



**MUNICIPALITY OF MACHIN**

# **EMERGENCY PLAN**

**APPROVED BY RESOLUTION # 6  
June 26, 2006**

MUNICIPALITY OF MACHIN  
EMERGENCY PLAN  
DISTRIBUTION LIST

<u>Name/Appointment</u>	<u>Number of Copies</u>
Head of Council	1
Fire Department	6
Administrative Office	6
Emergency Management Ontario - Thunder Bay	1
Fire Marshal's Office, Dryden	1
Ministry of Natural Resources, Dryden	1
Northwestern Health Unit, Kenora	2
Ontario Provincial Police, Vermilion Bay	1
Ontario Provincial Police, Dryden	1
Ontario Provincial Police, Regional Headquarters, Thunder Bay	1
Red Cross Emergency Services	1
City of Dryden	1
Dryden Dispatch Service	1
Oxdrift Fire Department	1

MUNICIPALITY OF MACHIN

**TABLE OF CONTENTS**

INTRODUCTION .....	1
HIRA PROTOCOL .....	1
AIM .....	1
LEGISLATION .....	2
DEFINITIONS .....	2
EMERGENCY OPERATION CONTROL GROUP .....	3
EMERGENCY NOTIFICATION SYSTEM .....	4
EMERGENCY NOTIFICATION LIST .....	4
EMERGENCY OPERATIONS CENTRE .....	5
BUSINESS CYCLE .....	5
REQUESTS FOR PROVINCIAL/FEDERAL ASSISTANCE .....	6
DECLARATION AND TERMINATION OF AN EMERGENCY .....	7
GROUP RESPONSIBILITIES .....	10
RESPONSIBILITIES AND FUNCTIONS:	
1. MAYOR .....	12
2. CLERK-TREASURER .....	13
3. FIRE SERVICE .....	14
4. PUBLIC WORKS AND WATER .....	15
5. POLICE SERVICE .....	16
6. HEALTH CARE REPRESENTATIVE .....	17
7. SOCIAL SERVICES REPRESENTATIVE .....	18
8. PUBLIC INFORMATION OFFICER .....	19
9. EMERGENCY SITE MANAGER .....	20
10.SUPPORT STAFF .....	22
PLAN MAINTENANCE AND REVISION .....	24
EVACUATION ( OUR RESIDENTS ) .....	APPENDIX A PAGE 25
EVACUATION (RECEIVING OUTSIDE RESIDENTS) .....	APPENDIX B PAGE 29
EVACUATION (INVOLVING HAZARDOUS MATERIALS) ..	APPENDIX C PAGE 30
EVACUATION (INVOLVING GAS EMERGENCY ) .....	APPENDIX C PAGE 33

## INTRODUCTION

The Municipality of Machin, which has a population of 1,017, is located between Dryden and Kenora along Highway 17. Machin is comprised of three communities, being Vermilion Bay, Eagle River and Minnitaki, and four Townships being Langton, Temple, West Aubrey and Sanford.

Machin's geographical layout is unique, with surrounding Unincorporated townships, and one Unincorporated township (Waldhof) is located in the Centre.

In the event that an emergency should occur within our emergency response boundaries so as to affect the inhabitants of the area, each individual, school, apartment building, industry, business, office and household is responsible for its own evacuation plan.

Emergencies are defined as situations or the threat of impending situations abnormally affecting property and the health, safety and welfare of the community, which by their nature or magnitude require a co-ordinated response by a number of agencies under the direction of an Emergency Control Group. These are distinct from the normal day to day operations carried out by the first response agencies.

According to the **Hazard Identification Risk Assessment (HIRA) PROTOCOL** it has been determined that our community would most likely be subject the following hazards in order of likelihood:

1. Floods
2. Transportation Accidents
3. Fires (Forest & Wildland - Urban Interface)
4. Hydro loss
5. Human Health Emergencies and Epidemics
6. Hazardous Materials - Transportation Incident
7. Explosions - Fires
8. Erosion
9. Snowstorms/Blizzards
10. Gas Pipeline Incident
11. Extreme Cold/Heat

## AIM

The aim of the Emergency Plan for the Municipality of Machin is to make provisions for the extraordinary arrangements and measures that may have to be taken to safeguard property and the health, safety and welfare of the inhabitants exposed to an emergency situation in the community. To provide a co-ordinated response to an Emergency or Disaster thereby ensuring the preservation of life and the environment and protection of property.

## LEGISLATION

“The Emergency Management Act, R.S.O.,1990, C.E.9., as amended” is the legal authority for this plan. The “Head of Council may declare that a state of emergency exists in the municipality or in any part thereof and may take such action and make such orders as he/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”. Only the Head of Council or Alternate can call a state of emergency.

## DEFINITIONS

“**Head of Council**” includes a chair of the board of an improvement district

“**Employee of a Municipality**” means an employee as defined in Section 278 of the *Municipal Act, 2001*

“**Emergency**” means an abnormal situation which requires prompt action beyond normal procedures to limit the damage to persons, property or environment. Can be controlled by a community’s infrastructure and the response is within the capability of one organization or agency.

“**Emergency Area**” or “**Emergency Site**” means the actual damaged area at the scene of the emergency where most relief efforts will be concentrated.

“**Emergency Management Program**” means a program developed under Section 2.1 or 5.1 of the Emergency Management Act R.S.O. 1990, Chapter E.9

“**Emergency Plan**” means a plan formulated under section 3, 6, 8, or 8.1 of the Emergency Management Act R.S.O. 1990, Chapter E.9

“**Disaster**” means a natural or person induced real or anticipated occurrence which endangers the lives, safety, welfare and well-being of some or all of the people and cannot be brought under control by use of all regular Municipal government services and resources.

“**Disaster Management**” means an organized effort to mitigate against, prepare for, respond to and recover from a disaster.

“**Panic**” means the uncontrolled fear that motivates flight behaviour without concern to others because of the perception of immediate escalating danger, blockage of escape routes, or perception of lack of efficient leadership.

“**Dangerous Goods**” means products or substances which can present a risk of life, property and the environment under uncontrolled conditions.

