b) CEMC
  - c) Alternates CEMC
  - d) Road Superintendent
  - e) Fire Chief
  - f) Head of Council (Reeve)

Additional personnel called or added to the Emergency Management Program Committee may include:

- a) Any other officials, experts, volunteers or representatives deemed necessary by the Control Group.

## **Emergency Operations Centre**

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

## **Emergency Information Officer and Spokes Person**

12. The Alternate CEMC is hereby appointed as the Emergency Information Officer for the municipality to act as the primary media and public contact for the municipality in an emergency.

13. 211 Notification and Communication

### **Municipal Responsibilities**

- a) Notify 211 when an event has occurred
- b) Maintain a line of communication with 211 through-out the event providing authoritative, accurate information that can be relayed to the public
- c) Inform residents that they can call 211 for non-emergency information. This can be done through street signs, press releases, the media and other sources.
- d) Inform 211 when the emergency event ends.

### **Responsibilities of 211 Representatives**

- a) The 211 staff person who receives notification of an emergency event will document the information using a format that captures what, where, who, when etc. and the name and contact information of the person providing the information.
- b) Answer non-emergency calls from the public 24/7/365. Ensure the network of 211 service provider in Ontario is notified, can access the most current information about the event and is available to provide support is needed.

## **Administration**

14. The Plan shall be made available to the public for inspection and copying at the Municipal Office, 903303 Hanbury Road, during regular business hours, as well as on our web-site.
15. The Plan, or any amendments to the Plan, shall be submitted to the Chief, Emergency Management Ontario as identified in the Act.

## **Operating Cycle**

16. Members of the CCG will gather at regular intervals to inform each other of actions taken and problems encountered. The Clerk-Treasurer 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-Treasurer Assistant will maintain status board and maps which will be prominently displayed and kept up to date.

## **Community Control Group (CCG) Responsibilities**

17. The members of the Community Control Group (CCG) are likely to be responsible for the following actions or decisions:
  - a) Calling out and mobilizing their emergency service, agency and equipment;
  - b) 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;
  - c) Determining if the location of the CCG is appropriate;
  - d) Advising the Reeve of the need to designate all or part of the Township as an emergency area;
  - e) Ensuring that an Emergency Site Manager (ESM) is appropriate;
  - f) Ensuring support to the ESM by offering equipment, staff and resources, as required;
  - g) Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be a danger;
  - h) Discontinuing utilities or services provided by public or private concerns, i.e. hydro;
  - i) Arranging for services and equipment from local agencies not under community control i.e. private contractor;
  - j) 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;
  - k) Determining if additional volunteers are required and if appeals for volunteers are warranted;
  - l) Determining if additional transport is required for evacuation or transport of persons and/or supplies;
  - m) Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Coordinator, for dissemination to the media and public;
  - n) Determining the need to establish advisory groups and/or sub-committees/working groups for any aspect of the emergency including recovery;
  - o) Authorizing expenditure of money required dealing with the emergency;
  - p) Notifying the service, agency or group under their direction, of the termination of the emergency;
  - q) Maintaining a log outlining decisions made and actions taken, and submitting a

- summary of the log to the Clerk-Treasurer within one week of the termination of the emergency, as required;
- r) Participating in the debriefing following the emergency.

## **Reeve or Acting Reeve**

18 The Reeve or Acting Reeve is responsible for:

- a) Providing overall leadership in responding to an emergency;
- b) Declaring an emergency within the designated area;
- c) Declaring that the emergency has terminated;
- d) Notifying the Emergency Management Ontario, Ministry of Public Safety and Security of the declaration of the emergency, and termination of the emergency;
- e) Ensuring the members of council are advised of the declaration and termination of the emergency, and kept informed of the emergency situation;
- f) Request assistance from neighboring municipalities and/or from senior levels of government, when required.

## **Emergency Management Coordinator or Alternate**

19. The Emergency Management Coordinator is responsible for:

- a) Activating and arranging the Emergency Operations Centre;
- b) Ensuring that security is in place for the EOC and registration of CCG members;
- c) Ensuring that all members of the CCG have necessary plans, resources, supplies, maps, and equipment;
- d) Providing advice and clarifications about the implementation details of the Emergency Response Plan;
- e) Supervising the Telecommunications Coordinator;
- f) Ensuring that the operating cycle is met by the CCG and related documentation is maintained and kept for future reference;
- g) Addressing any action items that may result from the activation of the Emergency Response Plan and keep CCG informed of implementation needs;
- h) Maintaining the records and logs for the purpose of the debriefs and post-emergency reporting that will be prepared

## **Clerk-Treasurer / Operations Officer**

20. The Clerk Treasurer becomes the Operations Officer for the Township of Harley and is responsible for:
- a) Chairing the CCG;
  - b) Activating the emergency notification system and ensuring all members of the CCG are notified;
  - c) Ensuring liaison with the Police Chief regarding security arrangements for the EOC;
  - d) As the Operations Officer, coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings;
  - e) Advising the Reeve on policies and procedures, as appropriate;
  - f) Approving, in conjunction with the Reeve, major announcement and media releases prepared by the emergency Information Coordinator, in consultation with the CCG;
  - g) Ensuring that a communication link is established between the CCG and the Emergency Site Manager (ESM);
  - h) Calling out additional township staff to provide assistance, as required;
  - i) Providing information and advice on financial matters as they relate to the emergency;
  - j) Ensuring liaison, if necessary, with the Clerk-Treasurers of neighboring communities;
  - k) Ensuring that records of expenses are maintained for future claim purposes;
  - l) Ensuring prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency.

