



**TOWNSHIP**

**OF**

**O'CONNOR**

**MUNICIPAL**

**EMERGENCY PLAN**

December 18, 2017

(Amended May 11, 2020)

## TABLE OF CONTENTS

<b>INTRODUCTION</b> .....	i
<b>FORWARD</b> .....	ii
<b>COMMUNITY EMERGENCY MANAGEMENT PROGRAM COMMITTEE</b> .....	ii
<b>EMERGENCY PLAN FOR THE COORDINATION OF SERVICES IN THE EVENT OF A REAL OR IMPENDING EMERGENCY</b>	
1. AIM .....	1
2. COMPOSITION OF THE MUNICIPAL EMERGENCY CONTROL GROUP....	1
3. COMPOSITION, RESPONSIBILITIES AND POWERS OF THE COMMUNITY CONTROL GROUP (CCG) .....	1
4. IMPLEMENTATION OF PLAN .....	2
5. INCIDENT MANAGEMENT SYSTEM (IMS).....	2
6. ALERTING OF THE COMMUNITY CONTROL GROUP (CCG).....	3
O'CONNOR CCG CALL OUT LIST .....	3
<b>RESPONSIBILITIES:</b>	
7. COMMUNITY CONTROL GROUP (CCG) .....	6
8. MAYOR OR ACTING MAYOR (HEAD OF COUNCIL) .....	7
8. CLERK-TREASURER .....	8
9. EMERGENCY INFORMATION OFFICER.....	8
10. OPP THUNDER BAY DETACHMENT COMMANDER.....	9
11. COMMUNITY EMERGENCY MANAGEMENT CO-ORDINATOR.....	9
12. FIRE CHIEF OR DEPUTY FIRE CHIEF .....	10
13. ROAD SUPERINTENDENT .....	10
14. EMERGENCY MEDICAL SERVICES MANAGER.....	11
15. MEDICAL OFFICER OF HEALTH.....	11

## RESPONSIBILITIES (CON'T):

16. THE THUNDER BAY DISTRICT SOCIAL SERVICES ADMINISTRATION BOARD.....	12
17. MINISTRY OF NATURAL RESOURCES & FORESTRY DISTRICT MANAGER..	12
18. LAKEHEAD REGION CONSERVATION AUTHORITY CAO .....	13
19. EVACUATION PROCEDURES .....	13
20. RECEPTION CENTRES & PHONE NUMBERS.....	14
APPENDIX "A" - EMERGENCY COMMUNICATIONS PLAN .....	15
APPENDIX "B" – INCIDENT MANAGEMENT SYSTEMS (IMS) .....	17
APPENDIX "C" – O’CONNOR – HIRA .....	19
APPENDIX "D" – EMERGENCY EVACUATION PLAN .....	21
APPENDIX "E" – PUBLIC INFORMATION GUIDE: EVACUATION.....	25
APPENDIX "F" – PUBLIC INFORMATION GUIDE: DANGEROUS GASES .....	28
APPENDIX "G" – PUBLIC INFORMATION GUIDE: TORNADO .....	29
APPENDIX "H" – INFLUENZA PANDEMIC PLAN .....	30
APPENDIX "I" – AMENDMENTS .....	44
APPENDIX "J" – AMENDEMENTS .....	45
SUPPLEMENTAL DOCUMENT 1 – O’CONNOR CRITICAL INFRASTRUCTURE .....	46
SUPPLEMENTAL DOCUMENT 2 – PROVINCIAL EMERGENCY OPERATIONS CENTRE CONTACT INFORMATION .....	47
SUPPLEMENTAL DOCUMENT 3 – EMERGENCY/RECEPTION NUMBERS .....	48
SUPPLEMENTAL DOCUMENT 4 – ADDITIONAL RESOURCES .....	51
SUPPLEMENTAL DOCUMENT 5 – EVACUATION REGISTRATION FORM.....	52
SUPPLEMENTAL DOCUMENT 6 – DECLARATION OF EMERGENCY (FORM) .....	53
SUPPLEMENTAL DOCUMENT 7 – TERMINATION OF EMERGENCY (FORM).....	54

## **INTRODUCTION**

The Township of O'Connor is situated 26 km west of the City of Thunder Bay, adjacent to the Municipality of Oliver Paipoonge, the Township of Conmee, the Township of Gillies and the unincorporated Township of Marks. It has an area of approximately 109 square km and has a rural population of approximately 700.

Highway 590 runs through the northern half of the Township in an east/west direction and Highway 595 runs north and south through the centre of the Township. The Whitefish River Valley (in the southeast), is a major physical feature of the Township. O'Connor Township is characterized by rural residential development and small-scale agriculture.

O'Connor has a volunteer Fire Service and First Response Team, and its policing is conducted by the OPP Thunder Bay Detachment.

O'Connor has enhanced 911 service.

O'Connor's Critical Infrastructure is listed in a Supplemental Document 1.

The most probable emergencies to affect the Township are listed in the HIRA (Hazard Identification and Risk Analysis) and are attached as Appendix B.

The Ontario Power Generation (OPG) has a Kaministiquia River System Dam Safety and Emergency Preparedness and Response Plan. A Copy of this plan is to be kept in the Emergency Operations Centre and is referred to in any dam break or serious flooding on the Kam River.

The Lakehead Region Conservation Authority (LRCA) is the lead agency in a flood. A copy of its Flood Warning System – External Plan is to be kept in the Emergency Operations Centre and is to be utilized in any flood or impending flood.

## **FORWARD**

Emergencies are defined as situations or the threat of impending situations abnormally affecting the health, safety, welfare or property of the community, which by their nature or magnitude require a controlled and coordinated response by all agencies. These are distinct from routine operations carried out by municipal agencies, e.g. fire, police, or road departments, etc.

The Emergency Management and Civil Protection Act is the authority for the by-law formulating this Emergency Plan. This plan prescribes procedures for and the manner in which municipal employees and other persons will respond to an emergency.

The Emergency Management and Civil Protection Act states “Head of Council may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he/she considers necessary and are not contrary to the law to implement the emergency plan of the municipality and to protect the property and the health, safety and welfare of the inhabitants of the emergency area”. Accordingly, it is clear that the principal function of the Community Control Group, if assembled, is to assist the Head of Council in making and placing in effect any decisions and orders that are made to control and mitigate the effects of an emergency.

All members of Council, Community Control Group, and members of responding agencies should read the plan, know where their copy is kept and should be familiar with their duties in the event of an emergency.

In addition to this Emergency Plan, each responding department/agency will also have its own emergency plan or standard operating procedures, call-out and resource list.

## **COMMUNITY EMERGENCY MANAGEMENT PROGRAM COMMITTEE**

The Community Emergency Management Program Committee is comprised of the Mayor and Council, the Fire Chief, CEMC and Alternate CEMCs and the Clerk-Treasurer. This group will approve the emergency plan’s content and review the municipal emergency management program annually and is chaired by the Mayor or Acting Mayor.

## **EMERGENCY PLAN FOR THE COORDINATION OF SERVICES IN THE EVENT OF A REAL OR IMPENDING EMERGENCY**

### 1. **AIM**

To establish a general plan of action for the coordinated response in the event of an emergency, or impending emergency, in order to preserve life, health and property.

