

The Corporation of The  
**TOWNSHIP OF MACDONALD,  
MEREDITH & ABERDEEN  
ADDITIONAL**



**EMERGENCY RESPONSE PLAN**

Revised: October 7, 2019

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### RECORD OF AMENDMENTS

Amendment Number	Section(s); Page(s)	Date
2016-01	Replace entire plan	May 30, 2016
2017-01	Replace entire plan	April 18, 2017
2018-01	Update	November 20, 2018
2019-01	Update	October 7, 2019

# ACRONYMS

**AAR** - After Action Review

**CCG** - Community Control Group

**CEMC** - Community Emergency Management Coordinator

**CEMPC** - Community Emergency Management Program Committee

**EIO** - Emergency Information Officer

**EMPC** - Emergency Management and Civil Protection Act RSO 1990

**EMO** - Emergency Management Ontario

**EOC** - Emergency Operations Centre

**ERP** - Emergency Response Plan

**HIRA** - Hazard Identification and Risk Assessment

**IAP** - Incident Action Plan

**IC** - Incident Commander

**ICP** - Incident Command Post

**IMS** - Incident Management System

**LO** - Liaison Officer

**MFOIPPA** - Municipal Freedom of Information and Protection of Privacy Act RSO 1990

**MP** - Member of Parliament

**MPP** - Member of Provincial Parliament

**NGO's** - Non Government Organizations

**ODRAP** - Ontario Disaster Relief Assistance Program

**PEOC** - Provincial Emergency Operations Centre

**Township** - Township of Macdonald, Meredith & Aberdeen Additional

## 1.0 Introduction, Aim, Authority and Scope

### 1.1 Introduction

Emergencies and disasters - either natural or human caused - can happen anywhere and at any time. Sometimes prior warning is provided, but in many cases this is not the case. The result can cause disruptions in normal operations and channels of communication, and may stretch available resources for response and recovery.

The Township of Macdonald, Meredith & Aberdeen Additional (Township) is committed to providing leadership and guidance to meet the challenges associated with emergency management. This includes preparation and planning to safeguard the health, safety and welfare of citizens; taking appropriate measures to ensure the protection of property and the environment; and to provide effective and timely response and recovery operations.

The population of the Township is approximately 1550 residents. This number increases during the summer when many visitors occupy camps and cottages within the Township borders.

In order to protect residents, businesses and visitors, the Township requires a coordinated emergency response by a number of agencies under the direction of the Community Control Group (CCG). These are arrangements and procedures distinct from the normal, day to day operations carried out by emergency response agencies.

The Township Community Emergency Management Program Committee (CEMPC) developed this emergency response plan. Every official and municipal department must be prepared to carry out assigned responsibilities in an emergency. This response plan has been prepared to provide key officials, employees and departments of the Township important emergency response information related to roles and responsibilities during an emergency and arrangements, services and equipment that may be required during an emergency.

It is also important for residents, businesses and interested visitors to be aware of the provisions within this plan. Copies of the Township of Macdonald, Meredith & Aberdeen Additional Emergency Response Plan may be viewed at the Township office or online at [www.echobay.ca](http://www.echobay.ca)

## 1.2 Aim

The aim of this Emergency Response Plan (ERP) is to provide for arrangements and measures that may have to be taken to protect the health, safety, welfare, environmental and economic health of residents, businesses and visitors to the Township when faced with an emergency.

All members of Council, members of the Community Control Group (CCG) and designated Township personnel must be familiar with this ERP and be prepared to act, exercising due diligence, in the best interest of the Township during emergencies.

## 1.3 Authority

The authority for the development, content and implementation of the ERP is provided or referenced in the following legislation, regulation and policy statements:

- Emergency Management and Civil Protection Act (EMPCA) RSO 1990;
- Ontario Regulation 380/04; and
- Incident Management System (IMS) for Ontario Doctrine

## 1.4 Scope

Emergency Management Ontario (EMO) through Ontario Regulation 380/04 requires communities to conduct an assessment of risks faced within the community. The standard tool for evaluating these risks is known as a Hazard Identification and Risk Assessment (HIRA).

This risk assessment is based on a historic review of events that have occurred within the Township while determining the likelihood and impact of the event occurring again in the future.

Once this has been determined, the consequence of the event occurring again is evaluated. It is possible to have a potential incident that is unlikely to occur but carries with it severe consequences (like a train derailment) while it is also possible to have an incident that is very likely to occur with minimal consequences (such as a severe thunderstorm).

There are many types of emergencies that may affect the Township. The Township's HIRA has identified the following emergencies that are the most likely to occur:

- Severe weather (flooding, tornadoes, hail storms, ice storms);
- Hazardous material releases (from fixed or mobile sites);
- Pandemic (human health emergencies);
- Wildfires; and

- Communication interruptions or loss

This ERP forms the framework to respond to the identified risks for the Township and also allows the flexibility to respond to any hazardous situation that may occur from time to time. This framework also provides political oversight and accountability through the involvement of the Head of Council.