## **Police Representative**

21. The Police Representative is responsible for:

- a) Activating the emergency notification system through the Clerk-Treasurer office;
- b) Providing the Reeve with information and advice on law enforcement matters;
- c) Establishing a site command post with communications to the EOC;
- d) Depending on the nature of the emergency, assign the Site Manager and inform the CCG;
- e) Establishing an ongoing communications link with the senior police official at the scene of the emergency;
- f) Establishing the inner perimeter within the emergency area;
- g) Controlling traffic where required to facilitate the movement of emergency vehicles both in and out of the emergency area; liaise with the road superintendent regarding location of barricades and flashers;
- h) Controlling and if necessary, disperse crowds within the emergency area;
- i) Ensure free movement of ambulance over routes to hospitals;
- j) Ensuring free movement of fire vehicles in the performance of their emergency related tasks;
- k) Providing a liaison with all other municipal department heads and aid wherever possible to ensure complete movements of departmental functions, free of outside influence which is not warranted;
- l) Assisting the evacuation of buildings and/or areas when ordered by head of Council or designate;
- m) Ensuring the protection of life and property and the provision of law and order;
- n) Arranging for maintenance of law and order in evacuee centres and other temporary facilities as required;
- o) Notifying the coroner of fatalities;
- p) Providing an Emergency Site Manager, if required.

## Fire Chief

22. The Fire Chief is responsible for:

- a) Activating the emergency notification system through the Clerk-Treasurer office;
- b) Providing the CCG with information and advice on firefighting and rescue matters;
- c) Depending on the nature of the emergency, assign the Site Manager and inform the CCG;
- d) Establishing an ongoing communications link with the senior fire official at the scene of the emergency;
- e) Informing the Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements for the provision of additional firefighters and equipment, if needed;
- f) Determining if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing;
- g) Providing assistance to other community departments and agencies and being prepared to take charge of or contribute to non-firefighting operations, if necessary, evacuation, casualty collection;
- h) Providing an Emergency Site Manager, if required;
- i) Protecting property as required in the emergency area;
- j) Arranging for additional "police assistance" if required;
- k) Advising the Coroner in the event of fatalities and perform whatever additional responsibilities as may be necessary under the Coroners Act.

## Roads Superintendent

23. The Public Works Representative is responsible for:
- a) Providing the CCG with information and advice relating on public works matters;
  - b) Depending on the nature of the emergency, assign the Site Manager and inform the CCG;
  - c) Establishing an ongoing communications link with the senior public works official at the scene of the emergency;
  - d) Providing material, supplies, equipment and operators as required and if not otherwise available, make arrangements for sources of supply with neighboring municipalities, private contractors etc. and public agencies;
  - e) Assisting in traffic control, barricades, flashers, route direction signs, evacuations, transportation etc. at the site of both police and fire services;
  - f) Ensuring construction, maintenance and repair of township roads;
  - g) Ensuring liaison with the fire chief concerning emergency water supplies for firefighting purposes;
  - h) Providing emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health;
  - i) Discontinuing any public works service to any resident, as required, and restoring these services when appropriate;
  - j) Maintaining liaison with private and public utility companies (hydro, telephone etc.) and make recommendations for the discontinuation of any utility public or private, where necessary in the interest of public safety;
  - k) Providing public works vehicles and equipment as required by any other emergency services;
  - l) Making recommendation and demolish unsafe structures if ordered by CCG;
  - m) Arranging for clearance of debris that is obstructing operations;
  - n) Providing and securing of equipment and supplies not owned by the Township;
  - o) Re-establishing essential services at the conclusion of an emergency.
  - p) Ensuring that a record is maintained of drivers and operators involved.

## Emergency Health Services Representative

24. The Medical Officer of Health is responsible for:

- a) Acting as a coordinating link for all emergency health services at the CCG;
- b) Ensuring liaison with the Ontario Ministry of Health and Long Term Care, Public Health Branch;
- c) Depending on the nature of the emergency, assign the Site Manager and inform the CCG;
- d) Establishing an ongoing communications link with the senior health official at the scene of the emergency;
- e) Ensuring liaison with the Emergency Medical Services representative;
- f) Providing advice on any matters, which may adversely affect public health;
- g) Providing authoritative instructions on health and safety matters to the public through the Emergency Information Coordinator;
- h) Coordinating the response to disease related emergencies and anticipated emergencies such as epidemics, according to Ministry of Health and Long-Term Care policies;
- i) Ensuring coordination of care of bed-ridden citizens and invalids at home and in evacuee centers during an emergency;
- j) Ensuring coordination of all efforts to prevent and control the spread of disease during an emergency;
- k) Notifying the Public Works Representative regarding the need for potable water supplies and sanitation facilities;
- l) Ensuring liaison with Social Services Representative on areas of mutual concern regarding health services in evacuee centers.