### 2. **COMPOSITION OF THE MUNICIPAL EMERGENCY CONTROL GROUP (MECG)**

The Municipal Emergency Control Group (MECG) shall be comprised of the following persons or their alternates:

- Mayor
- Clerk-Treasurer
- Fire Chief
- Deputy Fire Chief

The MECG will be also be part of the Community Control Group (CCG). In the Mayor's absence, the Acting Mayor shall be appointed as per The Township of O'Connor Procedural By-law.

### 3. **COMPOSITION, RESPONSIBILITIES AND POWERS OF THE COMMUNITY CONTROL GROUP (CCG)**

All emergency operations shall be directed and controlled by the Community Control Group (CCG) who will assemble at the Emergency Operations Centre (EOC). The CCG shall be comprised of the following persons or their alternates:

- Mayor
- Clerk-Treasurer (Emergency Information Officer)
- OPP Thunder Bay Detachment Officer
- CEMC
- Fire Chief
- Deputy Fire Chief
- Roads Superintendent/Leadhand
- Emergency Medical Services Supervisor
- Medical Officer of Health
- CAO, Thunder Bay District Social Services Administration Board (TBDSSAB)
- In case of fire, flood, or drought, the Ministry of Natural Resources and Forestry (MNRF) District Manager.
- In case of flood, the CAO of Lakehead Region Conservation Authority.

Note: All members of the CCG must be notified when the plan is activated. Not all of the CCG members have to be present for the CCG to function. Additional personnel may be required (scribes, a dangerous goods expert, a person from Ontario Power Generation, etc).

#### 4. **IMPLEMENTATION OF THE PLAN**

It is the responsibility of the first responding municipal agency at the scene of an emergency to assess the situation and to recommend whether this plan should be implemented. If the size or seriousness of the emergency appears beyond the capability or responsibilities of that agency, the plan shall be put into effect. Any member of the CCG, upon realizing the magnitude of an emergency or impending emergency warrants the plan's implementation, may do so.

Once the emergency exists, municipal employees may take such action(s) under this Emergency Plan as required to protect lives and property of the community even though an emergency has not been declared under the Act.

#### 5. **INCIDENT MANAGEMENT SYSTEMS (IMS)**

The first responding municipal agency and the CCG will implement the Incident Management System (IMS). The IMS provides a standardized organization of structures, functions, processes and terminology for the use at all levels of emergency management in Ontario and is consistent with internationally recommended practices.

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

- All incident responses can be organized using five functional areas of activity: Command, Operations, Planning, Logistics, and Finance & Administration
- IMS is applicable at all incidents and by all levels of response (for example, on-site response and Emergency Operations Centre support/responses)
- The system is scalable and modular. Ontario's IMS doctrine can be considered a toolbox for incident response. Only the tools needed for each incident are used.
- The use of common terminology and criteria ensures mutual understanding amongst responders and facilitates the exchange of resources.

Appendix "B" of this Plan details the IMS five key functions and the rolls and responsibilities of individual involved.

6. **ALERTING OF THE COMMUNITY CONTROL GROUP (CCG)**

On receipt of instructions from a member of the CCG, the **ONTARIO PROVINCIAL POLICE** will call the Head of Council and the Clerk-Treasurer. The Clerk-Treasurer will call all members of the CCG, or their alternates if the CCG member cannot be contacted. In the event telephone service is out, the police will contact the Head of Council and the Clerk-Treasurer by the most effective means. Whichever member of the group gives the call-out instruction will decide if this is to be a call-out or standby. Ensure the instructions are explicit. Instructions will include:

- a) This is an emergency call-out. Please attend the Emergency Operations Centre at \_\_\_\_\_.

OR

- b) This is an emergency standby call only. Please remain by your telephone until further notice. The standby call may also be made by one of the CCG members who could supply more information:

- The primary Emergency Operations Centre (EOC) is the MUNICIPAL OFFICE.
- The Alternate EOC is the O'Connor Conmee Baptist Church, 473-9362 (see Supplemental Notes for contact information).
- The Second Alternate EOC is the Oliver Paipoonge Municipal Office, 935-2613 (see Supplemental Notes for contact information).

Should the magnitude of an emergency be so extensive that communications are disrupted, and it is apparent to the CCG members that a disaster has occurred, all available CCG members, not required at the scene of the emergency, are to proceed to the Emergency Operations Centre (EOC) immediately.



**6. THE COMMUNITY CONTROL GROUP (CCG) SHALL:**

- a) Establish the Incident Management System (IMS)
- b) Take such action as is necessary to minimize the effects of an emergency or disaster on the municipality or its inhabitants;
- c) Direct, co-ordinate and supply administrative and logistic support to all municipal departments and volunteer organizations in controlling the emergency or disaster;
- d) Be prepared to authorize the expenditure of municipal funds, which are required for the preservation of life and health;
- e) Establish an information center for issuance of accurate releases to the news media and for issuance of authoritative instructions to the general public.
- f) Take initiative on any action required which isn't covered in the emergency plan;
- g) Share information on the emergency and important action taken by you and your agency with other members of the CCG via a written flip chart type of device and retain the pages for record purposes;
- h) Ensure all necessary CCG members have been contacted;
- i) Be aware that communications usually are the first thing to break down in an emergency. Ensure the CCG communicate well within the group, to/from their department/agency, use maps when applicable or any other means to assist in sharing of information;
- j) All available members of the CCG will gather at regular intervals of business cycles to inform each other of actions taken and problems encountered. Frequency of meetings and agenda items will be established by the Clerk-Treasurer in consultation with the Mayor and CEMC. Meetings will be kept as brief as possible to allow members to carry out their individual responsibilities;
- k) Ensure all personnel have been accounted for and advised of the termination of the emergency in order that no workers are left behind. Each agency should have a list of its personnel working during the emergency and use it as a "check-off list" at the termination of the emergency;
- l) Individually maintain a log of all actions taken.

**7. THE MAYOR OR ALTERNATE (HEAD OF COUNCIL) SHALL:**

- a) Consult with members of the Community Control Group (CCG) and decide if a state of emergency should be declared;
- b) Declare an emergency under the Emergency Management & Civil Protection Act, if warranted;
- c) Order an evacuation of people in the danger zone from a potentially life-threatening/health situation, if warranted and in consultation with applicable experts in the CCG;
- d) Appoint an Emergency Information Officer if it is to be other than the Clerk-Treasurer;
- e) Ensure Office of the Fire Marshall and Emergency Management (OFMEM) has been notified by fax of the declaration of an "Emergency" via the Provincial Emergency Operations Centre (PEOC);
- f) Approve news and public announcements.
- g) Request assistance from neighbouring municipalities for evacuation and reception centres, if applicable;
- h) Update Council on the emergency as required;
- i) If an "Emergency" has been declared, terminate the "Emergency" at the end of the situation and ensure PEOC is notified by fax;
- j) Assist the Clerk-Treasurer with the application for the Municipal Disaster Recovery Assistance (MDRA) funding;
- k) Keep a log of all actions taken.

Note: Under the Emergency Management & Civil Protection Act, in the municipality, only the "Head of Council" may declare an emergency. Normally the "Head of Council" declares the emergency terminated; however, under the Act, the municipal council or the Premier of Ontario may declare the termination of an emergency.