## **EMERGENCY OPERATIONS CONTROL GROUP**

### Composition of Emergency Operations Control Group

Emergency operations will be directed and controlled by elected and appointed officials listed hereunder, who will assemble for this purpose at the Operations Centre. This group will be known as the Emergency Control Group (ECG) and will be composed of:

- (a) Mayor or alternate;
- (b) Emergency Co-ordinator (Clerk-Treasurer) or alternate;
- (c) Fire Chief or alternate;
- (d) Public Works Representative or alternate;
- (e) Health representatives, local doctor
- (f) Social Services official or alternate;
- (g) Ontario Provincial Police Officer;
- (h) Public Information Officer or alternate
- (i) Other support staff

While the Emergency Control Group does not require the presence of all the people listed as members in order to function, all members and Alternates, if applicable, must be notified.

### **Contact information Emergency Control Group Page 1 of Emergency Plan Phone Index**

However, additional personnel may be required if an emergency arises which is beyond the control or expertise of the group e.g. Special Technical Personnel.

The Municipality of Machin currently is affiliated with St. Joseph Care Group, Behavioural Sciences Centre. This organization provides the Municipality with An Employee and Family Assistance Program. They will be contacted and would provide counseling, stress debriefing and aftercare for the emergency services personnel as well as other personnel and volunteers involved.

### **Contact information Page 1 of Emergency Plan Phone Index**

Lake of the Woods - Critical Incident Stress Management Team will provide Critical Incident Stress Debriefing for our emergency personnel and Emergency Control Group.

### **Contact information Page 1 of Emergency Plan Phone Index**

## EMERGENCY NOTIFICATION SYSTEM

Upon receipt of a warning of a real or potential emergency, the responding department will immediately contact the Mayor or her alternate, CEMC or her Alternate to request that the notification system be activated.

Any member of the Emergency Control Group will implement the procedure by telephoning members in the order stated on **page 1 of the Emergency Plan Phone Index**.

The notification calls include:

- the nature of the emergency;
- meeting place (primary or alternate Emergency Operation Centre).

Where a threat of an impending emergency exists, the Emergency Control Group will be notified and placed on standby.

The emergency notification list is on page 6.

## EMERGENCY NOTIFICATION LIST

1. Upon activation, the notification process will be carried out at once by the Dryden Police Services Dispatch.
2. Persons on the notification list will be called in order, starting with the Head of Council, if not already aware.
3. If the primary person cannot be reached at any of the listed numbers, telephone the alternate.
4. If neither can be reached, go on to the next appointment on the list.
5. Once the end of the list has been reached, try again to reach those who were not available on the first attempt. It shall be documented who was not able to be contacted and the Emergency Control Group be advised of same.

- 5 -

## **EMERGENCY OPERATIONS CENTRE**

The Emergency Control Group, (ECG) when notified by an authorized member of the ECG of an emergency, will immediately assemble at the Emergency Operations Centre which is located at:

### **Vermilion Bay**

For disasters not involving power outages the Emergency Operations Centre will be the Municipal Office Building. If the emergency includes a power outage, the emergency Operations Centre shall be the Vermilion Bay Fire Hall until such time as the Office Building becomes functional.

- |  |   |
|--|---|
| <b>1. Municipal Office Building</b><br><b>75 Spruce Street</b> | <b>2. Vermilion Bay Fire Hall</b><br><b>63 Armstrong Street</b> |
|--|---|

### **Eagle River**

- 1. Eagle River Rec. Centre**  
**Friendship Centre Drive**

If communications systems such as telephone or cell phones are not functioning we will contact the Amateur Radio Society to request their assistance.

### **Contact Information Page 12 of Emergency Plan Phone Index**

We are presently looking into the possibility of being able to use the newly constructed water treatment plant as our Emergency Operations Centre. This building is already handicapped accessible, we can control access, have sufficient room for equipment and supplies. This building is self sustaining and self supporting, with its own emergency power. There are washrooms, shower facilities, a kitchen area and an area that can be made up into a rest area.

## **BUSINESS CYCLE**

Members of the Emergency Control Group will gather at regular intervals to inform each other of actions taken and problems encountered. Frequency of meetings and agenda items will be established by the Emergency Operations Co-ordinator. Meetings will be kept as brief as possible, thus allowing members to carry out their individual responsibilities. Maps and status boards will be prominently displayed and kept up to date by the Emergency Operations Co-ordinator.

**It cannot be emphasized enough how important it is that all individuals and groups keep and maintain accurate, concise and thorough records of actions and decisions due to insurance issues and personal liability.**

- 6 -

## **REQUESTS FOR ASSISTANCE**

If locally available resources, including those which might be available from bordering municipalities and/or District sources, are insufficient to meet emergency requirements, then assistance may be requested from the Province through the Duty Officer. The Province can access Federal resources, if required. The Duty Officer at EMO can be contacted **24 hours a day - 7 days per week.**

### **Contact information Page 1 of the Emergency Plan Phone Index**

The Chief of Emergency Management Ontario for Ontario (EMO), is responsible for monitoring, co-ordinating and assisting in the formation and implementation of emergency plans made by provincial government bodies and for ensuring such plans are co-ordinated in so far as possible with emergency plans of municipalities and the Government of Canada.

Pursuant to subsection 6(1) of the Emergency Management Act, R.S.O. 1990, C.E.9 as amended, the following Ministers shall be assigned responsibility in the areas specified below for the formation of emergency programs which will govern the provision of necessary services during an emergency and the procedures under which and the manner in which Crown employees and other persons will respond to the emergency:

### **Contact Information Page 2 of Emergency Plan Phone Index**

The Municipality of Machin has an agreement with the Ministry of the Solicitor General & Correction Services - Ontario Fire Marshal **By-law 1074-97** for Fire Protection in the Unincorporated areas.

The Municipality of Machin has an agreement with the Ministry of Natural Resources - **By-law 01-2003** for Fire Protection within the Municipality of Machin. A new agreement has been signed, with the understanding that amendments will be made. Therefore, no new by-law has been passed.

## DECLARATION AND TERMINATION OF AN EMERGENCY

The Mayor or alternate may declare a state of emergency to exist and may, for the purpose of the plan, designate the whole or any part of the Municipality as an "Emergency Area". Upon declaration of a state of emergency or upon implementation of this plan, the Mayor will, acting with the advice of the other members of the Emergency Operations Control Group, make such decisions and issue such directions as are necessary to mitigate the effect of the emergency.