## Senior Social Services Representative

25. The DTSSAB CEMC / Alternate CEMC (or designate) will participate as a member of the Emergency Control Group and attend at the Emergency Operations Centre (once activated).

The DTSSAB will make provision to:

- a) Coordinate response with appropriate members of the Community Control Group on required logistics, supplies, and/or advice;
- b) Liaison with the Ministry of Community & Social Services (MCSS), Ministry of Children's Services (MOC), Ministry of Municipal Affairs & Housing (MMAH) and the Ministry of Health (MOH) as required;
- c) Continued delivery of mandated DTSSAB programs and services;
- d) Activation of the DTSSAB's Emergency Response & Business Continuity Plans as appropriate;
- e) Overall supervision, coordination and staffing of the operation of all shelters that have been designated and opened by the Emergency Control Group;
- f) Ensure the provision of registration and inquiry services (at designated shelters) for evacuees, victims, volunteers and pets;
- g) Ensure the provision of childcare services for children at the evacuation centre and the children of staff involved in the emergency response. Liaise with Police, Fire & Rescue and Children's Aid Society regarding the care of children separated from their families as a result of the emergency;
- h) Assist in the distribution of supplies (clothing, food, personal items) where available and applicable for individuals evacuated to emergency centre;
- i) Arranging pastoral care and emotional support. Liaison with the Medical Officer of Health regarding the psycho-social response;
- j) Make arrangements for meals for the staff and registered volunteers at the EOC and evacuation centers;
- k) Liaison with the Medical Officer of Health on areas of mutual concern regarding operations in evacuee center;
- l) Coordinate overall response with any agencies (Canadian Red Cross, Salvation Army, Service Clubs etc.) that are involved in providing support services to evacuees, victims, and volunteers;
- m) Maintain detailed documentation on decisions made, actions taken and expenses incurred;
- n) Assist with the recovery process and the restoration services as soon as deemed appropriate;
- o) Prepare and submit a final report containing a review of the operation of evacuation centers including recommendations on possible alterations to the Emergency Response Plan.

## **Emergency Medical Services (EMS) Representative**

26. The Emergency Medical Services Representative is responsible for:
- a) Ensuring emergency medical services are present at the emergency site;
  - b) Depending on the nature of the emergency, assigning an EMS representative to be present at the emergency site(s) and communicating with the CCG;
  - c) Establishing an ongoing communications link with the senior EMS official at the site of the emergency;
  - d) Ensuring triage at the site;
  - e) Advising the CCG if other or additional means of transportation is required for the evacuation of victims;
  - f) Enacting mutual aid protocols with other EMS providers as required and appropriate;
  - g) Ensuring for the provision of basic first aid at evacuation centre;
  - h) Ensuring liaison with the receiving hospital;
  - i) Medical Officer of Health and CACC as required;
  - j) Maintain detailed documentation on decisions made, actions taken and expenses incurred;
  - k) Assist with the recovery process and the restoration services as soon as deemed appropriate;
  - l) Prepare and submit a final report containing a review of the operation of emergency medical services including recommendations on possible alterations to the Emergency Response Plan.

## **Support and Advisory Staff**

27. The following staff may be required to provide support, logistics and advice to the Community Control Group:
- a) Administrative Assistants /Deputy Clerk –Treasurers
  - b) Solicitors
  - c) Chief Building Officials
  - d) Insurance Providers
  - e) Drainage Superintendent

## **Individual Responsibilities**

### 28. Clerk-Treasurer Assistant

The Clerk-Treasurer Assistant is responsible for:

- a) Assisting the Clerk-Treasurer, as required;
- b) Ensuring all important decisions made and actions taken by the CCG are recorded;
- c) Ensuring that maps and status boards are kept up to date;
- d) Provide a process for registering CCG members and maintaining a CCG member list;
- e) Notifying the required support and advisory staff of the emergency, and the location of the Emergency Operation Centre;
- f) Assuming the responsibilities of the Citizen Inquiry Supervision;
- g) Arranging of printing material, as required;
- h) Upon direction by the Reeve, ensuring that all council are advised of the declaration and termination of declaration of the emergency;
- i) Upon direction by the Reeve, arranging special meetings of council, as required, and advising members of council of the time, date, and location of the meetings;
- j) Maintaining and updating a list of all vendors who may be required to provide supplies and equipment.

## **Solicitors**

### 29. The Legal Services Representative is responsible for:

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

## **Chief Building Official**

### 30. The Chief Building Official is responsible for:

- a) Assist with the evaluation of building structural integrity.