**8. THE CLERK-TREASURER SHALL:**

- a) Serve as an advisor to the Head of Council on administrative matters and provide for the safety of municipal records;
- b) Ensure that all members of the Community Control Group (CCG) have been called out;
- c) Carry out any necessary administration in connection with the emergency;
- d) Act as Emergency Information Officer and arrange for the establishment of a public information service to provide specific information to people who may be affected by the emergency;
- e) Maintain liaison with all supporting agencies, as required;
- f) Arrange for a reception centre, in the municipality, to provide immediate welfare services until social service agencies arrive;
- g) Arrange for the assistance from volunteers to assist the Thunder Bay District Social Services Administration Board (TBDSSAB) carry out the welfare function;
- h) Notify the City Manager in Thunder Bay if a reception center will be required in Thunder Bay;
- i) Have and maintain an up-to-date inventory of supplies and equipment required for the Emergency Operations Centre (EOC) with one copy in the EOC and ensure the supplies and equipment are always in the EOC;
- j) Conduct "business cycles" in the EOC - refer to "CCG Duties";
- k) Apply for any Municipal Disaster Recovery Assistance (MDRA) funding which may be available following the termination of a declared emergency;
- l) Maintain a log of all actions taken;
- m) Ensure that local names, telephone numbers, etc. are electronically updated regularly for this plan. Ensure hard copies are distributed to local plan holders.

**9. THE EMERGENCY INFORMATION OFFICER SHALL:**

- a) Arrange for the dissemination of special information e.g. emergency responders to report to a location or go on standby for call-out as the case may be; citizens to refrain from using telephones so emergency communications will remain open; provide information on health hazards as prepared by the Medical Officer of Health;
- b) Schedule press conferences on a regular basis;
- c) Utilize 211 Service;
- d) Arrange for media facilities;
- e) Appoint a Citizen Inquiry Officer and telephone for a Citizen Inquiry Hot Line;
- f) Gather information from emergency services and prepare releases for the approval of the Head of Council prior to all press conferences;
- g) Maintain a log of all actions taken.

**10. THE OPP DETACHMENT COMMANDER SHALL:**

- a) Activate the department's emergency alert system;
- b) Call the Head of Council and the Clerk-Treasurer;
- c) If appropriate, appoint an on-site Police Coordinator;
- d) If warranted, set up an on-site command post, either in existing facilities or in a mobile command post;
- e) Seal off the emergency in the event such action is necessary;
- f) Control traffic to facilitate the movement of emergency and evacuation vehicles;
- g) Assist the Fire Department in evacuation of buildings and areas;
- h) Provide security and prevent looting in emergency or evacuation areas and reception centers;
- i) Arrange for additional police assistance, if required;
- j) Advise the Coroner in the event of fatalities and perform whatever additional responsibilities may be necessary under the Coroners Act and other statutes;
- k) Keep the Community Control Group (CCG) apprised of the emergency situation;
- l) Maintain a log of all actions taken.

**11. THE COMMUNITY EMERGENCY MANAGEMENT CO-ORDINATOR (CEMC) SHALL:**

- a) Advise Office of the Fire Marshall & Emergency Management (OFMEM) of any declared "Emergency" in the Provincial Emergency Operations Centre via fax and liaise with OFMEM during the emergency (notify Amethyst Field Officer as a courtesy);
- b) Contact the Lakehead Amateur Radio Club and arrange for the Club to either be on standby or to have members attend and assist in communication functions if communications may be a problem;
- c) Act as a resource person for equipment, advisors, volunteer, provincial and federal agencies;
- d) Act as Advisor to the Mayor;
- e) Notify the Provincial Emergency Operations Centre via fax at the termination of a declared emergency;
- f) Conduct a debriefing session, following the termination of a declared emergency;
- g) Coordinate or assist with an emergency exercise in the municipality each year;
- h) Maintain a log of all actions taken.

**12. THE FIRE CHIEF OR DEPUTY FIRE CHIEF SHALL:**

- a) Establish the Incident Management System (IMS)
- b) Activate the Fire Service's Emergency Call-Out System;
- c) Conduct firefighting operations;
- d) Direct and/or assist rescue operations;
- e) Activate the Fire Mutual Aid System, if required;
- f) In the event of a dangerous goods spill,
  - i) Ensure the Ministry of Environment and CANUTEC are contacted for any assistance required,
  - ii) Make available to the CCG the applicable portion(s) of the Book entitled "North American Emergency Response Guidebook";
- g) Should a CBRNE or HUSAR team be required, call for the Applicable team;
- h) Keep the CCG updated on the emergency situation if the Fire Services is involved;
- i) Maintain a log of all actions taken.

**13. THE ROAD SUPERINTENDENT/LEADHAND SHALL:**

- a) Establish an Incident Management System (IMS)
- b) Activate the department's emergency alert system;
- c) Provide municipal equipment and personnel, as necessary;
- d) Arrange on a local basis for the procurement of special equipment e.g. heavy duty cranes, pumps, etc.;
- e) Liaise with the Ministry of Transportation Officials and obtain necessary resources from them when warranted;
- f) Arrange for disconnection of utilities that represent a hazard and keep a list of local suppliers and location of equipment in the case of an emergency;
- g) Advise the CCG when sustained damage to structures exceeds safe limits;
- h) Provide assistance in cleanup operations and repair damages where there is a municipal responsibility;
- i) Provide flashers and barricades;
- j) Provide assistance in search and rescue of trapped and injured people;
- k) Restore and obtain assistance in restoring essential services;
- l) Act as liaison with local and provincial utilities;
- m) Maintain a log of all actions taken.

**14. EMERGENCY MEDICAL SERVICES MANAGER SHALL:**

- a) Activate the department's emergency alert system and emergency plan;
- b) Assume responsibility for triage and evacuation of casualties from the emergency site;
- c) Assume responsibilities for additional resources of ambulances, personnel, and communications equipment via Central Ambulance Communications Centre in Thunder Bay:
  - i) Using ambulance radio frequencies OR by calling 911 for ambulance dispatch;
- d) Provide and co-ordinate all transport requirements for the movement of casualties;
- e) Keep the Medical Officer of Health informed at regular intervals of all ambulance service activities and also the CCG if the Medical Officer of Health is not in the EOC;
- f) Maintain a log of all actions taken.

**15. MEDICAL OFFICER OF HEALTH SHALL:**

- a) Activate the Health Unit's emergency alert systems;
- b) Coordinate all community health and medical services that may be required and liaise with other essential services;
- c) Provide and disseminate public information on any health hazards;
- d) Provide advice on public health matters to the Head of Council;
- e) Provide for mass immunization, if required;
- f) Oversee water quality and advise on an alternate supply of potable water, if required;
- g) Provide advice to the Head of Council on the evacuation of buildings and area for health reasons;
- h) Notify other agencies and senior levels of government about health related matters;
- i) Maintain a log of all actions taken.

16. **THUNDER BAY DISTRICT SOCIAL SERVICES ADMINISTRATION BOARD (TBDSSAB) SHALL:**

- a) Activate the department's emergency alert system;
- b) Alert/call-out the following, as necessary:
  - i. Salvation Army
  - ii. Canadian Red Cross
  - iii. St. John Ambulance;
- c) According to the nature of the emergency, ensure the survival and well-being of people during and following an emergency by coordinating with the local welfare agency and volunteer groups, for:
  - i. **Emergency clothing** to provide adequate protection from the elements,
  - ii. **Emergency lodging** to provide adequate temporary accommodation for the homeless,
  - iii. **Emergency feeding** to sustain those without food or adequate food preparation facilities, and in conjunction with the Salvation Army,
  - iv. **Individual and family services** to assist and counsel individuals and families in need and to provide special care to unattached children and dependent adults;
- d) Assist the Red Cross in the registration and inquiry services to reunite families and to collect information and answer queries concerning the safety and whereabouts of missing persons;
- e) Maintain a log of all actions taken.