The goals of this ERP are to:

1. Achieve the earliest possible response to a local emergency by using all required services.
2. Rescue all people with a minimum of delay.
3. Take immediate action to eliminate and control sources of potential danger in the emergency area.
4. Provide first aid at the emergency site location (if required).
5. Organize traffic and crowd control at the site so that emergency operations are not disturbed and additional casualties are prevented (if required).
6. Establish a Township Emergency Operations Centre (EOC) and any other emergency operations control facilities such as reception and evacuation centres as required.
7. Provide factual and official information at the earliest possible time to concerned citizens, public officials, news media and the general public.
8. Provide as necessary, essential social services to those affected by the incident and to emergency personnel involved.
9. Evacuate the emergency area (if required).
10. Relocate individuals affected to an appropriate designated reception area (if required).
11. Coordinate mutual aid and support from municipal, provincial and federal governments (as necessary) in addition to Non Government Organizations (NGO's).

## 2.0 Confidentiality

The Municipal Freedom of Information and Protection of Privacy Act (MFOIPPA), RSO 1990, Chapter M. 56 states that Municipal Emergency Response Plans are public documents **excluding** the annexes which are deemed confidential.

As stated in the MFIOPPA:

*Section 9 (1) A Head shall refuse to disclose a record if the disclosure could reasonably be expected to reveal information the institution has received in confidence from:*

- (a) The Government of Canada;*
- (b) The Government of Ontario or the Government of a Province or Territory in Canada;*
- (c) The Government of a Foreign Country or State;*
- (d) An agency of a government referred to in clause (a), (b), or (c) or;*
- (e) An international organization of states or a body of such an organization.*



*Section 10 (a) A Head shall refuse to disclose a record that reveals a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence implicitly or explicitly, if the disclosure could reasonably be expected to result in similar information no longer being supplied to the institution where it is in the public interest that similar information continues to be so supplied.*

*Section 13: A Head may refuse to disclose a record when disclosure could reasonably be expected to seriously threaten the safety or health of an individual.*

### 3.0 Incident Management System (IMS)

IMS provides for standardized organizational structures, functions, processes and terminology for use at all levels of emergency management in Ontario, and is consistent with internationally recommended practices.

All incident responses can be organized using five functional areas of activity:

- **Command;**
- **Operations;**
- **Planning;**
- **Logistics;** and
- **Finance & Administration.**

IMS is a scalable approach based on a series of principles and concepts that include the following:

- IMS is applicable at all incidents and by all levels of response (for example, on-site response and EOC support/responses).
- The system is scalable and modular. Ontario's IMS doctrine can be considered a toolbox for incident response. Only the tools required for each incident are used.
- The use of common terminology and criteria ensures mutual understanding amongst responders and facilitates the exchange of resources.

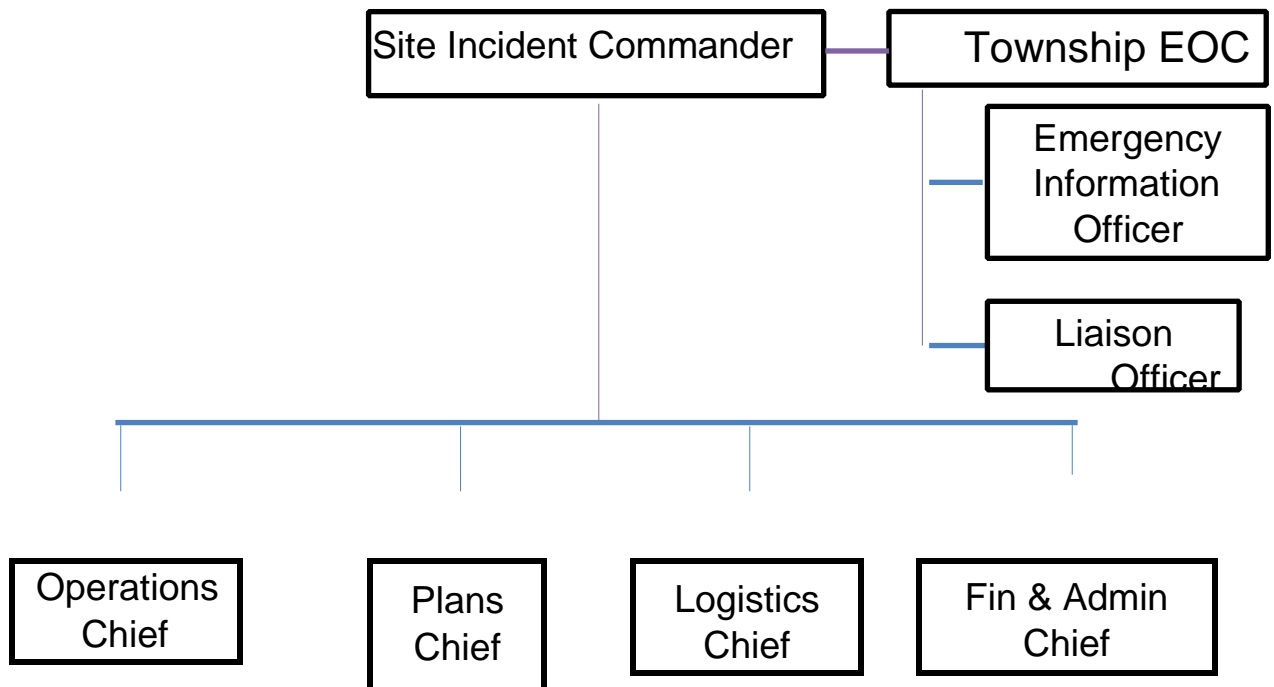
IMS applies a functional approach to emergency management and response. In doing so, it allows for the utilization of available personnel to fulfill the required functional roles regardless of their normal day to day positions or assignments within the Township. It is important to note that some functional requirements in the EOC are best suited to individuals who possess the required training, competency and professional skills to fulfill the functional responsibilities.