## **Insurance Provider**

### 31 The insurance Provider for the Townships named in this plan is responsible for:

- a) The Provision of advice to any member of the Community Control Group on matters of an insurance nature as they may apply to the actions of the Township in its response to the emergency, as required.

## **Drainage Superintendent**

- 32 The Drainage Superintendents for the Township named in this plan are responsible for:
- a) The provision of drainage maintenance as they may apply to the actions of the Township in its response to the emergency, as required.

## **Emergency Operations Officer**

33. The Emergency Operations Officer will be determined at the time of an emergency or the threat of an emergency. The Officer will be chosen based on the geographical location of the emergency and/or the community, which has the majority of the emergency. Previous knowledge and experience may determine the best potential candidate in the event of an emergency. The Community Control Group will designate the Emergency Operation Officer.

## Health Unit Involvement in Community Disasters

34. During an emergency situation or a disaster, the Health Unit will have some responsibility in the following areas:
- a) The monitoring of water supplies; (in conjunction with the Ministry of Environment and Energy) including approval of sources, advice on treatment methods, monitoring to prevent pollution of selected sources and sampling of the distribution system to ensure potable supply.
  - b) Food sanitation; including ensuring the sanitary control of food supplies at the point of supply, during distribution, packaging and processing, providing advice on potentially unsafe or contaminated foods and providing information on mass feeding including storage, food handling, personal hygiene and refuse disposal.
  - c) Evacuation centers; in the event of mass evacuation to a central location, the Health Unit will monitor the provision of sanitary facilities, the safety of water supply and the food service system. The Health Unit will also provide surveillance for communicable disease outbreaks.
  - d) Water disposal; (in conjunction with Ministry of Environment and Energy) including advice on the disposal of all sanitary waste, body waste and garbage including the disposal of liquid waste. The Health Unit can approve methods and sites for sewage disposal during emergency situations.
  - e) In the event of mass casualties, the Health Unit will monitor the situation to ensure early and sanitary disposition of human remains in order to minimize the spread of disease.
  - f) Information and advice on pest control, personal sanitation, emergency clean-ups and disinfection, waste disposal, food and water safety will be provided to the public as required.
  - g) The Health Unit will provide any immunization (this is rarely necessary).
  - h) The Health Unit will provide advice to the public and to local physicians with regard to health consequences, both acute and long term, of exposure to spills of toxic chemicals.
  - i) Issuing orders to mitigate or eliminate health hazard

## **Public Utilities – Hydro One Services Company**

35. The representative of the Hydro One Services Co. is responsible for the following items:
- a) Provide advice and information to the Community Control Group.
  - b) Coordinate emergency procedures and actions through the Community Control Group.
  - c) Discontinue public electrical power service to any consumer when authorized by the community Control Group, and where it is considered necessary in the interest of public safety.
  - d) Calling out Sufficient staff to survey the site of the emergency and check the area and building for safety.
  - e) Provide alternative supplies of electrical power as able when requested by the Community Control Group.

## **Northern Tel Limited, Telecommunications**

36. The representative of Northern Tel Limited is responsible for the following items:
- a) Provide advice and information to the Community Control Group.
  - b) Coordinates emergency procedures and actions through the Community Control Group.
  - c) Discontinue public telephone service to any consumer when authorized by the Community Control Group and where it is considered necessary in the interest of public safety
  - d) Initiating Priority Access for Dialing for the Emergency Area.
  - e) Calling out sufficient staff to survey the site of the emergency.

## **Employment Agencies**

37. - Employment Options  
- Unemployment Insurance Canada  
- Ontario Works

At the request of the designated Emergency Operations Officer, the above agencies shall provide, if possible, volunteers or employees and complete the necessary administration of the program, as required.

## Employment & Family Assistance Program

38. At the request of the designated Emergency Operations Officer, EFAP will provide counseling and advice to the volunteers, employees, councilors, etc., as required.

## Plan Maintenance and Revision

### 39. Annual Review

This plan shall be reviewed annually by the Joint Emergency Management Program Committee and where necessary, revised by a meeting(s) of the Community Control Group.

Each time this plan is revised, it must be forwarded to all councils for approval. However, revisions to the annexes and minor administrative changes can be made without resubmitting the plan to council each time. It is the responsibility of the joint Emergency Management Program Committee to make revisions to the annexes and minor administrative changes, with a quorum of members.

It is the responsibility of each person, agency, service or department named within this emergency plan to notify the Joint Emergency Management Program Committee forthwith, of any revisions to the annexes, or administrative changes.

### Testing plan

An **annual exercise** as required under the Act will be conducted in order to test the overall effectiveness of this emergency plan. Revision to this plan should incorporate recommendations stemming from such exercises.

### Internal Procedures

Each service involved with this emergency plan will prepare functional emergency procedures or guidelines outlining how it will fulfill its responsibilities during an emergency.