17. **THE MINISTRY OF NATURAL RESOURCES & FORESTRY (MNR) DISTRICT MANAGER SHALL:**

- a) Issue the preliminary alert in a forest fire, flood or drought situation to municipal officials;
- b) Provide for forest fire fighting or flood control as per Ministry policy;
- c) Recommend evacuation, if warranted;
- d) Determine the evacuation routes in conjunction with municipal officials and the Ontario Provincial Police;
- e) On completion of the fire or flood emergency, will authorize the return of the residents if they have been ordered evacuated by the Province;
- f) Maintain a log of all actions taken.

18. **LAKEHEAD REGION CONSERVATION AUTHORITY (LRCA) CAO SHALL:**

- A. Activate the Authority's Flood Warning Plan;
- B. Issue a preliminary flood "Advisory" in a potential flood situation to municipal officials and to the media;
- C. Issue a flood "Warning" in a flood situation to municipal officials and to the media;
- D. Advise municipal officials when alerted of a dam breach or a potential failure;
- E. Provide technical flood data;
- F. Cancel flood Advisory/Warning as the situation warrants;
- G. Maintain a log of all actions taken.

19. **EVACUATION PROCEDURES**

REFER TO APPENDIX "D" – Emergency Evacuation Plan

- A. In the event that only a small portion of O'Connor is ordered evacuated, reception centres will be set up in the safe areas of the Township and will be utilized if it is safe, timely and prudent to utilize them.
- B. Evacuees will be encouraged to stay with relatives or friends rather than using reception centres.
- C. In an evacuation whereby the residents of the Township are required to leave O'Connor, the reception municipality is the City of Thunder Bay. Evacuation routes will be selected depending on the road conditions and safety factors.

Evacuation Routes:

**Highway 590 and 595 to Highway 11/17 and East to Thunder Bay  
Highway 590 and 588 to Highway 11/17 and East to Thunder Bay**

- D. On evacuation orders by the Mayor or the District Manager of the Ministry of Natural Resources and Forestry in the case of a forest fire or flood, the Fire Department, assisted by the OPP, will alert the residents by going door to door.
- E. The Clerk-Treasurer or Emergency Information Officer, if designated by the Mayor, will use electronic media to assist in alerting residents, explaining the mode of travel and evacuation route. A sample notice is shown in Appendix D named "Public Information Guide: Dangerous Gases", and Appendix E named "Public Information Guide: Tornado" and can be modified to meet the current situation.
- F. The Mayor, time permitting, will give a brief interview to the electronic media to verify for residents the authenticity of the evacuation order and to provide reassurance to them.



## APPENDIX "A"

### EMERGENCY COMMUNICATIONS PLAN

- A) Timely and accurate information is of utmost importance during an emergency. Sharing of information is critical for a coordinated response. Each department and position/person listed in the Emergency Plan must know their role in the Emergency Plan and their role in their everyday duties. This includes how they communicate on a regular basis and how they communicate when the normal lines of communication are out of service.
- B) Upon implementation of the Emergency Plan, ensure the following is carried out to facilitate communication and an effective response:
- CCG:
- i) Share information verbally and by flipchart with other CCG members.
  - ii) Initiate and ensure two-way communication with your department and your department head at the site, via the best available method e.g., land line, telephone, cellular telephone, radio, fax, runner, ham radio.
  - iii) Create timely, accurate and appropriate information for the public for dissemination by the Public Information Coordinator. (Approved and signed by the "Head of Council").
  - iv) Prepare public education bulletins for the public concerning health, safety or security as needed, for distribution to the public by the Public Information Coordinator via the media, handout, etc.
  - v) If reception centres are set up, provide above information via maps, hard copies and by CCG members in person.
  - vi) Time permitting, the "Head of Council" should give live media coverage initially or at a public meeting to give authority for the emergency. (The public will be better able to believe the situation as there is often denial.)

- vii) Liaise with mutual aid, corresponding municipal, provincial, federal and industrial counterparts.
- viii) When official requests are made for provincial or federal help, communicate by the most secure and effective means via the Provincial Emergency Operations Centre (PEOC). Otherwise, there could be a breakdown of communications and unneeded costs to the municipality.
- ix) Ensure the Public Information Officer is in place and appoint as needed. Make sure all the resources they need are available and that their duties are being carried out in a timely and accurate manner.
- x) Utilize 211 Services.

## **APPENDIX “B”**

### **INCIDENT MANAGEMENT SYSTEM (IMS)**

The Incident Management System (IMS) applies a functional approach to emergency management. In doing so, it allows for the utilization of available personnel to fulfill the required functional roles regardless of their normal daily positions and assignments within the Township. It is important to note that some functional requirements of the Emergency Operations Centre (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 listed in the following chart on Page 18 are the responsibility of the EOC Commander. The first arriving Emergency Control Group (ECG) member will assume the function of the EOC Commander. The EOC Commander function may be transferred as other members of the ECG 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 (too box approach). The general practice is the more complex the incident, the larger the command structure in order to effectively and efficiently manage the incident.

There are seventeen (17) standard principles that provide guidance for the implementation of the key functions:

- |                                      |  |
|--------------------------------------|--|
| 1. Standard Terminology              | 10. Integrated Communications          |
| 2. Applicability                     | 11. Sustainability                     |
| 3. Management by Objectives          | 12. Modular & Scalable Organization    |
| 4. Simplicity & Flexibility          | 13. Information Management             |
| 5. Standardization                   | 14. Inter-Organizational Collaboration |
| 6. Interoperability                  | 15. Comprehensive Resource Management  |
| 7. Unity of Command                  | 16. Designated Incident Facilities     |
| 8. Span of Control                   | 17. Accountability                     |
| 9. Consolidated Incident Action Plan |  |

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.

Unlike other emergency services, the Township of O'Connor has no official designated ranking structure as found in the chain of command of emergency services. However, the Township structure has a natural inferred hierarchy that is applicable to an Incident Management System.