Upon such declaration, the Mayor will notify:

- (a) Minister of Community Safety and Correctional Services through the Duty Officer at Emergency Management Ontario
- (b) other council members
- (c) the public - school board
- (d) neighbouring community officials, as required
- (e) Ontario Provincial Police
- (f) The local MP
- (g) The local MPP

The verbal declaration to EMO shall be followed by a fax written on Municipal letterhead sent to the Duty Officer **Contact information Page 1 of Emergency Plan Index**

The Minister of Community Safety and Correctional Services shall be notified through the Duty Officer at Emergency Management Ontario **Contact information Page 1 of Emergency Plan Index** This number is staffed twenty four hours a day - seven days a week.

A community emergency may be terminated at any time by:

- (a) the Mayor, or
- (b) the Council as a whole, or
- (c) the Premier of Ontario.

Emergency Management Ontario shall be notified of an emergency termination by phoning and speaking with the Duty Officer, followed by a faxed termination written on Municipal letterhead sent to the Duty Officer.

The following shall be notified of an emergency termination as well:

- (a) Minister of Community Safety and Correctional Services through the Duty Officer at Emergency Management Ontario
- (b) other council members
- (c) the public - school board
- (d) neighbouring community officials, as required
- (e) Ontario Provincial Police
- (f) The local MP
- (g) The local MPP

When an emergency exists but has not yet been declared to exist, the Municipal Employees may take such action(s) under this Emergency Plan as may be required to protect the lives and property of the community.

## CHECKLIST IN CONSIDERATION OF A DECLARATION OF EMERGENCY

### General and Government:

- Is this situation an extraordinary event requiring extraordinary measures? [Head of Council is permitted to take such action and make such orders as he or she considers necessary and not contrary to law]
- Does this situation pose a danger of major proportions to life or property? **“Emergency”** means an abnormal situation which requires prompt action beyond normal procedures to limit the damage to persons, property or environment. Can be controlled by a community’s infrastructure and the response is within the capability of one organization or agency.
- Does this situation pose a threat to the provision of essential services (e.g. energy, potable water, sewer treatment/containment, supply of goods or medical care)? [Some situations may require extraordinary measures be taken or expenditures be made to maintain or restore essential services. A declaration of emergency may allow a head of council to expend funds outside his or her spending resolutions and/or regular approval process of the municipality.]
- Does the situation threaten social order and the ability to govern? [Whether due to a loss of infrastructure or social unrest (i.e. a riot), a crisis situation has the potential to threaten a Council’s ability to govern]
- Is the event attracting significant media and/or public interest? [Experience demonstrates that the media and the public often view the declaration of an emergency as a decisive acting toward addressing a crisis. It must be clear that an “emergency” is a legal declaration and does not indicate that the municipality has lost control. An emergency declaration provides an opportunity to highlight action being taken under your municipal emergency plan]
- Has there been a declaration of emergency by another level of government? [A declaration of emergency on the part of another level of government (provincial or federal) may indicate that you should declare an emergency within your municipality.]

### Legal:

- Might legal action be taken against municipal employees or Councillors related to their actions in the current crisis?
- Are volunteers assisting? [*The Workplace Safety and Insurance Act* provides that persons who assist in connection with a declared emergency are considered “workers” under the Act and are eligible for benefits if they become injured or ill as a result of the assistance they are providing. This is in addition to workers already covered by the Act.]

**CHECKLIST IN CONSIDERATION OF A DECLARATION OF EMERGENCY**  
**continued**

**Operational:**

- Does the situation require a response that exceeds or threatens to exceed the capabilities of the municipality for either resources or deployment of personnel? [Head of Council is permitted to take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan. A Municipal Council is empowered to make an agreement with the council of any municipality or with any person for the provision of any personnel, service, equipment or material during an emergency.]
- Does the situation create sufficient strain on the municipal response capability that areas within the municipality may be impacted by a lack of services, thereby further endangering life and property outside areas directly effected by the current crisis?
- Is it a consideration that the municipal response may be such duration that additional personnel and resources may be required to maintain the continuity of operations?
- Does, or might, the situation require provincial support or resources?
- Does, or might, the situation require assistance from the federal government (e.g. military equipment)
- Does the situation involve a structural collapse?
- Is the situation a large-scale or complex chemical, biological, radiological or nuclear incident?
- Does the situation require, or have the potential to require the evacuation and/or shelter of people or animals from your community?
- Will your municipality be receiving evacuees from another community?

**Economic and Financial:**

- Does the situation pose a large-scale disruption to routine patterns of transportation, or re-routing of large numbers of people and vehicles?
- Is an event likely to have a long term negative impact on a community's economic viability/sustainability, including resulting unemployment, lack of available banking services and restorative measures necessary to re-establish commercial activity?
- Is it possible that a specific person, corporation or other party has caused the situation?

## **GROUP RESPONSIBILITIES**

### **Emergency Control Group**

Some or all of the following actions/decisions may have to be considered and dealt with by the Emergency Control Group:

- a. recommending if a “state of emergency exists”;
- b. designating any area in the municipality as an “emergency area”;
- d. maintaining a log outlining decisions made and actions taken and submitting a summary of the log to the Administrative Officer within one week of the termination of the emergency.
- e. “arranging for evacuating” those buildings or sections within an emergency area which are themselves considered to be dangerous or in which the occupants are considered to be in danger from some other source:
- f. “arrange for the dispersing of people” not directly connected with the operations who by their presence are considered to be in danger or whose presence hinders in any way the efficient functioning of emergency operations;
- g. “arranging for accommodation and welfare”, on a temporary basis, of any persons who are in need of assistance due to displacement as a result of the emergency;
- h. “calling in and employment of any municipal personnel and equipment” which is required in the emergency; this will include the appointment of an “On-Scene Coordinator” as required who should co-ordinate emergency operations at the site of the emergency.
- i. “establishing an Information Centre” for issuance of accurate releases to the news media and for issuance of authoritative instructions to the general public;
- i. “establishing a Reporting and Inquiry Centre” to handle individual requests for information concerning any aspect of the emergency.
- j. “arranging for Casualty Collection and Evacuation” in support of emergency health care authorities.
- k. “arrange for discontinuing utilities” or services provided by public or private concerns without reference to any consumers in the municipality, or when continuation of such utilities or services constitutes a hazard to public safety within an emergency area;
- l. “arranging assistance” from senior levels of government and of other personnel and equipment of volunteer and other agencies not under municipal control as may be required by the emergency;

**Group responsibilities Continued:**

- m. determining if additional transport is required for evacuation or transport of persons and/of supplies.
- n. determining the need to establish advisory groups and/or sub-committees.
- o. appoint a Site Manager for the emergency site.
- p. authorizing expenditure of money required to deal with the emergency.
- q. notifying the services, agencies or groups under their direction of the termination of the emergency.
- r. participating in the debriefing following the emergency.