Each service will ensure that it designates a member of its staff to maintain and revise its own emergency procedures and guidelines.

## **ANNEX C**

### **EMERGENCY OPERATIONS CENTRE**

The Emergency Operations Centres (EOC) is located at:

Primary Location: Township of Harley Municipal Complex  
903303 Hanbury Rd (Lot 9, Con. 1 Harley Twp.)  
New Liskeard, ON  
P0J 1P0  
For access contact Municipal Clerk-Treasurer, Krystle Seymour  
At (705) 647-5439 Wk, (705) 648-1661 Cell

Alternate Location: Township of Kerns Community Hall  
279279 Milberta Rd.  
New Liskeard ON  
P0J 1P0  
  
For Access contact Municipal Clerk-Treasurer, Krystle Seymour  
At (705) 647-5439 Wk, (705) 648-1661 Cell

The Emergency Control Centre wherever established will be in continuous operation until the emergency is cleared and the order to stand down is given by the Community Control Group.

The facilities that will be needed for a functional EOC include:

- \* back up power source (usually a gas or diesel generator capable to run all utilities)
- \* sufficient telephone outlets for each member of the MCG and their staff
- \* antenna for VHF, UHF and CB radios
- \* a radio base station
- \* up to date maps
- \* status display boards
- \* AM/FM radio and television monitors
- \* fax and photocopier machines
- \* copies of the emergency plan, procedures and checklists, resources and dangerous goods directories
- \* voice recording device and logs (for recording the important events)
- \* identification badges and name tags
- \* flashlights, candles, batteries, office and stationary supplies
- \* signs to mark special areas or work place and areas of restriction

The Municipality need not necessarily have to purchase these items for an anticipated emergency but should make arrangements for these items which can be set up quickly if the need arises. Item should prioritize to the time needed to set up

## **ANNEX F “Harley” EVACUATION PLAN**

### Evacuation Coordinator

The Fire Chief is in charge or designate will act as the Evacuation Coordinator.

### Liaison Officer

The Reeve is in charge or designate will act as Liaison Officer to the receiving community as soon as it is apparent that an evacuation is necessary.

(Note: Include in this section a list of buildings, both in the community itself and in neighboring communities which could be used as evacuation centers, with detail on their size and capacity, kitchen and washrooms, etc along with names and phone numbers of contact persons. This will be handled by Clerk-Treasurer/Fire Chief/Superintendent of Public Works and attached to this plan.)

Details on transportation, how citizens will be notified of the need to evacuate; and other information which will be required to manage an evacuation is the responsibility of the Roads Superintendent.

In Harley Township, buildings which could be used for an evacuation centre include the Harley Community Centre, Fire Hall, Municipal garage. These buildings can be used as an evac, triage, morgue centre, etc.

Secondary Buildings in Harley Township: private trucking garages, Trinity Reformed Episcopal Churches.

In Hudson Township: Municipal Township Building, garage and fire hall, Mid-North Containers, Bulls Eye Club.

In Kerns: Township Fire Hall and Garage

In Casey: Township Fire Hall and Municipal Garage, Belle Vallée Church Basement, Casey Arena

Transportation will be by means of private motor vehicle (PMV), ambulance, school buses, vans or trucks or any other transport which can be made available.

Transportation of personnel due to an emergency evacuation will be conducted by a plan which the Roads Superintendent will have made available at the Township Office.

## **ANNEX F “Hudson”**

### **EVACUATION PLAN**

#### Evacuation Coordinator

The Fire Chief is in charge or designate will act as the Evacuation Coordinator.

#### Liaison Officer

The Reeve is in charge or designate will act as Liaison Officer to the receiving community as soon as it is apparent that an evacuation is necessary.

(Note: Include in this section a list of buildings, both in the community itself and in neighboring communities which could be used as evacuation centers, with detail on their size and capacity, kitchen and washrooms, etc. along with names and phone numbers of contact persons. This will be handled by Clerk-Treasurer/Fire Chief/Superintendent of Public Works and attached to this plan.)

Details on transportation, how citizens will be notified of the need to evacuate; and other information which will be required to manage an evacuation is the responsibility of the Roads Superintendent.

In Hudson Township, buildings which could be used for an evacuation centre include the Municipal Township Garage, Fire Hall, Multi use building, Mid-North Containers and Bulls Eye Club. These buildings can be used as an evac, triage, morgue centre, etc.

Harley Township: Township garages, Fire Hall, Community Hall, and Private Trucking Garages.

In Kerns: Township Fire Hall and Garage

Transportation will be by means of private motor vehicle (PMV), ambulance, school buses, vans or trucks or any other transport which can be made available.

Transportation of personnel due to an emergency evacuation will be conducted by a plan which the Roads Superintendent will have made available at the Township Office

## **ANNEX F “Casey” EVACUATION PLAN**

### Evacuation Coordinator

The Fire Chief is in charge or designate will act as the Evacuation Coordinator.