The following applies to the Township of O'Connor ECG for the purpose of implementing the IMS. Listed in descending order:

- Mayor
- Clerk-Treasurer
- Fire Chief
- Deputy Fire Chief
- Road Superintendent/Leadhand

<b>Function</b>	<b>General Responsibilities</b>
EOC Commander	Responsible for the overall management of the EOC facility and assigned resources within the EOC, and the provision of support to the Site Incident Commander.
Safety Officer (Site) Risk Officer (EOC) Legal Services  (Command Staff)	Monitors safety conditions and develops safety measures related to the overall health and safety of all incident responders. The Safety Officer must have knowledge and professional experience to be able to control or reduce occupational hazards and exposures. The Risk officer and/or Legal services provides advice with respect to risk exposure, due diligence, and claims handling procedures, when applicable.
Emergency Information Officer (EIO)  (Commander Staff)	Responsible for the development of emergency information regarding the incident and its release to the public. Command must approve all emergency information that the EIO releases to the media.
Liaison Officer  (Command Staff)	Serves as the primary contact for Assisting or Supporting Organizations and advises Command of issues related to outside assistance and support, including current or potential inter-organizational needs.
Operations Section Chief	Responsible for providing overall supervision and leadership to the Operations Section, including the implementation of the Emergency Operations Centre Incident Action Plan (IAP), as well as the organization and assignment of all operations resources.
Planning Section Chief	Responsible for providing overall supervision and leadership to the Planning Section, as well as the organization and assignment of all planning resources. Responsible for coordinating the development of the EOC Incident Action Plan for each operational period and the collection, collation, evaluation, analysis and dissemination of incident information.
Logistics Section Chief	Responsible for providing facilities, services and materials in support of the incident. Participates in the development of the logistics-related section of the EOC Incident Action Plan, and activates and supervises the Branches and Units as well as the organization and assignment of resources within the Logistics Section.
Finance & Administration Section Chief	Responsible for financial and administrative support to an incident, including all business processes, cost analysis, financial and administrative aspects, and ensures compliance with financial policies and procedures. Provides direction and supervision to Finance & Administration Section staff including their organization and assignment.

It is important to note that the five (5) key functions of the IMS are consistent throughout the Planning, Mitigation, Response and Recovery stages of an Emergency.

## APPENDIX “C”

A HIRA (Hazard Identification and Risk Analysis) was conducted for the Township of O’Connor. The most serious are listed below and are scored both for probability of occurrence and potential consequence. The number on the left is the probability and the number on the right is the potential consequence. The study did not include only the Township of O’Connor but took into account emergencies in similar Municipalities in the District of Thunder Bay.

### Scoring

<b>Probability of Occurrence</b>	<b>Consequence</b>
1 - No incidents in the last 15 years	1 – Negligible
2 - Last incident 5-15 years ago	2 – Limited
3 - One incident in the last 5 years	3 – Substantial
4 - Multiple incidents in the last 5 years	4 – High
<b>4/4</b> <u>Extended Power Outage during the Winter:</u> This is very real concern. It would be difficult to look after every resident who doesn’t have a source of heat that isn’t dependent on electricity. Public education and encouraging family emergency plans can greatly mitigate this problem.	
<b>3/4</b> <u>Forest Fire:</u> Both the risk and consequences are high and the most probable cause of a large Municipal evacuation. Evacuation can be caused by smoke from a forest fire. Forest fires have caused a partial (Phase I) evacuation from Terrace Bay (twice), Schreiber, Pays Plat, Gillies and a complete evacuation (Phase II) from Beardmore and Caramat.	
<b>3/3</b> <u>Severe Snow Storm:</u> Residents could be at risk being unable to obtain medical needs and possibly food and fuel. Police, fire and ambulance could be prevented from attending emergencies. Many roads could be closed or impassable.	
<b>3/3</b> <u>Severe Windstorms or Tornado:</u> (usually accompanied by a thunder/lighting storm): During the late 1980’s such a storm with wind shear caused a major blow down of nearly all trees in an area approximately a quarter of a km. wide from near the Black Sturgeon River east to nearly the Pick River, a few km. North of Hwy. 17. All large trees were either broken off or uprooted. We have all seen areas of blow down in the woods. This type of severe storm can cause major damage to any homes, businesses and power/telephone lines in its path. Such a loss of communications causes its own concerns.	
<b>3/3</b> <u>Flood:</u> O’Connor’s geography is a more serious flood threat than just its low lying areas. The Whitefish River is prone to flooding and runs from south to north on its south-eastern boundary. Three large creeks run from west to east through the municipality: Pitch, Whitewood and Cedar. The area to the west is unorganized and	

mostly forest. There are limited access roads/highways out of and into the municipality. When these roads are impacted by flooding conditions and made impassable, there is potential for the municipality being cut off by road access. Some remedial work has been undertaken by upgrading/replacing the culverts/bridges that have been flood impacted in the past. The Lakehead Region Conservation Authority monitors the water flow and has an emergency plan and supplies O'Connor with updated copies.

- 2/3** Dangerous Goods Spills (road): The most common dangerous goods routinely transported through O'Connor are diesel fuel, gasoline and propane.
- 2/3** Transportation Accident, (school bus, aircraft): School bus – likely local children would be involved. Aircraft crash – initial outside help could be slow due to distance or remoteness. Any transportation accident – could be multi casualties /deaths.
- 1/4** Influenza (or other) Pandemic: Our Medical Officer of Health has told us it is a matter of when, not if, the next worldwide influenza pandemic occurs. According to history we are overdue for a worldwide influenza pandemic. The last major one was in 1918 and some 20,000,000 people worldwide died from flu and related symptoms. With global travel, spread today would be quicker. The 2003 SARS alert reinforced this. Emergency planners from the various medical/emergency departments met regularly on SARS during the 2003 outbreak. The result from these meetings was the development the of Thunder Bay and Surrounding Area Pandemic Influenza Plan by the Thunder Bay District Health Unit and community partners. This plan would achieve a coordinated, resourceful response between the City of Thunder Bay and the surrounding municipalities of Shuniah, O'Connor, Neebing, Gillies, Conmee and Oliver-Paipouge.

During a pandemic emergency, these municipalities will be included in the Thunder Bay Plan and be represented by the Ontario Fire Marshal and Emergency Management (OFMEM).

## APPENDIX “D”

### Emergency Evacuation Plan

#### 1. Introduction:

There are two types of evacuations, Precautionary and Mandatory Evacuation:

***Precautionary Evacuation*** occurs when it is recommended to evacuate within a certain perimeter usually a building or a block until the initial situation is contained.

***Mandatory Evacuation*** takes place when it is determined by the Emergency Control Group that there is an absolute need to evacuate an area, usually on a large-scale, possibly for a long period of time (i.e. for more than 24 hours).

For the purpose of this Evacuation Plan, the definition that shall set the plan, or part of this plan, in motion shall be Mandatory Evacuation.

Evacuation may result in a tremendous psychological effect on those persons directly affected. Adequate communication with the people involved is essential and shall include explaining that an evacuation is pending, what they shall be required to do and when they shall be required to react if an evacuation is issued. A decision to evacuate should only be made when absolutely necessary.

First response services alone cannot be expected to deal with a large-scale evacuation and relocation of residents. An effective response will require participation and cooperation between municipal services and volunteer services as outlined in this Plan.

#### 2. Potential Community Hazards which may Necessitate Evacuation:

The following events - which list is not exhaustive and which events are not listed in any particular order of risk - are considered potential community hazards within the Township of O'Connor and surrounding areas which may require mandatory evacuation:

- severe windstorm, tornado;
- road or highway incident involving dangerous goods spill, fire and/or explosion;
- heavy rain, flooding;
- rupture of transportation vessel containing propane, natural gas or other volatile materials under pressure; and
- forest fire.

**3. Objective:**

The objective of the Evacuation Plan is to provide a vehicle through which a timely and effective evacuation and reception of people can be achieved.

**4. Steps for Activation of the Evacuation Plan:**

The Evacuation Plan will be activated as soon as it becomes apparent that, due to an emergency of such magnitude as to warrant its implementation, evacuation and relocation of people is necessary.