The Municipal Lawyer may be called upon to offer advice to any member of the Emergency Control Group on matters of a legal nature as they may apply to the actions of the Municipality of Machin in its response to the emergency, as requested.

**Contact information Page 3 of Emergency Plan Phone Index**

## **RESPONSIBILITIES AND FUNCTIONS**

### **1. The Mayor or Alternate will perform the following responsibilities:**

- (a) declare a state of emergency to exist;
- (b) ensure that Emergency Management Ontario has been notified of the declaration of an emergency;

#### **Contact information Page 1 of Emergency Plan Phone Index**

- (c) request assistance from neighbouring municipalities and/or from senior levels of government, when required;

#### **Contact information Page 3 of Emergency Plan Phone Index**

- (d) approve news releases and public announcements from the Public Information Officer;
- (e) make arrangements for provision of an Operations Centre to meet the requirements of the Emergency Control Group (ECG) to establish and maintain control of the situation
- (f) make plans so that the above facility has adequate communications, has an assured source of power and lighting, and can operate on a 24-hour basis;
- (g) make decisions, determine priorities, and issue operational direction through the Emergency Operations Co-ordinator and the heads of municipal departments;
- (h) ensure that the School Board is contacted if emergency occurs during the school season;

#### **Contact information Page 4 of Emergency Plan Phone Index**

- (i) terminate the emergency at the appropriate time and ensure all concerned have been notified.

- 13 -

**2. Clerk-Treasurer - The Emergency Operations Co-ordinator or Alternate** will perform the following responsibilities:

- (a) Activate the Emergency Plan on all responsibilities and functions.
- (b) organize and supervise the Operations Centre and, in particular, make arrangements for obtaining and displaying up-to-date information at all times;
- (c) ensure that a Site Manager has been appointed for the emergency site;
- (d) arrange and coordinate telecommunications systems;
- (e) advise the Mayor on administrative matters; and
- (f) be responsible for media arrangements and assist in the preparation and issue of press and public announcements;
- (g) maintain a record of all major decisions, actions and instructions issued, (appoint recorders);
- (h) maintain a record of all expenditures for later cost recovery if warranted;
- (i) coordinate contact with resource groups;
- (j) assist in operating a Registration and Inquiry Service to re-unite families and to collect information and answer queries concerning the safety and or whereabouts of missing persons & to register all evacuees;
- (k) maintain a log of all actions taken
- (l) Chair meetings of the Emergency Control Group and schedule business cycle meetings.

- 14 -

**3. Fire Chief or Alternate** - upon learning of a potential emergency, the Fire Chief or alternate should consider the need for possible activation of the Emergency Plan, and, if warranted, he/she should report to the Operations Centre to sit as a member of the ECG and perform the following additional functions and responsibilities:

- a) provide the Mayor with information and advice on fire fighting matters;
- b) will maintain a system for communicating with Emergency Operations Centre;
- c) if appropriate, provide an “On-Site coordinator” to control department operations at the scene of the emergency;
- d) activate Mutual Aid arrangements for the provision of additional fire fighting manpower and equipment if needed;

**Contact information Page 6 of Emergency Plan Phone Index**

- e) determine if additional or special equipment is needed and recommend possible sources of supply, e.g., breathing apparatus, protective clothing, etc.;

**Contact information Page 7 of Emergency Plan Phone Index**

- f) provide assistance to other municipal departments and agencies and be prepared to take charge or contribute to non-fire fighting operations if necessary, e.g., rescue, first aid, casualty collection, etc.;
- g) maintain a log of all actions taken.

- 15 -

**4. Public Works Superintendent or Alternate** - upon learning of a potential emergency, the Public Works Superintendent or Alternate should consider the need for the possible activation of the Emergency Plan and, if warranted, he/she should report to the Operations Control Centre to act as a member of the ECG and to perform the following additional functions and responsibilities:

- a) advise the Mayor on pertinent information/Public Works issues.
- b) activate the Emergency Notification System;
- c) provide the Control Group with information and advice on engineering matters;
- d) liaise with the senior public works officer from the neighbouring community(s) to ensure a co-ordinated response; **Contact information Page 7 of Emergency Plan Phone Index**
- e) provide engineering materials, supplies and equipment and if not otherwise available, make arrangements for sources of supply from neighbouring municipalities, private contractors, etc.; **Contact information Page 7 of Emergency Plan Phone Index**
- f) assist with traffic control, evacuations, etc., by clearing emergency routes, marking obstacles, providing road signs, etc.;
- g) ensure that the water system is maintained; **Contact information Page 8 of Emergency Plan Phone Index**
- h) liaise with the Fire Chief concerning emergency water supplies for firefighting purposes;
- i) provide for emergency potable water, supplies and sanitation facilities to the requirements of the Emergency Health Representative;
- j) maintain liaison with private utility companies (hydro, gas, telephone, etc.) and make recommendations for discontinuation of any utility, public or private, where necessary in the interest of public safety;
- k) provide public works vehicles and equipment as required by any other emergency services; **Contact information Page 8 of Emergency Plan Phone Index**
- l) maintain liaison with flood control, and environmental agencies and be prepared to take preventative action;
- m) make recommendations and demolish unsafe structures if ordered by Head of Council;
- n) re-establish essential services when appropriate;
- o) maintain a log of all actions taken.

- 16 -

**5. Ontario Provincial Police Representative** - upon learning of a potential emergency, the Ontario Provincial Police representative or alternate should consider the need for possible activation of the Emergency Plan, and, if warranted, he/she should report to the Operations Centre to sit as a member of the ECG and perform the following additional functions and responsibilities:

The Ontario Provincial Police representative is responsible for:

- a) establishing an ongoing communications link with the Senior Police Official at the scene of the emergency;
- b) controlling traffic where required to facilitate the movement of emergency vehicles both in and out of the emergency area;
- c) conducting the evacuation of buildings as authorized by the Mayor;
- d) ensuring the protection of property against looting within the emergency area;
- e) providing police services in evacuee centres, morgues and other facilities as required.