The five functions of the IMS are the responsibility of the EOC Commander. The first arriving CCG member will assume the function of the EOC Commander. The Command function may be transferred as other members of the CCG arrive. The EOC Commander

has the authority to delegate functions as required, and in doing so may establish each functional area as the need arises (tool box approach). The general practice is the more complex the incident, the larger the command structure will be in order to effectively and efficiently manage the incident.

The EOC Commander is responsible for ensuring all functions of the IMS are completed regardless if he/she chooses to delegate the function or not.

### 3.1 Township IMS Organizational Chart



### 3.2 EOC Functional Process

The Township is responsible for the overall management of the EOC facility, assigned resources within the EOC, and the provision of support to the Site Incident Commander.

The “function” of EOC Commander will be assumed by the first arriving CCG member in the EOC. The CCG member will remain as the EOC Commander until relieved by the arrival of a senior or higher ranking CCG member or when a shift change is necessary.

The Township Clerk has the authority to assume and/or delegate the EOC Commander function as he/she deems appropriate.

The following outlines the functional cycle within the Township EOC:

1. Establish the Command Function.
2. Prepare the Emergency Operations Centre.
3. Begin information gathering process (expand as required).
4. Conduct initial Incident Briefing.
5. Perform Planning Function (expand as required):
  1. Determine Primary Objectives & Strategy.
  2. Develop the EOC Incident Action Plan (IAP) and Operational Period.
6. Perform Logistics Function (expand as required).
7. Perform Operations Function (expand as required).
8. Perform Finance and Administration Function (expand as required).
9. Evaluate, adjust and re-evaluate.

Once established, the functions remain ongoing until the demobilization of the IMS structure and Command has been terminated.

### 3.3 Operating Period

Members of the EOC Command and the Site Incident Command will gather at regular intervals to inform each other of actions taken, pertinent information, and problems encountered. The Operational Period (usually 24 hours) is set as the specific time period necessary to achieve objectives of the respective Incident Action Plan (IAP).

The EOC Commander/Site Incident Commander will establish the frequency of briefings/meetings based on the IAP and the specified Operational Period. Briefings/meetings will be kept as brief as possible in order to allow members to carry out their assigned responsibilities.

As a guideline, the following can be considered a Daily Operating Cycle, but will be revised on a case by case basis:

- 0800 - Morning Briefing - review IAP and objectives for the next Operating Period
- 0900 - Section Meetings - assign daily tasks to meet the objectives of the IAP
- 1600 - Command Meeting - review daily progress, address issues and concerns
- 2000 - Operations Meeting - review daily accomplishments, set objectives for the next Operating Period
- 2300 – Plans – Incident Action Plan (IAP)

### 4.0 Declaration/Termination of an Emergency (Notification)

The Mayor, or in his/her absence a designate, is responsible for declaring an emergency. This decision is made in consultation with members of the CCG.

Upon declaring or terminating an emergency, the Mayor, in coordination with the Liaison Officer, will notify:

- Emergency Management Ontario (EMO) through the Provincial Emergency Operations Centre (PEOC)
- Council members
- Neighbouring community officials (as required)
- Residents and the General Public
- Local Member of Provincial Parliament (MPP) as required - Local Member of Parliament (MP) as required

A municipal emergency may be terminated at any time by:

- The Mayor, or in his/her absence a designate; or
- Premier of Ontario

Upon terminating an emergency, the Mayor, in coordination with the Liaison Officer, will notify:

- Emergency Management Ontario (EMO) through the Provincial Emergency Operations Centre (PEOC)
- Council members
- Neighbouring community officials (as required)
- Residents and the General Public
- Local Member of Provincial Parliament (MPP) as required
- Local Member of Parliament (MP) as required

#### 4.1 Requests for External Assistance

Assistance may be requested from the Province of Ontario at any time following the declaration of an emergency, without any loss of control or authority at the local level.