In the event that an Emergency Evacuation is required, a member of the Community Control Group (CCG), on the advice of the Incident Commander on scene, will activate the Township’s Emergency Plan. This member of the CCG will activate the notification procedure set out in Annex "?" to the Township O’Connor’s Emergency Plan, so members of the CCG are alerted and instructed to report to the Emergency Operations Centre (EOC).

If the need to evacuate and relocate residents in the affected area(s) is apparent, the provisions of the Evacuation Plan shall be implemented. In such events, the Head of Council may declare a state of emergency before a mandatory evacuation is carried out.

The Incident Commander of the first response agency will have the primary responsibility for implementation of an evacuation consistent with their operating procedures. All other services and agencies will be prepared to support evacuation activities.

**Steps for Activation of the Evacuation Plan**

Step 1: Incident Occurs	
Step 2: Emergency Services Respond	
Step 3: Situation Assessed	
Step 4: Precautionary Evacuation Ordered by Emergency Services	
Step 5: Emergency Plan Activation Required?	
<b>YES</b>	<b>NO</b>
Step 6: Community Control Group (CCG) Convened	Step 6: Follow Internal Procedures
Step 7: Assess Need for mandatory Evacuation	Step 7: Request Aid from Support Required
Step 8: Activate Evacuation Plan	Step 8: Situation Escalates? If yes Return to Step 5



## **5. Evacuation Operations - Emergency Control Group Responsibilities:**

Once the decision has been made to evacuate an area of the Township, the CCG shall determine the following:

- boundaries of area to be evacuated;
- main evacuation route(s) to be used, and identify necessary traffic control points;
- determine reception centres to be used;
- time of the evacuation start, and if necessary, who will be evacuated first (stages of evacuation).

and shall proceed with the following:

- alert of the evacuation order to all concerned including the Province Emergency Operation Centre (PEOC);
- preparation of media release for immediate broadcast to the public;
- activate notification system for affected residents. Notification system will be door to door by emergency personnel where possible, phone calls, text messaging, local media including radio and television;
- appoint a member of the CCG with the Incident Commander to coordinate the evacuation and relocation.

## **6. Evacuee Registration and Reception Centres:**

If the evacuation of any residents of the Township of O'Connor is necessary, the reception centres, as outlined in the Emergency Plan, will also be used as registration areas.

The residents of the Township of O'Connor who have been relocated to reception centre may require a wide range of support services. The Thunder Bay District Social Services Administration Board has the primary responsibility for the provision of all such services, with the assistance of volunteer agencies such as the Canadian Red Cross, St. John Ambulance, the Salvation Army and the O'Connor Community Club.

## **7. Request for Assistance from the Province:**

When an emergency evacuation order is in effect, the Head of Council, with the advice of the CCG, may request assistance from the Provincial Government through the Office of the Fire Marshal and Emergency Management (OFMEM).

## **8. Testing of Evacuation Plan:**

The Evacuation Plan shall be the object of occasional testing in order to verify its overall effectiveness and provide training to the CCG and Support Groups. The test can take the form of a simple paper exercise or a more elaborate functional exercise. Revisions to this Plan should incorporate recommendations stemming from all such exercises.

**9. Public Education and Awareness of Evacuation Procedures:**

Since public awareness of evacuation procedures will contribute to an effective evacuation process, ongoing public awareness and education shall be an integral component of this plan. The Evacuation Plan shall be posted on the Township of O'Connor website. Printed copies of the Plan will be made available upon request and, on occasion, will be included in the Township's newsletter.

During an emergency evacuation, residents are to be advised to listen to the local radio for information and instructions. Residents are to be requested to refrain from nonessential telephone use during an emergency evacuation in order to keep telephone communication services available and open for emergency purposes, including emergency calls made through the notification system.

## APPENDIX “E”

### PUBLIC INFORMATION GUIDE: EVACUATION

This Public Information Guide has been developed in order to inform the residents of the Township of O’Connor of the procedures in place when an evacuation of all or part of the Township is required.

The following events are examples of possible events that could require a mandatory evacuation:

- severe windstorm, tornado,
- road or highway incident involving dangerous goods spill, fire and/or explosion,
- heavy rain, flooding, and
- forest fire

The evacuation procedure normally follows these three stages:

#### **Stage 1 - Evacuation Alert**

Authorities will alert the population at risk of the potential for evacuation because of the danger of possible loss of life. People in the affected area should be prepared to evacuate the area if and when an Evacuation Order is issued. An Evacuation Alert can be transmitted by:

- door-to-door campaign by emergency personnel,
- text alert system,
- electronic media (website),
- radio and/or television broadcast,
- sirens and mobile public address announcements (OPP and fire),
- telephone calls, and/or
- electronic media (website).

#### **Stage 2 - Evacuation Order**

**LEAVE THE AREA NOW!** The Evacuation Order will include the time the Order is in effect and the boundaries of the area to be evacuated.

All persons in the affected area will be ordered, in the interest of their own safety, to leave the area. The Ontario Provincial Police (OPP) will enforce the Evacuation Order.

#### **Stage 3 - All Clear**

When the emergency is under control and it is declared safe to return to the area, a retraction of the Evacuation Order will be implemented by issuing an All Clear.

In the event of an evacuation it is important that residents of the Township have an evacuation plan. The following details what should be included in an Emergency Evacuation Plan.

## HAVE AN EMERGENCY EVACUATION PLAN

Local authorities issue evacuation alerts and orders when disasters threaten. Residents are encouraged to listen to local radio and television reports and if local authorities ask you to leave, do so immediately.

The amount of time you have to evacuate will depend on the disaster. When you are ordered to evacuate is not the time to decide what to do and what to take. Making an Evacuation Plan for you and your family will relieve some of the stress you might experience when being ordered to evacuate.

### Immediate Evacuation

In an immediate evacuation make sure that you are ready with the following:

- Medical supplies: medications, eyeglasses, dentures, etc.
- Family members and pets
- Disaster kit and supplies (including flashlight, batteries, radio, first aid kit and bottled water)
- Clothing including raincoat, windbreaker or parka, depending on season
- Bedding (a sleeping bag, bedroll or air mattress and pillow for each member of the family)
- Enough ready-to-eat food to last at least 12 hours
- Thermos bottle of hot beverage depending on season
- Soap, towel, personal toilet or hygiene articles
- Car and house keys
- Carry sufficient money to meet contingencies

Adults with small children should include special need items as required:

- Infant formula in thermos bottle
- Disposable diapers
- Toys.

### Evacuation Alert

If the disaster is not imminent and you have been placed on “alert”, do the following:

- Bring things indoors (lawn furniture, trash cans, children's toys, garden equipment, etc.)
- Look for potential hazards around your home
- Turn off electricity and water
- Leave natural gas on unless otherwise advised by local officials
- Turn off propane gas
- If high winds are expected, cover the outside of all windows of your home
- If flooding is expected, consider obtaining sandbags to keep your residence safe and dry.

**Protect Your Valuables**

- Move objects that may get damaged to safer areas of your home
- Make a visual or written record of all of your household possessions. Record model and serial numbers

**Important Papers to Take With You (or copies)**

- Driver's licence or personal identification
- Social Insurance card
- Proof of resident
- Insurance policies
- Birth and marriage certificates

If you are issued an Evacuation Order, use specified travel routes. Do not use shortcuts – they may be impassible. Be alert for unsafe roads and bridges. Do not drive into flooded areas. Stay away from downed power lines. Stay out of fire hazard areas until you are advised it is safe to return. Follow return instructions issued by the local authority.