**Contact information Page 9 of Emergency Plan Phone Index**

- f) notifying the Coroner of fatalities;

**Contact information Page 9 of Emergency Plan Phone Index**

- g) liaison with other community, provincial and federal police agencies.

**Contact information Page 9 of Emergency Plan Phone Index**

- h) provide Emergency Site Co-ordinator.
- i) establish a site command post with communications to the EOC
- j) provide the Mayor with information of issues regarding policing matters.
- k) maintain a log of all actions taken.

**6. Health Care Representative** - upon learning of a potential emergency, the designated Health Official for health matters should consider the need for possible activation of the Emergency Plan and, if warranted, activate the Emergency Alert System. Thereupon, he/she or alternate should report to the Operations Centre to act as a member of the ECG and either perform the following functions or report the situation to a competent medical authority who would then take such appropriate action, in conjunction with the ECG, as the situation warrants:

The Health Care Representative is responsible for keeping the Mayor advised of all issues as well as:

- a) acting as a coordinating link for all emergency health services at the Control Group;
- b) liaison with the local Medical Officer of Health, Ontario Ministry of Health, Public Health Branch;

**Contact information Page 9 of Emergency Plan Phone Index**

- c) liaison with the ambulance service representatives;

**Contact Information Page 9 of Emergency Plan Phone Index**

- d) provide advice on any matters which may adversely affect public health;
- e) provide authoritative instructions on health and safety matters to the public through the Clerk;
- f) coordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health policies;
- g) ensuring coordination of care of bed-ridden citizens and invalids at home and in evacuee centres during an emergency;
- h) ensuring liaison with volunteer and private agencies, as required, for augmenting and coordinating public health resources;
- i) ensuring coordination of all efforts to prevent and control disease during an emergency;
- j) notifying the Senior Public Works Officer regarding the need for potable water supplies and sanitation facilities;
- k) liaison with representatives on areas of mutual concern regarding operations in evacuee centres.
- l) Northwestern Health Unit - Emergency services liaison

**Contact information Page 9 of Emergency Plan Index**

- m) maintain a log of all actions taken.

- 18 -

**7. Social Services Representative or Alternate** - will perform the following responsibilities and duties:

- a) Advise Mayor of all issues pertaining to Social Services.
- b) ensure emergency procedures/responsibilities are met under the Emergency Plan;
- c) arrange for temporary housing at local motels, community halls, church buildings, and schools

**Contact information Page 10 & 11 of Emergency Plan Phone Index**

- d) operate a Registration and Inquiry Service to re-unite families and to collect information and answer queries concerning the safety and or whereabouts of missing persons & to register all evacuees;
- e) co-ordinate/request assistance from Service Organizations.

**Contact information Page 12 of Emergency Plan Phone Index**

- f) Emergency feeding to sustain those without food or adequate food preparation facilities, and Individual and family services contact the Ministerial Society to assist and counsel individuals and families in need and children and dependent adults.

**Contact information Page 12 of Emergency Plan Phone Index**

- g) co-ordinating and processing requests for human resources;
- h) co-ordinating offers of, and appeals for, volunteers;
- i) selecting the most appropriate site(s) for the registration of human resources;
- j) ensuring records of human resources and administrative detail, that may involve financial liability, are completed;
- k) when volunteers are involved, ensure that a Volunteer Registration Form is completed, and a copy of the form is retained for town records;
- l) ensuring identification cards are issued to volunteers and temporary employees, where practical;
- m) arranging for transportation of human resources to and from required locations;
- n) obtaining assistance, if necessary, from Human Resources Development Canada, as well as other government departments, public and private agencies and volunteer groups;

**Contact information Page 14 of Emergency Plan Phone Index**

- 19 -

Social Services Representation or Alternative Continued:

- o) co-ordinating the acquisition, distribution and scheduling of various modes of transport (i.e. public transit, school buses, trains, boats, planes and trucks) for the purpose of transporting persons and/or supplies, as required;

**Contact information Page 12 and 14 of Emergency Plan Phone Index**

- p) procuring staff to assist, as required;
- q) ensuring that a record is maintained of drivers and operators involved.
- r) maintain a log of all actions taken.

- 20 -

**8. Public Information Officer or Alternate** - upon learning of a potential emergency, the Public Information Officer should consider the need for possible activation of the emergency plan and, if warranted, activate the emergency alert system. Thereupon, he/she or alternate should report to the Operations Centre to act as a member of the ECG and either perform the following functions or report the situation to a competent medical authority who would then take such appropriate action, in conjunction with the ECG, as the situation warrants: will perform the following responsibilities and duties:

- (a) advise the Emergency Control Group on matters pertaining to public information, public affairs, and media relations;
- (b) gather, process and disseminate information for use by the Emergency Control Group;
- (c) Prepare public information, instructions, advisories and media releases for review by the Mayor or designate and Community Emergency Manager Co-ordinator (CEMC);
- (d) Upon approval of the Mayor or designate and the CEMC, release information to the public and media;

**Contact Information Page 12 and 13 of Emergency Plan Phone Index**

- (e) Oversee the operation of the Media Centre, a Public Information Centre, and an Emergency Site Media Centre, as deemed necessary;
- (f) Provide public relations support as required;
- (g) Co-ordinate all media requests, including arrangements for supervised tours near the emergency site;
- (h) Arrange for photo or video records of the emergency operations;
- (i) Maintain a detailed log of all actions taken by the Public Information Officer
- (j) Participate in post emergency debriefing and provide reports as required by the CEMC.
- (k) maintain a log of all actions taken

## **9. Emergency Site Manager**

The Emergency Site Manager shall:

- (a) organize and co-ordinate the response at the emergency site with all Incident Commanders;
- (b) Access the situation under existing and potential conditions by consulting with Incident Commanders and other agencies, take/authorize any action appropriate to preserve life, protect property and otherwise mitigate the adverse effects of the emergency;
- (c) Co-ordinate with the Emergency Control Group and Incident Commanders to ensure that the necessary equipment, supplies, and personnel are available;
- (d) Provide, at regular intervals, information updates and reports regarding activities at the emergency site to the Emergency Control Group;
- (e) Schedule briefings with individual and collective Incident Commanders as to agency response status;
- (f) Activate or co-ordinate with agencies, the evacuation of the immediate area or any area likely to be placed at risk, if warranted by conditions, or as directed by the Emergency Control Group;
- (g) Consider response alternatives and determine appropriate response actions (evacuation, containment, etc.) In consultation with Incident Commanders and the Emergency Control Group;
- (h) Establish an on-site Command Post at an appropriate distance from the emergency area that provides a good vantage point from which access to the emergency site can be controlled;
- (i) Brief Incident Commanders regarding the situation as they become involved;
- (j) Obtain background information from those involved in the emergency or those who may have witnessed the incident, concerning the nature of hazardous material(s) and/or situation(s) and consult with experts, as required, to mitigate the emergency;
- (k) Develop an Emergency Site Organization Layout with the assistance of Agency Incident Commanders, and establish inner and outer perimeters and staging areas to control access to and movement within the emergency site;
- (l) Co-ordinate the release of information at the scene with the Public Information Officer;

**Emergency Site Manager** Continued:

- (m) Ensure the overall safety of the emergency site, in particular that safety precautions are enforced regarding wearing personal protective equipment - a Safety Officer will be provided by the Emergency control Group upon request;

**Contact information Page 13 of Emergency Plan Phone Index**

- (n) In consultation with Incident Commanders, develop a demobilization plan for all resources within the emergency site and implement this plan upon official notification of the termination of the emergency;
- (o) ensure that all Incident Commanders have established work scheduled for their personnel at the emergency site;
- (p) maintain a detailed log of all actions taken by the Emergency Site Manager;
- (q) Participate in a post-emergency debriefing and provide such reports as requested by the Community Emergency Manager Co-ordinator (CEMC).

## **10. Individual Responsibilities of Support Staff**

Emergency Control Group Support Groups may be formed from Municipal staff and personnel from other government agencies and organizations. Their advice, resources and information will assist the Emergency Control Group in making decisions. The Clerk-Treasurer or alternate is responsible for notifying Support Group personnel to report to the Emergency Operations Centre.

Contact names and numbers of Municipality of Machin staff who are not Emergency Control Group Members or alternates are listed in the "Resource Contact List" as well as contact names and numbers of external agencies.

The Support Staff is responsible for:

- a) assisting the Clerk-Treasurer (Emergency Operations Co-ordinator), as required;
- b) ensuring all important decisions made and actions taken by the Emergency Control Group are recorded;
- c) upon direction from the Emergency Operations Co-ordinator, notifying the required support and advisory staff of the emergency, and the location of the Emergency Operations Centre;
- d) arranging for printing of material, as required;
- e) under the direction of the Emergency Operations Co-ordinator logging all events on a display board in the Operations Centre;
- f) ensuring all Emergency Control Group members have log books, identification tags;
- g) upon direction from the Clerk-Treasurer, ensuring that all Council Members are advised of the declaration and termination of the emergency;
- h) upon direction from the Clerk-Treasurer, arranging a special meeting(s) of Council, as required, and advise members of Council of the time, date, and location of the meeting;
- i) procuring staff to assist, as required.
- j) operating registration and inquiry function.

Additional personnel called or added to the Control Group may include:

- (a) liaison staff from Provincial ministries
- (b) **Members of Council - It is the responsibility of every member of Council to become thoroughly familiar with the Municipality of Machin Emergency Plan in order to be ready to act as designate to the Mayor or Deputy Mayor or to assist as requested by the Emergency Control Group.**

- 24 -

## **PLAN MAINTENANCE AND REVISION**

### **Annual Review**

This plan will be reviewed annually and, where necessary revised by a meeting(s) of the Emergency Control Group.

Each time this plan is revised, it must be forwarded to Council for approval. However, revisions to the annexes and minor administrative changes can be made without resubmitting the plan to Council each time.

Testing of this Emergency Plan will be conducted at least annually, and where necessary, revised by a meeting of the Emergency Control Group. This plan is continuously updated when any parts become obsolete. Each time this plan is revised, it must be forwarded to Council for approval. The Municipal Administrative staff is currently responsible for the maintenance of this Plan.

It is the responsibility of each person, agency, service or department named within this emergency plan to notify the Administrative Officer forthwith, of any revisions to the annexes, or administrative changes.

**It is the responsibility of every member of Council to become thoroughly familiar with the Municipality of Machin Emergency Plan in order to be ready to act as designate for the Mayor or Deputy Mayor, or to assist as requested by the Emergency Control Group.**

### **Community Emergency Management**

#### **Committee Meetings**

The Emergency Operations Co-ordinator determines the frequency of meetings and agenda items. At present the Committee attempts to meet once a month to discuss this and other issues as outlined by the Emergency Management Act. At this time inclusions or amendments to the Emergency Plan may arise and would be dealt with.

## **APPENDIX A EVACUATION**

The provisions of this section apply in the event that the evacuation of people from the Municipality of Machin is necessary. Evacuation may be considered necessary due to the following:

1. Major spillage of hazardous material being transported either by road or rail,

**Contact information Page 13 of Emergency Plan Phone Index**

2. C.P.R. derailment,

**Contact information Page 13 of Emergency Plan Phone Index**

3. Forest Fires,

**Contact information Page 14 of Emergency Plan Phone Index**

4. Major Gas Pipeline leak,

5. Major power outage.

Evacuation registration areas will be determined as the emergency warrants: Eagle River Recreation Centre and Vermilion Bay Lions Hall, centrally located. Staff will be required at these locations.

City of Kenora is designated as our reception community in the event that Machin residents need to be evacuated to the West. As per City of Kenora Fire and Emergency Services

**Contact Information Page 6 of Emergency Plan Phone Index**

City of Dryden is designated as our reception community in the event that Machin residents need to be evacuated to the east. As per City of Dryden Fire Services

**Contact Information Page 6 of Emergency Plan Index**

### **TASKS**

If evacuation is necessary, the Emergency Control Group will:

1. Activate the Emergency Alert Procedure see page 6,
2. Provide direction for the evacuation of all people or of people from a certain area,
3. Activate Communications Plan for notifying residents,
4. Ensure reception municipalities are alerted (prearrangement with regard to reception as needed)
5. Maintain an effective liaison with appropriate agencies.
6. Maintain accurate written logs
  - Heads of Departments
  - Site Coordinators

## **DUTIES**

Duties of ECG members are as described in the “Responsibilities” section of the Plan. The following summarizes duties specific to Evacuation:

**Mayor:** Confer with Mayor or Reeve of reception municipality and with government representatives as required.

**Clerk:** Organize and supervises Operations Centre, arrange and co-ordinate telecommunications, media arrangements, advise Mayor, ensure Site Manager appointed, maintain records of decisions, actions, instructions, expenditures.