Requests for assistance from the Province of Ontario or the Government of Canada will be made through EMO and the PEOC. This contact will be ongoing, and made through the Liaison Officer at the request of the Mayor or EOC Commander.

Mutual aid/assistance agreements that are in place with neighbouring municipalities, for support or resources from those municipalities as needed, will be utilized by the agreed upon methodology. This can occur at any time prior to, during or after an emergency occurs should the resources be required by the Township.

Following any request for assistance or support, the Liaison Officer will ensure ongoing contact with the Logistics Chief to ensure all resources/support are documented and anticipated by emergency response personnel.

## 4.2 After Action Review

Following each incident where the EOC is activated, the Township will conduct an After Action Review (AAR) under the direction of the Community Emergency Management Coordinator. (CEMC) The purpose of the AAR is to review primary actions taken throughout the incident, identify what worked well, what didn't and to make recommendations for future incident response activities.

## 5.0 Plan Maintenance, Revision and Testing

### 5.1 Plan Maintenance and Revision

The Township ERP is developed and maintained under Municipal by-law in accordance with the EMPCA.

The Plan is reviewed and revised on an annual basis by the CCG and circulated to all plan holders in addition to being available to the public.

It is the responsibility of each person, agency, service or department named within the Township to keep their copy of the ERP current and notify the Town Clerk of any required revisions. All revisions will be reviewed and incorporated into the ERP as necessary. All revisions will be documented in the Record of Amendments.

This ERP has also been filed with EMO as required by the EMPCA.

### 5.2 Plan Testing

Annual exercises are conducted in order to test the overall effectiveness of the ERP and to provide training to the CCG and/or emergency response personnel and recovery stakeholders.

Recommendations stemming from these exercises will be reviewed and incorporated into the ERP as necessary. All revisions will be documented in the Record of Amendments.



## ANNEX 2 - IMS Key Roles & Responsibilities

### 2.1 EOC Commander

The EOC Commander is responsible for the overall management of the Township EOC. In most cases, the Township EOC is used for executive decision-making and coordination of off-site support for the Site Incident Commander. This support typically involves the setting of priorities and strategic direction, information, resource management, legal, and financial support.

The EOC Commander may also manage the delivery of essential services to areas not directly impacted by the emergency.

The EOC Commander **does not** make tactical decisions for responders or resources at the emergency site, unless there is no “site” (i.e. health emergencies). For situations such as this, tactical decisions will be made by the EOC Commander.

Responsibilities for the EOC Commander include (note - list is not all-inclusive):

- Establishes the EOC and ensures any other necessary emergency operations control facilities such as reception/registration centres, evacuation centres, media centres, etc. are activated as the need arises.
- Exercises overall management responsibility for activation, coordination, and demobilization of site support activities within the Township EOC.
- Appoints the Site Incident Commander (as required).
- Determines Township EOC priorities and objectives in consultation with the CCG and monitors continuously to ensure appropriate actions are taken and modified as necessary.
- Ensures sufficient support and resources are made available in order to accomplish priorities and objectives.
- Ensures that systems and services are maintained in the Township areas not affected by the ongoing emergency response operations.
- Ensures appropriate staffing levels for the Township EOC are established and maintained to support organizational effectiveness.
- Coordinates and chairs all Command staff briefings and meetings.
- Directs appropriate emergency public information actions in consultation with the Emergency Information Officer (EIO).
- Ensures communications are established with all assisting and cooperating agencies in consultation with the Liaison Officer (LO)
- Maintains an incident log of activities and contacts.

## 2.2 Site Incident Commander

The Site Incident Commander (IC) is the person responsible for all aspects of emergency response including quickly developing incident objectives; managing all incident operations; requesting and deploying of resources; and has the responsibility for all personnel involved at the site of the emergency.

Responsibilities for the Site Incident Commander include (note - list is not all-inclusive):

- Exercises overall management responsibility for activation, coordination, and demobilization at the site of the emergency.
- Ensures appropriate staffing levels for an effective emergency response are established and maintained to support organizational effectiveness at the site of the emergency.
- Establishes the Incident Command Post (ICP) as required.
- Determines the site emergency response priorities and objectives and monitors continuously to ensure appropriate actions are taken and modified as necessary.
- Works closely with the EOC Commander to request any external support or services required for an effective emergency response.
- Develops and distributes the Incident Action Plan (IAP) and Demobilization Plan.
- Approves the Incident Action Plan (IAP) and Demobilization Plan for the incident.
- Attends and contributes to all Command staff briefings and meetings.
- Coordinates and chairs all Operations briefings and staff meetings.
- Ensures all necessary emergency operations control activities such as road closures, signage, etc. are in place as the need arises.
- Arranges for the discontinuation of utilities or services provided by public or private entities (hydro, gas, water, closing of local businesses) ensuring public safety at all times.
- Ensures communications are established with response personnel, including external services and support.
- Maintains an incident log of activities and contacts.