### Liaison Officer

The Reeve is in charge or designate will act as Liaison Officer to the receiving community as soon as it is apparent that an evacuation is necessary.

(Note: Include in this section a list of buildings, both in the community itself and in neighboring communities which could be used as evacuation centers, with detail on their size and capacity, kitchen and washrooms, etc. along with names and phone numbers of contact persons. This will be handled by Clerk-Treasurer/Fire Chief/Superintendent of Public Works and attached to this plan.)

Details on transportation, how citizens will be notified of the need to evacuate; and other information which will be required to manage an evacuation is the responsibility of the Roads Superintendent.

In Casey Township, buildings which could be used for an evacuation centre include the Belle Vallée Church, Fire Hall, Municipal garage and the arena. These buildings can be used as an evac, triage, morgue centre, etc.

Brethour Township: Municipal Hall and Garage.

In Hudson Township: Municipal Township Building, garage and fire hall, Mid-North Containers, Bulls Eye Club.

In Harley Township: Township Garages, Fire Hall, Community Hall, Private Trucking Garages.

In Kerns Township: Township Fire Hall and Garage. In Harris Township: Township Office and Garage.

Transportation will be by means of private motor vehicle (PMV), ambulance, school buses, vans or trucks or any other transport which can be made available.

Transportation of personnel due to an emergency evacuation will be conducted by a plan which the Roads Superintendent will have made available at the Township Office

## **ANNEX F “Kerns”**

### **EVACUATION PLAN**

#### Evacuation Coordinator

The Fire Chief is in charge or designate will act as the Evacuation Coordinator.

#### Liaison Officer

The Reeve is in charge or designate will act as Liaison Officer to the receiving community as soon as it is apparent that an evacuation is necessary.

(Note: Include in this section a list of buildings, both in the community itself and in neighboring communities which could be used as evacuation centers, with detail on their size and capacity, kitchen and washrooms, etc. along with names and phone numbers of contact persons. This will be handled by Clerk-Treasurer/Fire Chief/Superintendent of Public Works and attached to this plan.)

Details on transportation, how citizens will be notified of the need to evacuate; and other information which will be required to manage an evacuation is the responsibility of the Roads Superintendent.

In Kerns Township, buildings which could be used for an evacuation centre include the Community Hall, Fire Hall and Municipal garage. These buildings can be used as an evac, triage, morgue centre, etc.

In Hudson Township: Municipal Township Building, Garage and Fire Hall, Mid-North Containers, Bulls Eye Club.

In Harley Township: Township Garage, Fire Hall, Community Hall, and Private Garages.

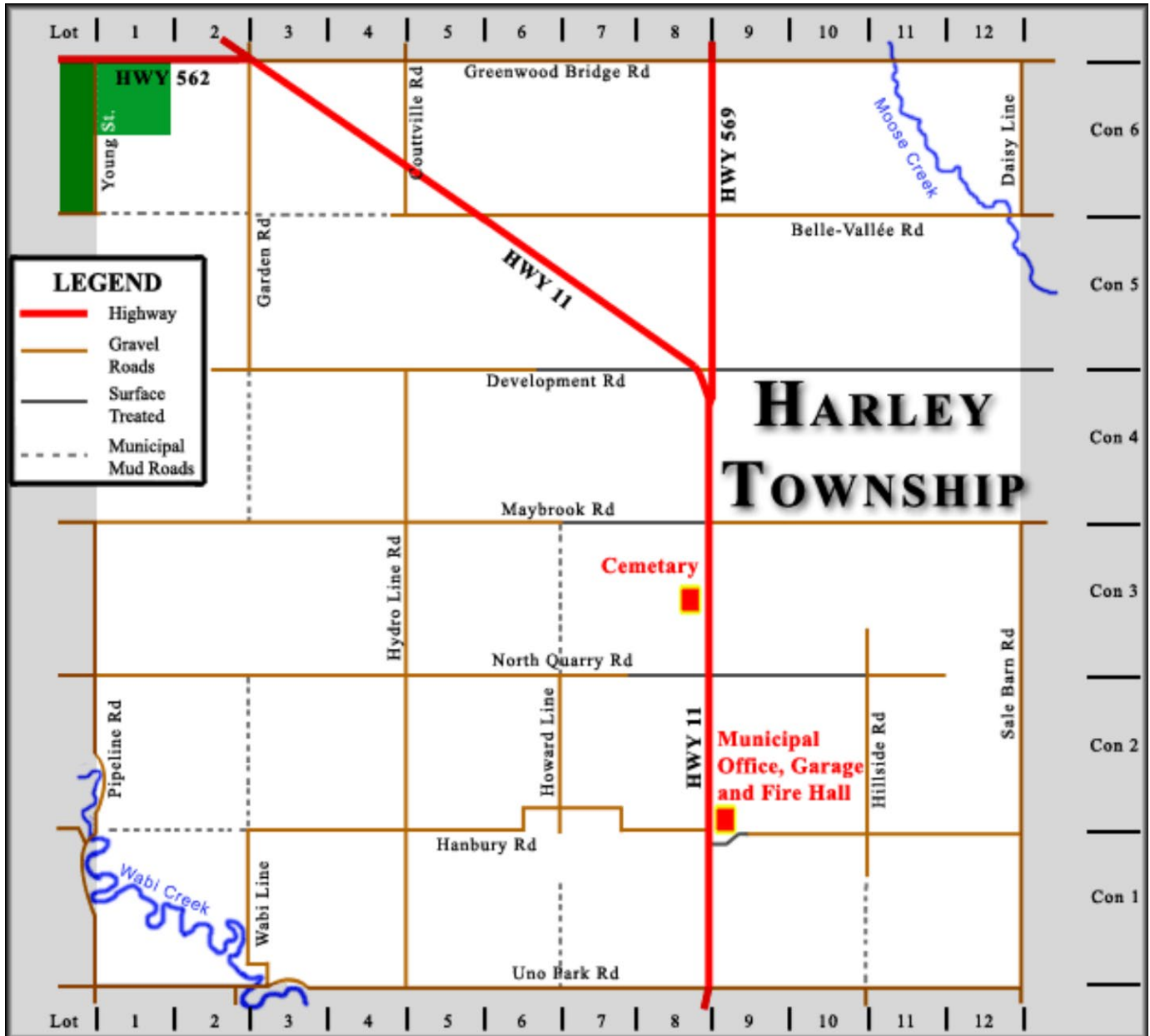
In Casey: Township Fire Hall and Municipal Garage, Belle Vallée Church Basement