### **Public Works Representative:**

Maintain liaison with supporting agencies, maintain liaison with suppliers of essential goods such as electricity and fuel to ensure sufficient service throughout the evacuation. Order procurement and placement of barricades, signs, flashers, if required. Coordinate transportation of people through contacts with residents, bus companies.\*

### **Health Official:**

Ensure that necessary preventative measures are taken to combat local health emergencies.

### **Social Services Official:**

Establish registration booths at reception areas, complete with registration forms. Assist Public Works Representative with transportation arrangements for those being evacuated. Also make arrangements for interpreter when required.

**Red Cross:** Maintain Registration and Inquiry Centres.

### **Public Information**

**Officer:** Maintain liaison with all reception municipalities or agencies, keep records of events, provide for safety of municipal records, contact radio station and police station to notify residents of emergency and advise residents without transportation to contact neighbours.

## **\*TRANSPORTATION**

Transportation of evacuated people will be primarily by private cars. Should time permit, transportation arrangements with school bus companies, Dryden Transit, etc. could be made.

- 27 -

RADIO BROADCAST MESSAGE

**Contact information Page 12 of Emergency Plan Index**

An incident involving (insert hazardous materials or condition) has occurred at (insert location). People living in the area bounded by (insert street) and (insert streets) are asked to leave their homes immediately and proceed in (insert direction of movement) direction away from (insert accident scene). The public is asked to stay away from (insert accident scene).

Further bulletins will follow on this station.

\*\* IF EVACUATION REQUIRED - Please proceed to \_\_\_\_\_ for evacuation registration. Further instructions shall be administered there. \*\*

**DO NOT:**

- 1. Panic.**
- 2. Attempt to locate pets.**
- 3. Attempt to travel to schools or place of employment to locate family. School buses will transport your children to a designated centre out of the danger area.**
- 4. Speed or violate traffic rules.**
- 5. Attempt to go to the scene of the incident.**

If you require transportation, information or special assistance call 227-(insert number to be supplied by Emergency Control Group).

Remain calm, keep your radio on and follow instructions as broadcast by the radio station.

Note:

1. Authority for broadcast of this message and completion of inserts will come from a Member of the Emergency Control Group or designate.
2. Incidents involving chemicals will require more specific evacuation information and greater emphasis will have to be placed on evacuation routes upwind of the incident. This information will be provided by the Fire Chief or his designate.

Notification of Residents:

Communications with people to be evacuated should include the following instructions if time permits:

- shut off water and electricity,
- lock your home,
- take a two-day supply of food and water, warm clothing, drugs, insect repellent and toilet articles, portable battery operated radio,
- take one sleeping bag or blanket per person, personal ID cards, bank cards, medical and health cards for every member of the family,
- adults with infants or small children should take baby food, diapers, candies, games, toys, ensure car has ample gas and oil.

**Advise people where the Public Information Service has been established and that they should listen to the radio for information.**

NOTE

Arrangements have been made with managers of food stores and service stations to remain open during an evacuation emergency, except in the case of gas or chemical spill incident.

An emergency Public Information Service has been established at:

\_\_\_\_\_ (PLEASE STATE)

**Trans Canada Pipelines Emergency**

A pipeline incident means that the pipeline has failed or ruptured. A loud noise occurs when natural gas is released from the pipeline. A rupture may or may not be accompanied by fire. Signs of a slow pipeline leak along the right-of-way include a hissing or whooshing sound, unusual blowing of dust, dead or dying vegetation in an otherwise green area, or bubbles in streams, ponds or wet areas.

If a pipeline emergency is detected notify Trans Canada Pipelines and report the location and type of incident, such as a leak, rupture or fire. The First Response Team should establish a safety zone around the emergency site and control access. This may include evacuation of nearby residents.

**RISK EVALUATION AND ACTION PLAN  
OF THE NORTHWESTERN HEALTH UNIT**

The following table outlines the degree of perceived risk to the health and safety of the affected areas residents based on the horizontal visibility distances as a result of the smoke in the air. This table outlines the actions that should be taken according to the degree of visibility restriction from the fires smoke in the affected area.

Horizontal Visibility	Conditions	Health Unit Actions
2 - 5 miles	Smokey-haze conditions, caused by very small localized fires or larger fires at a great distance	<ul style="list-style-type: none"> <li>- No cautionary measures for general public.</li> <li>- those with respiratory related medical conditions should be advised on precautionary measures through the local media (stay indoors, keep inhalers close by for use if needed).</li> </ul>
1 - 3 miles	Light to moderate smoke conditions caused by a large fire within 50 miles or localized fires within 10 miles	<ul style="list-style-type: none"> <li>- No cautionary measures for general public</li> <li>- No evacuation required</li> <li>- Media message should include advise for the elderly and small children to stay indoors.</li> </ul>
< 2 miles	Moderate to heavy smoke caused by large fires, generally within 20 miles and localized fire within 10 miles	<ul style="list-style-type: none"> <li>- Community should put on alert due to potential fire threat and smoke.</li> <li>- community is advised to stay indoors as much as possible through local media.</li> </ul> <p>Health Officials should assess those with medical conditions and where medical conditions warrant, they may be evacuated to the receiving location.</p>
< 1 mile	Heavy smoke generally cause by a large fire within 10 miles.	<ul style="list-style-type: none"> <li>- Fire threat a concern to the general public.</li> <li>- Evacuation should be carried out in accordance with local Emergency Action Plan.</li> <li>- Health Unit will be responsible for food, water and sanitary facilities of the receiving station.</li> </ul>

- 30 -

## **APPENDIX B EVACUATION**

### **RECEPTION PLAN FOR RECEIVING RESIDENTS FROM OUTSIDE MACHIN**

- 1. Clerk to notify Emergency Control Group (ECG).**
- 2. Clerk to establish a Registration and Inquiry Centre, (Machin Municipal Office, Waldhof Community Hall, Eagle River Recreation Centre, Lillian Berg School.**
- 3. Have Volunteers available - Lion's Club, Kinsmen, Kinettes, We-R-Eager, Red Cross.**