## 2.3 Emergency Information Officer

The Emergency Information Officer (EIO) is responsible for the development and release of emergency information to response staff, residents, media and general public regarding an incident.

Approval for all releases of information come from the Mayor or Chief Administrative Officer if the Township EOC is activated, otherwise the Site Incident Commander is responsible.

General responsibilities include (note - list is not all-inclusive):

- Advises Command about media/public emergency information and media relations.



- Consults with Command and the Plans Section regarding restraints on the release of information.
- Provides information to Command about the emergency obtained from the public and media.
- Establishes key messages and media products for the public to be distributed by the Township website and through the media.
- Acts as the spokesperson for the Township (as required).
- Broadcasts emergency instructions (such as evacuations, road closures, etc.) to the public via the Township website and the media.
- Attends and contributes to all Command staff briefings and meetings.
- Establishes a media centre (as required)
- Establishes a public inquiry hotline (as required).
- Works closely with the EOC Commander and Site Incident Commander to arrange media tours (as required).
- Maintains an incident log of activities and contacts.

## 2.4 Liaison Officer

The Liaison Officer (LO) serves as the primary contact for organizations cooperating or supporting the incident response.

General responsibilities include (note - list is not all-inclusive):

- Advises Command about cooperating or supporting organizations relations and issues.
- Ensures familiarity with all mutual aid agreements the Township maintains.
- Attends and contributes to all Command staff briefings and meetings.
- Gathers information about organizations involved in the incident including representatives, standards and specialized resources or special support they might need.
- Serves as the primary contact and coordinator for organizations not represented in Incident Command.
- Ensures cooperating or supporting organizations respect the confidentiality of shared information.
- Provides briefings to organization representatives about the incident.
- Maintains a list of supporting and cooperating organizations.
- Works closely with the Logistics Chief, ensuring effective flow of communications for all requests for supporting resources.
- Maintains an incident log of activities and contacts.

## 2.5 Operations Chief

The Operations Chief is responsible to implement the Incident Action Plan (IAP).

General responsibilities include (note - list is not all-inclusive):

- Develops and manages the Operations Section to achieve the incident objectives set out by Command.
- Organizes, assigns and supervises all resources assigned to the incident.
- Working closely with Command, determines the site emergency response priorities and objectives and monitors continuously to ensure appropriate actions are taken and modified as necessary.
- Works closely with Command to request any external support or services required for an effective emergency response.
- Develops portions of the IAP and submits to the Planning Section.
- Attends and contributes to all Command staff briefings and meetings. - Attends all Operations briefings and staff meetings. - Maintains an incident log of activities and contacts

## 2.6 Plans Chief

The Plans Chief coordinates the development of each IAP and ensures the information is shared with all incident response staff, at the site and in the Township EOC.

General responsibilities include (note - list is not all-inclusive):

- Develops and manages the Planning Section to achieve incident objectives set out by Command
- Works closely with Command to request any external support or services required for an effective emergency response.
- Attends and contributes to all Command staff briefings and meetings.
- Coordinates and chairs all Planning Section briefings and staff meetings.
- Collects, collates, evaluates, analyses and disseminates incident information.
- Manages the planning process, including preparing and documenting the IAP for each Operational Period.
- Conducts long range and/or contingency planning for the incident.
- Maintains all incident documentation.
- Works closely with the Logistics Chief and the Liaison Officer to track resources assigned to the incident.
- Manages technical specialists activities (i.e. GIS services) as required.
- Develops and implements the demobilization plan.
- Maintains an incident log of activities and contacts.

## 2.7 Logistics Chief

The Logistics Chief ensures all supporting resources are available to implement the IAP. This may include facilities, transportation, supplies, fuel, specialized equipment, food service, communications, medical service for responders and support personnel.

Logistics and Finance and Administration work closely together to contract for and purchase goods and services.

General responsibilities include (note - list is not all-inclusive):

- Develops and manages the Logistics Section to achieve incident objectives set out by Command.
- Works closely with Command to request any external support or services required for an effective emergency response.
- Attends and contributes to all Command staff briefings and meetings.
- Coordinates and chairs all Logistics Section briefings and staff meetings.
- Develops portions of the IAP and submits to the Planning Section.
- Orders, obtains, maintains, distributes and accounts for essential personnel, equipment and supplies for the incident.
- Provides telecommunications/IT services and resources (if required).
- Arranges for and sets up food services for the incident (if required).
- Arranges for and sets up/maintains incident facilities (if required).
- Provides supporting transportation (if required).
- Provides medical services to incident personnel (if required).
- Maintains an incident log of activities and contacts.

## 2.8 Finance and Administration Chief

The Finance and Administration Chief provides financial and cost analysis for the incident.

Finance and Administration and Logistics work closely together to contract for and purchase goods and services.