Transportation will be by means of private motor vehicle (PMV), ambulance, school buses, vans or trucks or any other transport which can be made available.

Transportation of personnel due to an emergency evacuation will be conducted by a plan which the Roads Superintendent will have made available at the Township Office.

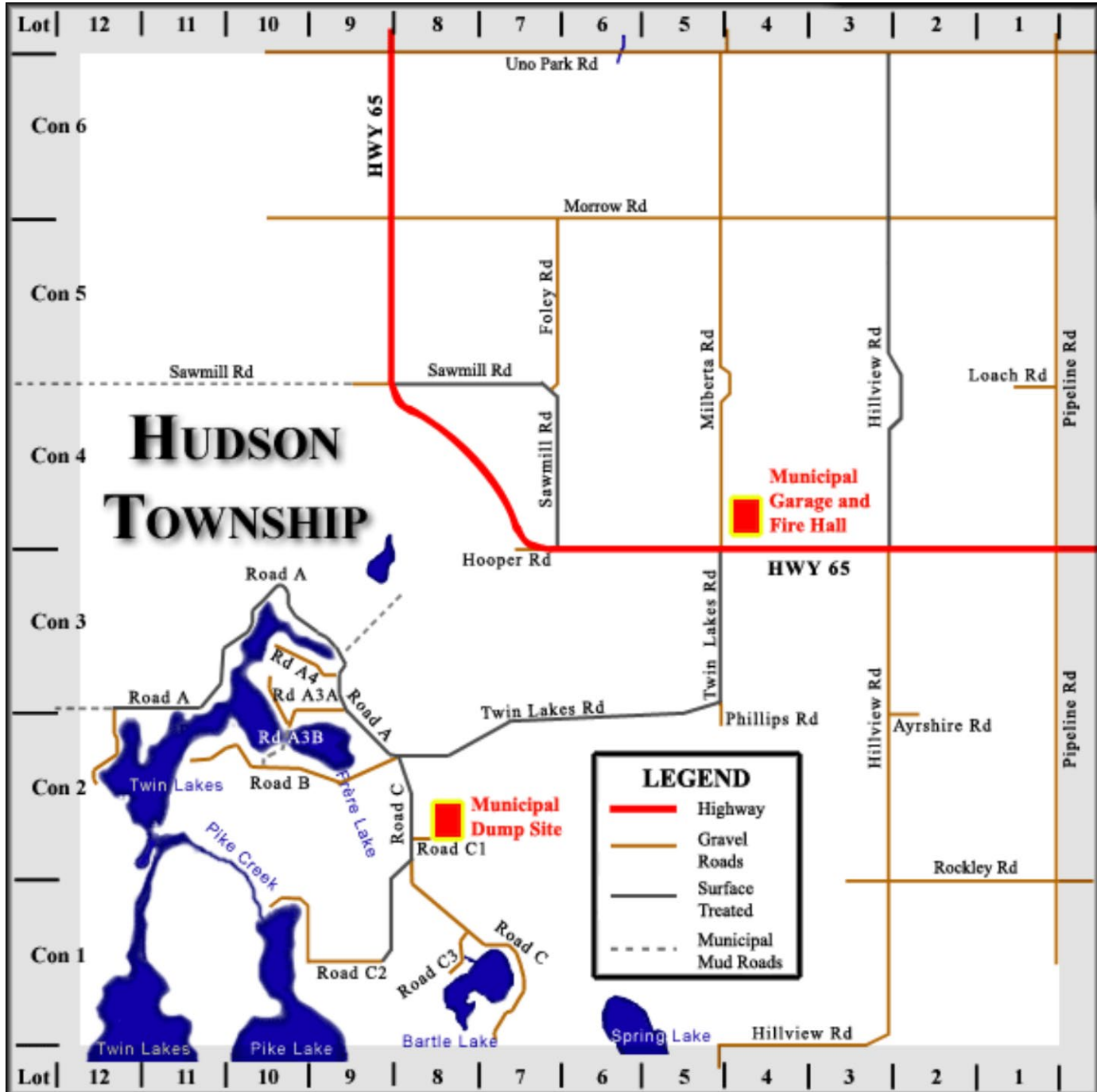
# ANNEX H "Harley"