**APPENDIX “F”****PUBLIC INFORMATION GUIDE: DANGEROUS GASES****IF AN EMERGENCY IS CALLED:**

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

**DO NOT:**

- d) PANIC.
- e) Attempt to locate pets before leaving.
- f) 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:**

- g) Go inside.
- h) Tightly close all doors, windows, and exterior openings.
- i) Turn off forced air heating or ventilation systems.
- j) Stay in upper portion of building. If necessary, seal yourself in one room and seal all windows and doors with wet clothes.
- k) Do not go into the basement.
- l) Move quickly but do not run if moving through gas.
- m) Soak cloth in water and breathe through it if breathing becomes difficult.
- n) DO NOT PANIC, STAY INSIDE.

**IN YOUR CAR:**

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

**WHILE WALKING:**

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

## APPENDIX “G”

### PUBLIC INFORMATION GUIDE: TORNADO

#### **WEATHER WATCHES AND WARNINGS:**

Environment Canada issues weather watches and warnings when anticipated weather poses a threat to public safety. This information is relayed to the public by radio and television.

A severe weather **watch** is issued up to six hours in advance to alert the general public that, for a specified portion of Ontario, there is a high potential for dangerous thunderstorm weather, which may be accompanied by a tornado.

A severe weather **warning** is issued to alert the public that severe thunderstorms or tornadoes are imminent in the warning area -- ie, a severe thunderstorm is in progress or expected to occur within two hours.

#### **TORNADO SAFETY HINTS:**

A personal tornado awareness program should include:

- being aware of the weather, knowing the radio or television stations which broadcast up-to-the-minute weather information,
- knowing the name by which Environment Canada refers to your forecast region when they issue weather watches and warnings,
- reviewing your plans of action.

#### **WHEN A TORNADO THREATENS:**

- a) Stay away from your windows, doors and outside walls. Protect your head.
- b) For maximum safety, go down to the basement or seek shelter under a stairway or sturdy table, or in a closet.
- c) Try to reach the centre of the house or the side away from the storm.
- d) Avoid buildings with large areas of unsupported roof, including arenas, barns or supermarkets.
- e) If caught in the open, try to determine the tornado's direction of travel and move at right angles to it. If you cannot avoid the storm, find a ditch, ravine or other depression and lie flat. Do not remain in your car. Many people have been killed trying to ride out a tornado in their car.
- f) If no shelter can be found, hang on to the base of a small tree or shrub.
- g) Remember that damaged and weakened structures, fallen debris, downed hydro wires and gas leaks are potential dangers after a storm has passed.

## APPENDIX “H”

### INFLUENZA PANDEMIC PLAN

This Influenza Pandemic Plan is a Risk Specific Plan in the Township of O’Connor’s Emergency Plan. This plan details the Township’s response to an influenza pandemic in the Township of O’Connor.

The Township of O’Connor’s Influenza Pandemic Plan is closely coordinated with the Thunder Bay District Health Unit’s Thunder Bay & Area Pandemic Influenza Plan. The Thunder Bay District Health Unit will have the lead in managing the response to a pandemic and will have detailed plans to address all public health related issues in order to prepare for and respond to an influenza pandemic.

Holders of the plan are responsible for keeping it current by incorporating any amendments that may be issued in the future.

#### **1. GENERAL**

##### **1.1 Background**

Seasonal influenza is a contagious respiratory illness caused by a group of viruses (influenza types A, B, and C) which causes mild to severe illness. Although most healthy people recover from the flu, it is the number one cause of hospitalization and death in Canada for an infectious disease. Health Canada estimates the flu and its complications (pneumonia) cause 4,000 to 8,000 deaths each year.

Unlike seasonal influenza, a pandemic influenza is an especially virulent strain of influenza for which humans will have little or no immunity and which will spread very easily and quickly from person to person, across the country and throughout the world. There will be no vaccine for the pandemic influenza when it first emerges, and it will, therefore, cause serious illness and higher than average death rates.

In the 20th century the world has seen three major influenza outbreaks. The worst of the three, the Spanish Flu of 1918-19, left 20 million people dead worldwide. Experts predict that since influenza pandemics have historically occurred in cycles, the next global pandemic is overdue.

##### **1.2 Impact of a Pandemic on Ontario and Thunder Bay Area**

Experts estimate that when the pandemic occurs, one million to 2.3 million people in Ontario will require outpatient care, 22,000 to 53,000 will be hospitalized and recover, and 5,200 to 12,000 Ontarians will die (Ontario Health Plan for an Influenza Pandemic, July 2007).

In the event a pandemic influenza emerges and spreads to the Thunder Bay District, the Ontario government predicts the following “most likely” effects within



the District based on gross attack rates of 15% to 35% (Ontario Health Plan for an Influenza Pandemic, Sept. 2006).

- 12,704 to 29,642 Outpatient Visits
- 291 to 680 Cases Requiring Hospitalization
- 68 to 158 Deaths

### **1.3 Aim**

The aim of this Plan is to ensure that the Township of O'Connor is prepared to effectively respond to an influenza pandemic in the Township.

### **1.4 Objectives**

The objectives of the response to an influenza pandemic as detailed in this plan are:

- to maintain essential services in the Township during a pandemic.
- to support the Thunder Bay District Health Unit in mitigating, preparing for, responding to and recovering from an influenza pandemic.
- To provide timely, authoritative information, to the public and the media on the provision of Township services.

### **1.5 Scope**

This Plan outlines the coordinated actions to be taken for the protection of the life and health of the residents of the Township of O'Connor in the event of an influenza pandemic outbreak. The Plan also provides direction to all Departments within the Township of O'Connor.

## **2. PLANNING**

### **2.1 HIRA**

The Township of O'Connor has identified an Influenza (or other) Pandemic as risk with a 1/4 rating based on the Hazard Identification and Risk Analysis (HIRA) in the Township's Emergency Plan. The scoring is based on the Probability of Occurrence and the Consequence. A rating of 1(one), Probability of Occurrence, being "No incidents in the last 15 years" and a rating of 4(four), Consequence, being High.

### **2.2 Assumption on the Virus Characteristics**

- 2.2.1 To understand the magnitude of the problem and to develop contingency plans, estimates on the potential impact of an influenza pandemic are required. No one can accurately predict when the next pandemic will occur, nor can they accurately forecast who will become ill and suffer adverse health outcomes.

2.2.2 The characteristics of a new virus strain are assumed to be consistent with other known influenza strains:

- Incubation period: 1 to 3 days (with no Symptoms).
- Period of Communicability: 24 hours before the onset of symptoms and up to 5 days after the onset of illness (usually 3-5 days in adults, up to 7 days in young children)
- Symptoms: sudden onset, fever, chills, headache, muscle aches, dry cough, sore throat, runny/stuffy nose.
- Method of Transmission: *direct* transmission from person to person when the infected individual coughs or sneezes and droplets of secretions come into contact with the mucous membranes of the mouth, nose or possibly eyes of another individual. It can also be transmitted *indirectly* when people touch contaminated surfaces, objects and hands.
- Transmission while an individual has no symptoms is possible but it is more likely when symptoms such as coughing are present.
- The virus will have the ability to survive for extended periods of time on environmental surfaces:
  - 24 - 48 hours on hard surfaces
  - 8 - 12 hours of porous surfaces e.g. paper, cloth
  - 5 minutes on skin.