General responsibilities include (note - list is not all-inclusive):

- Develops and manages the Finance and Administration Section to achieve incident objectives set out by Command.
- Works closely with Command to request any external support or services required for an effective emergency response.
- Attends and contributes to all Command staff briefings and meetings.
- Coordinates and chairs all Finance and Administration Section briefings and staff meetings.
- Develops portions of the IAP and submits to the Planning Section.
- Tracks Human Resources functions for personnel and equipment.
- Negotiates contracts and monitors all contracts supporting the incident.
- Ensures individual, organizational, and departmental expenses are reimbursed.
- Develops cost estimates for alternative response strategies (if required).
- Monitors sources of funding available to the Township.

- Tracks and reports daily cost summaries to Command.
- Maintains an incident log of activities and contacts.

## ANNEX 3 - Township EOC Staffing Model and Location

### 3.1 Township EOC Staffing Model

The Township EOC will be deployed as needed, in coordinated stages, as the flexibility in the Incident Management System allows for as many or as few sections to be deployed as needed to support operations.

The following Township EOC Staffing Model demonstrates a fully activated EOC:

<b>Head of Council:</b>	Lynn Watson Lynn Orchard (alternate)
<b>Township EOC Commander:</b>	Dave Jackson Lynne Duguay (primary alternate) Lacey Kastikainen (secondary alternate)
<b>Emergency Information Officer:</b>	Lacey Kastikainen Brenda Barbarie
<b>Liaison Officer:</b>	Lynne Duguay Brenda Barbarie (alternate)
<b>Site Incident Commander:</b>	(situational) Matt Jarrell, (Fire Chief) Cody Jarrell (Deputy Fire Chief) Donny Cameron, (Roads Supervisor) (alternate Roads Supervisor) Manuella Byrnes (Staff Sgt. OPP - officer in charge)
<b>Operations Chief</b>	(situational) Matt Jarrell (Fire Chief) Cody Jarrell (Deputy Fire Chief) Donny Cameron (Road Supervisor) Cody Jarrell (alternate Roads Supervisor)
<b>Plans Chief</b>	Tiffany Fleming
<b>Logistics Chief</b>	Donny Cameron
<b>Finance &amp; Administration Chief</b>	Brenda Barbarie

## 3.2 Township EOC Locations

- PRIMARY:** Township of MacDonald, Meredith & Aberdeen Additional  
Municipal Office  
208 Church Street, Echo Bay., ON  
phone: 2705-248-2441 / fax: 705-248-3091
- ALTERNATE #1:** Township of Laird Municipal Office  
3 Pumpkin Point Road, Echo Bay, ON  
phone: 705-248-2395 / fax: 705-248-1138  
LOCATED: 10 km. east of Primary EOC
- ALTERNATE #2:** Sylvan Valley Hall  
Hwy 638, Echo Bay, ON  
phone: 705-248-2438  
LOCATED: 8 km. south of Primary EOC

## ANNEX 4 - Contact Lists

### ANNEX 4.1 - PROVINCIAL EMERGENCY OPERATIONS CENTRE (EMO)

**DUTY OFFICER - 24-HOUR:      Business - 866-314-0472**  
**FAX - 416-314-6220**

### ANNEX 4.2 - TOWNSHIP EOC CONTACT LIST

NAME	TITLE	HOME	BUSINESS	CELL
Lynn Watson	Mayor	705-248-2421	705-248-2441	
Lynn Orchard	Alternate Mayor	705-248-2453	705-248-2441	705-971-1657
Dave Jackson	EOC Commander	705-248-3253		705-989-8996
Lynne Duguay	Emergency Information Officer		705-248-2441	705-542-3122
Lynne Duguay	Liaison Officer	705-248-1323	705-248-2441	705-257-0549
Brenda Barbarie	Health & Safety Officer	705-248-1258	705-248-2441	705-257-1948
Matt Jarrell	Fire Chief	705-971-5144		705-971-5144
Cody Jarrell	Deputy Fire Chief	705-248-1455	705-248-3030	705-971-6066
Donny Cameron	Roads Supervisor	705-248-1350	705-248-3030	705-257-0840
Cody Jarrell	Alternate Roads Supervisor	705-248-1455		705-971-6066
Manuella Byrnes	OPP Staff Sgt.	705-942-3367	705-992-3062	705-945-6797
Tiffany Fleming	Plans Chief		705-759-5365	705-941-8182
Donny Cameron	Logistics Chief	705-248-1350	705-248-3030	705-257-0840
Brenda Barbarie	Fin & Admin Chief	705-248-1258	705-248-2441	705-257-1948