## Township of Harley Map



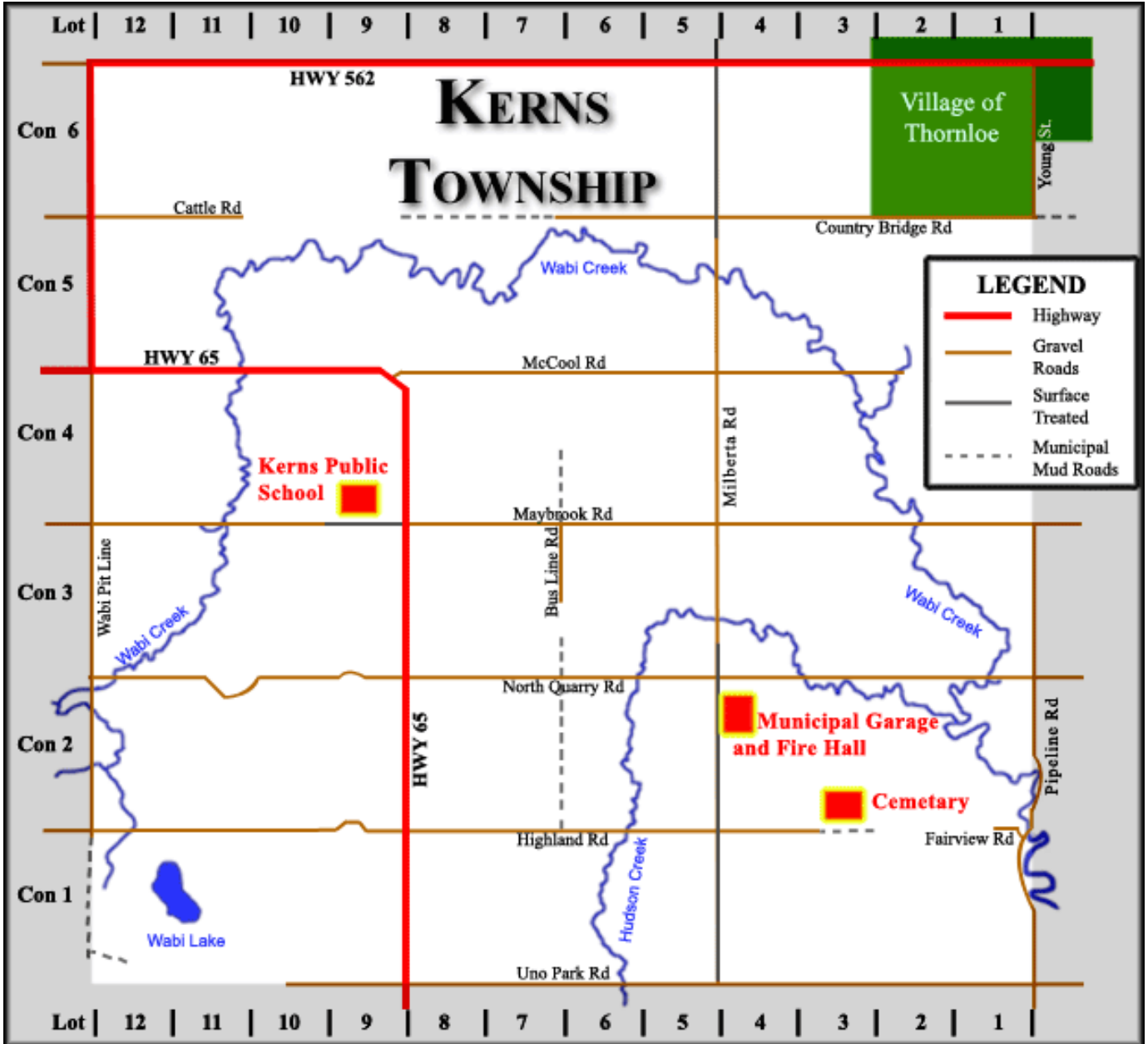
# ANNEX H "Hudson"

## Township of Hudson Map



# ANNEX H "Kerns"

## Township of Kerns Map



# ANNEX "H" Casey

## Township of Casey Map