**When the evacuation is commenced, the Mayor of the evacuated community will advise the Clerk-Treasurer of Machin and provide the following information:**

- (a) Time of departure and arrival at Machin.**
- (b) Method of travel.**
- (c) Evacuation route.**
- (d) Number of evacuees to be expected.**
- (e) Special instruction i.e. aged, infirm, hospital cases, etc.**

**Clerk to maintain additional services throughout the reception phase i.e. bedding, food, set up games if evacuees are children.**

- 4. Contact Health Authorities.**

**A log of all activities shall be kept.**

- 31 -

## **APPENDIX C EVACUATION**

### **ACCIDENTS INVOLVING HAZARDOUS MATERIALS**

#### **INTRODUCTION**

This type of emergency would most likely be caused by accidents involving road or rail transportation of dangerous goods. The dangerous goods could be flammable, explosive, toxic, corrosive or radioactive. Quick assessment of the situation and identification of the dangerous goods would be crucial in minimizing the risks to people and property. Initial alerting could come from the public, the carrier, the driver, or the police.

The following instructions are inevitably of a general nature, which in the event will be augmented by AD HOC measures.

#### **DUTIES - GENERAL**

Wherever the source of the initial alert, the Ontario Provincial Police and the Machin Fire Department shall be contacted, and will have overall responsibility at the scene, including assessing the situation, identifying the dangerous goods, and determining if an evacuation is required. Police would have responsibility for securing the site and conducting an evacuation if necessary.

**Please see Page 5 of the Emergency Plan Phone Index for numbers of Police Services.**

#### **DUTIES - FIRE DEPARTMENT**

##### **RAIL ACCIDENTS**

1. If notified of a rail accident, ensure that the Ontario Provincial Police are notified. Contact the Ministry of Environment - Spills Action Centre to report spill CANUTEC can provide further information on hazardous materials.

**Please see Page 5 of the Emergency Plan Phone Index to access CN Rail phone numbers.**

2. Initiate Emergency Alert system.
3. Crew on site to obtain waybills and Hazard Information Emergency Response Forms from train engine. Conductor and Engineer also have written location in the train of any cars carrying Hazardous Material placards. Phone CANUTEC to obtain assistance in identification or to obtain further information.

**Please see Page 13 of the Emergency Plan Phone Index**

- 32 -

### **RAIL ACCIDENTS Cont'd**

4. Determine if evacuation is required and, if so, determine the "Immediate Danger Area" and instruct Police to commence evacuation from that area. Instruct Police to evacuate downwind area as well, if required.
5. Advise the Fire Chief (Emergency Control Group) of any additional protective gear, equipment, or personnel required.
6. Notify the Ministry of Environment if not already contacted for information.

### **DUTIES POLICE**

Where details of either a rail or road accident are reported:

1. Rescue and Initiate care of injured.
2. Determine if evacuation is required, and, if so, determine the "Immediate Danger Area" and instruct police to commence evacuation from the area. Instruct Police to evacuate downwind area as well, if required.
3. Advise the Fire Chief (Emergency Control Group) if any additional protective gear, equipment, or personnel required.
4. Notify the Ministry of Environment if not already contacted for information.

### **ROAD ACCIDENT**

1. If notified of a road accident, dispatch fire crews to the scene. Crew is to exercise caution and determine hazardous materials involved.
2. Phone the Ministry of the Environment Spills Action Centre and CANUTEC to obtain assistance in identification or to obtain further information.

**Please see Page 8 and 13 of Emergency Plan Phone Index.**

3. At the site, seek out Officer in Charge of Fire Crew, to determine magnitude of emergency.
4. Crowd control is necessary to protect people in immediate area.

- 33-

**DUTIES POLICE Continued:**

5. First Officer at scene to contact Officer in charge to carry out evacuation plan if so instructed by the Fire Department.
6. Provide information to CEMC to have radio stations broadcast evacuation alert.
7. Contact the hospital and if possible give indication of number of casualties incurred or expected.
8. Work with Fire Department in setting up a Site Command Post as near to the scene as safety will permit.
9. Set up a triage area if applicable.

**NOTES**

1. **In accidents involving potential explosion, a minimum safe distance should be considered to be 1 km.**
2. **In accidents involving radioactive materials as identified by placards or labels, police are to keep people at least 800 meters away and upwind until radiation measurement equipment can be obtained. Rescue the injured as soon as possible and notify the ambulance service of the possibility of contamination. Police to contact nearest qualified Radiological Detection Officer and Ontario Ministry of Labour, Special Studies and Service Branch.**

**If toxic materials are identified, evacuate people away from danger.**

- 34 -

**HAZARDOUS GAS EMERGENCY PROCEDURE**

**IF A GAS EMERGENCY IS CALLED:**

- (1) Turn on radio for instructions.
- (2) Evacuation areas will be decided by wind direction.
- (3) Each School, Institution, Factory, Office, and Household is responsible for its own evacuation plan.

**DO NOT:**

- (1) PANIC
- (2) Attempt to locate pets before leaving.
- (3) Attempt to travel to school or place of employment to locate family. The Board of Education will ensure students are out of the danger area.

**IF UNABLE TO ESCAPE OR ARE TRAPPED:**

- (1) Go inside.
- (2) Tightly close all doors, windows and exterior openings.
- (3) Turn off forced air heating or ventilation systems.
- (4) Stay in upper portion of building. If necessary, seal yourself in one room and seal all windows and doors with wet clothes, wet towels, wet bedding, etc.
- (5) Do not go into the basement.
- (6) Move quickly but do not run if moving through gas.
- (7) Soak cloth in water and breathe through it if breathing becomes difficult.
- (8) DO NOT PANIC AND RUN OUTSIDE.

**IN YOUR CAR:**

- (1) Close all windows.
- (2) Shut off ventilation.
- (3) Continue driving away from the area and do not drive through the gas cloud or your car engine will stall.

**WHILE WALKING:**

- (1) Go to the nearest building or car and follow the above instructions.
- (2) If in open area and in the path of the cloud, move quickly to high ground at right angles to the wind direction.