**ANNEX 4.3 - MUNICIPAL GOVERNMENTS**

<b>NAME</b>	<b>BUSINESS</b>	<b>24-HOUR</b>	<b>FAX</b>
Echo Bay Municipal Office	705-248-2441	705-257-0549	705-248-3091
Tarbutt Twp.	705-782-6776	705-782-6776	705-782-4247
Plummer Twp.	705-785-3479	705-759-4043 (pager)	705-785-3135
Johnson Twp.	705-782-6601	705-782-6601	705-782-6780
Laird Twp.	705-248-2395	705-248-2317	705-248-1138
Huron Shores Twp.	705-843-2033	705-843-5783	705-843-2035
Bruce Mines	705-785-3493	705-785-3926	705-785-3170
Thessalon	705-842-2217	705-842-9367	705-842-2572
Twp. of Hilton	705-246-2472		705-246-0132
Hilton Beach	705-246-2242		705-246-2913
Twp. of St. Joseph	705-246-2625		705-246-3142
Garden River FN	705-946-6300		
Sault Ste. Marie	705-541-5173		705-949-2341

**ANNEX 4.4 - PROVINCIAL GOVERNMENT**

<b>NAME</b>	<b>BUSINESS</b>	<b>24-HOUR</b>	<b>FAX</b>
OPP	705-945-6316	888-310-1122	705-945-6797
Community & Social Services	SSM - 705-541- 2100  SUDBURY - 705- 564-6699		SSM - 705-253- 2082  SUBBURY - 705- 564-3099
Environment - Spills Action Centre	800-268-6060	800-268-6060	
Municipal Affairs and Housing	SUDBURY - 705-560-0120	1-800-461-1193	
Natural Resources & Forestry	SSM DISTRICT- 705-941-1231	705-941-1231	705-949-6450



<b>NAME</b>	<b>BUSINESS</b>	<b>24-HOUR</b>	<b>FAX</b>
Transportation - Sudbury Patrol Yard	800-461-9523	705-522-9380	
Transportation - Thessalon Patrol Yard	705- 842-3012	705- 842-3012	705-842-0468
Transportation - Echo Bay Patrol Yard	705-248-2641	705-541-8509 (Cell)	
Workplace Safety & Insurance Board	416-942-3002		

#### **ANNEX 4.5 - KEY LOCAL CONTACTS**

<b>NAME</b>	<b>BUSINESS</b>	<b>24-HOUR</b>	<b>FAX</b>
Echo Bay Central Public School	705-248-2271		705-248-2045
Central Algoma Secondary School	705-782-6263		705-782-4288
Algoma District Board of Education	705-945-7111	705-946-7994	704-942-2540
Algoma District Health Unit	705-759-5287	705-759-5287	705-759-1534
Thessalon Memorial Hospital	705-842-2014	705-842-2014	
Matthews Memorial Hospital (St. Joe's Island)	705-246-2570	705-246-2570	705-246-2569
Sault Area Hospital - SSM	705-759-3434	705-759-3434	705-759-3708
Echo Bay Nurse Practitioner	705-842-9898		705-842-9151
Group Health Centre - SSM	705-759-1234	705-759-1234	705-759-5659
Canadian Red Cross - SSM	705-759-4547	705-759-4547	705-759-3082
Lucey Loo's Restaurant	705-248-2727		
Bucci's Restaurant	705-248-1999		

Superior Propane	1-877-873-7467		
Home Hardware	705-2482931		
Pit Stop	705-248-3333		

**ANNEX 4.6 - MUNICIPAL INFRASTRUCTURE**

<b>NAME</b>	<b>BUSINESS</b>	<b>24-HOUR</b>	<b>FAX</b>
Bell Canada Repair	611	611	
Union Gas	888-774-3777	877-969-0999	877-443-0449
Algoma Power	705-253-0211	705-759-7600	705-253-6476
Hydro One		877-955-1155	
Huron Central Railway	705-254-4511	888-641-2177	705-254-5056
Ontario Clean Water Agency	705-248-3246	705-541-1338	

## ANNEX 5 - Mutual Aid Agreements

### 5.1 Canadian Red Cross

The Township and the Canadian Red Cross has entered into the following Service Agreement dated September 23, 2004:

# ANNEX 6 - INCIDENT ACTION PLAN (IAP) TEMPLATE

**INCIDENT NAME:**

**OPERATIONAL PERIOD: From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**DATE IAP VALID:**

**IMPACT TO TOWNSHIP SERVICES (list):**

- Expand as required

## **1. Objectives**

---

- Expand as required

## **2. Weather(date/timeissued)**

---

*Temperature      Relative Humidity      Wind Speed (direction)      Precipitation (mm/cm)*

**Weather Forecast (next 2-3 days):**

- Expand as required

**Extended Weather Outlook (next 5-7 days):**

- Expand as required

## **3. Priorities for the Day (list, be specific)**

---

- Expand as required

## **4. Assignments (list, be specific)**

---

- Expand as required

## **5. Resources Required (list, be specific)**

---

- Expand as required

## **6. Safety**

---

- Expand as required

## 7. Attachments

---

Item	Attached?	Description
Map		
Organization Chart		
Other (list)		

## 8. Cooperating Agencies (list)

---

- Expand as required

## 9. Vulnerable Persons

---

- Expand as required

## 10. Other Concerns (Pets, Livestock, etc.)

---

- Expand as required

## 11. Approval

---

**Prepared By:**  
*Plans Chief*

**Approved By:**  
*Incident Commander*

---

# ANNEX 7 - AFTER ACTION REVIEW (AAR) TEMPLATE

**Incident:**

**Incident Date(s):**

**Location:**

**AAR Meeting Date/Time:**

**In Attendance:**

- Expand as required

**Regrets:**

- Expand as required

**Chronology of Events (list):**

- Expand as required

**Section Reports (list highlights as applicable):**

- Command:
- Information Officer
- Liaison Officer
- Safety Officer
- Operations Section
- Plans Section
- Logistics Section
- Finance/Administration Section

**Action Items (be specific)**

1. Expand as required

**Other Comments:**

- Expand as required

Meeting adjourned @

## ANNEX 8 - MEDIA RELEASE - STATE OF EMERGENCY TEMPLATE

The Township of MacDonald, Meredith and Aberdeen Additional has declared a Local State of Emergency on

**DATE:**

**TIME:**

This Declaration of Emergency is authorized under the Ontario Emergency Management & Civil Protection Act and under the Township of MacDonald, Meredith and Aberdeen Additional Bylaw no 04.1455.

The Township has trained personnel who are responding to the emergency. A general inquiry line for residents has been set up at **(insert general inquiry line number(s))**.

Residents should stay tuned to local websites, radio stations and TV channels for more information.

Media Inquiries may be directed to:

**(insert name)** Emergency Information Officer at **(insert contact number(s))**

# ANNEX 9 - EMERGENCY PUBLIC NOTIFICATION FORM TEMPLATE

DATE of MEDIA RELEASE/ \_\_\_\_\_

The Township of MacDonald, Meredith & Aberdeen Additional has issued an Emergency Public Notification to residents of the Township due to: **(insert nature of emergency - who/what/where).**

Residents **(and businesses - if applicable)** located in **(indicate area of the Township, streets or local zones)** are instructed to:

- a. Shelter in Place **(provide instructions for sheltering in place)**
- b. Evacuate to **(designated reception centre)** via **(identified evacuation route).**
- c. Take refuge in a safe location \_\_\_\_\_ **(depending on the nature of the event may be an interior basement room or interior upper level room)** and await further instructions.

The Township has emergency plans in place to cope with emergencies and trained personnel are working diligently to respond to the emergency situation at this time. Members of the public are encouraged to tune into local media **(indicate which radio or TV stations)** and the Township website for more important information regarding the emergency.

\* If an evacuation is required, \_\_\_\_\_ **(provide instructions for evacuating and any transportation guidelines).**

\* If you do not have the means to self evacuate, post a large sign in a visible location from the road with the word "HELP" written in large letters or call \_\_\_\_\_ **(designated general inquiry line)** for assistance.

\* During school hours, if parents need to pick up their children at the school's designated Emergency Shelter Location, please check with the local school.

Next media update: \_\_\_\_\_ **(indicate date/time of next media update)**

Media inquiries should be directed to: **(insert name)**  
Emergency Information Officer



# ANNEX 10 – Declaration of Emergency

Municipality: Township of MacDonald, Meredith & Aberdeen Additional

I, Mayor \_\_\_\_\_ hereby declare a state of local  
Emergency in accordance with the Emergency Management and Civil  
Protection Act, R.S.O. 1990, c E.9 s.4.(1) due to the emergency described  
herein: *(nature of emergency)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

for an Emergency Area or part thereof described as: *(geographic boundary)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_ at \_\_\_\_\_ *(time)*

In the Municipality of:

Township of MacDonald, Meredith and Aberdeen Additional

A copy of this declaration is to be forwarded to OFMEM

Duty Operations Officer Tel: 1-866-314-0472

Email: [pencdo01@ontario.ca](mailto:pencdo01@ontario.ca) Fax (416) 314-6220 or (416) 314-0474

# ANNEX 11 – Termination of a Declared Emergency

Municipality of: Township of MacDonald, Meredith & Aberdeen Additional

I, Mayor \_\_\_\_\_ hereby declare a state of local  
Emergency terminated in accordance with the Emergency Management and  
Civil Protection Act, R.S.O. 1990, c E.9 s.4.(1) due to the emergency  
described herein: *(nature of emergency)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

for an Emergency Area or part thereof described as: *(geographic boundary)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_ at \_\_\_\_\_ *(time)*

In the Municipality of:

Township of MacDonald, Meredith and Aberdeen Additional

A copy of this declaration is to be forwarded to OFMEM

Duty Operations Officer Tel: 1-866-314-0472

Email: [pencdo01@ontario.ca](mailto:pencdo01@ontario.ca) Fax (416) 314-6220 or (416) 314-0474