### **2.3 Municipal Planning Basis**

2.3.1 An influenza pandemic will affect all of Ontario and the rest of Canada. In order to fully plan for a pandemic, a worst-case prediction must be used.

2.3.2 As a basis for planning, it is therefore assumed:

- Little or no direct assistance will be provided by neighbouring communities, the Province or the Federal government (with the exception of the provision of vaccine and antiviral drugs, and other clinic supplies when available).
- The Township of O'Connor must plan to respond to an influenza pandemic on its own, using its own resources.
- An influenza attack rate of 35% will be assumed when planning for the effects of an influenza pandemic. (Note: An attack rate of 35% means that over the course of a pandemic, about 35% of the population will have influenza severe enough to take 3 days off work).

### **2.4 Planning Assumptions**

The following are the assumptions that will apply to pandemic influenza planning in the Township of O'Connor:

- Ontario will have a lead-time of at most three months, possibly less, from the time a pandemic is first declared by the World Health Organization (WHO) to when it spreads to the province.
- An influenza pandemic usually spreads in two or more waves. A second wave could occur within three to nine months of the initial outbreak wave and may cause more serious illnesses and deaths than the first. The length of each wave of illness is approximately six - eight weeks.
- There will be an attack rate of 35% during the first wave.
- For planning purposes, it will be assumed that 35% of staff could be off work at the same time.
- About 55% of those who fall ill with influenza will require some form of care. At least one third of deaths are likely to be in people under the age of 65.
- A vaccine will not be available for at least four months after the virus is identified and therefore will not be available for the first wave of illness.
- Once available, the vaccine will be in short supply and high demand.
- Because Ontario will not have a large enough initial supply of vaccine to immunize everyone, the province will have to set priorities for who receives limited vaccine and antiviral drugs.
- The availability of health care workers during the pandemic could be reduced by up to one-third and the health care system will have to supplement existing resources through a variety of mechanisms.
- Individuals who recover from illness with the pandemic strain will likely be immune to future infection from that strain.
- An influenza pandemic will impact the provision of essential services provided in the Township. During a pandemic, the availability of employees could be reduced by up to **one-third** due to illness over the approximately eight weeks of the first wave. In addition, there will be absenteeism due to concern about disease transmission in the workplace and employees staying home to care for ill family members.

### 3. CONTINUITY OF OPERATIONS

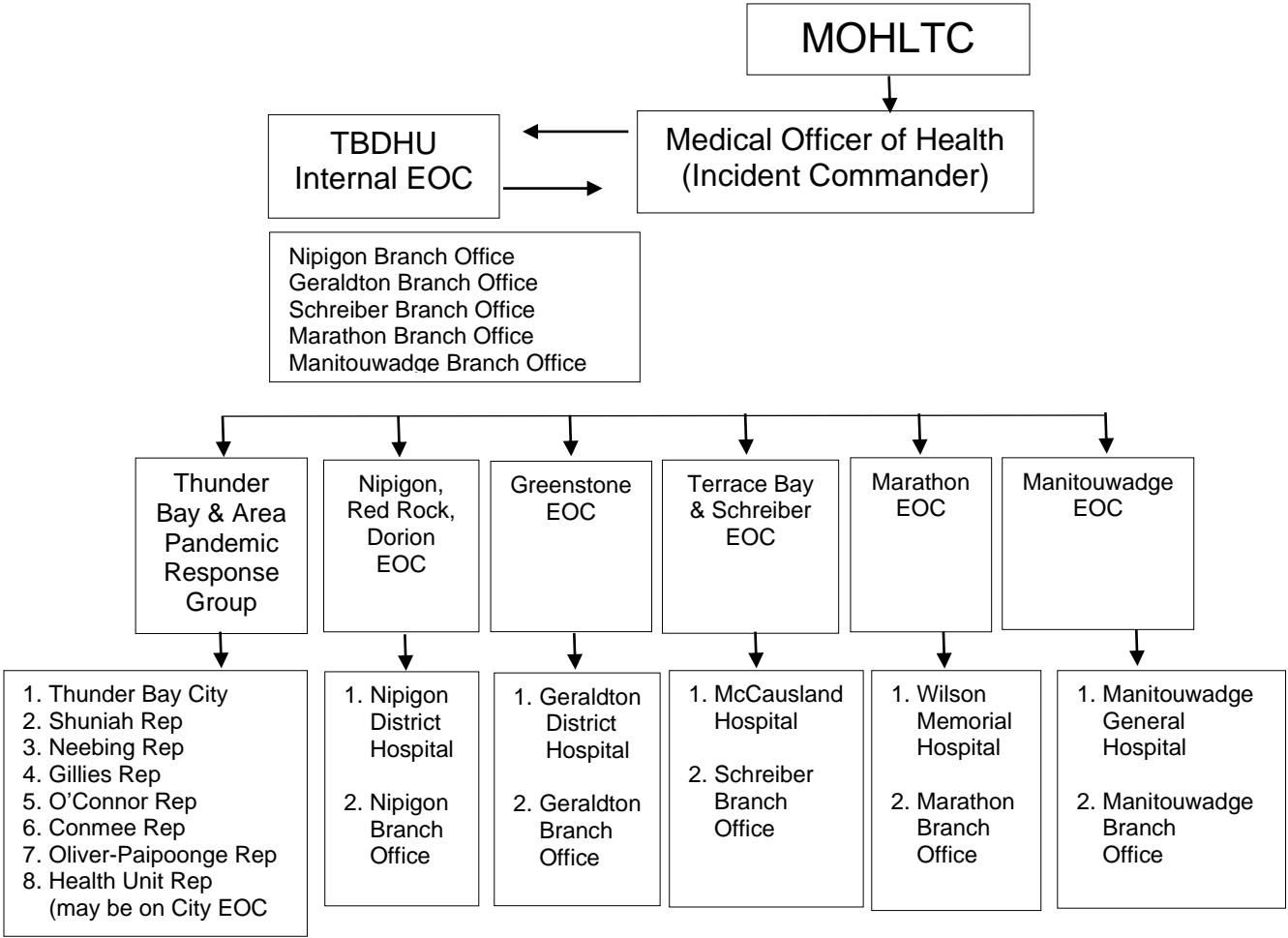
#### 3.1 General

- 3.1.1 In the District of Thunder Bay, the Medical Officer of Health (MOH) has the overall responsibility for directing the public health response to an influenza pandemic. The MOH will direct health operations from the Health Emergency Operations Centre (HEOC).
- 3.1.2 Based on the projected effect in the Township, the Mayor, on the advice of the Medical Officer of Health or as directed by the Province, may declare an emergency under the *Emergency Management and Civil Protection Act* and fully activate the Municipal Emergency Operations Centre (MEOC).
- 3.1.3 The Medical Officer of Health at the Thunder Bay District Health Unit will implement public health measures and manage the health response to the outbreak. The role of the Township will be to support the Health Unit's

efforts and maintain essential services in the Township. Coordination for support to the Health Unit and the maintenance of essential services will take place in the Municipal Emergency Operations Centre (MEOC).

3.1.4 A provincial emergency will likely be declared early in the onset of a pandemic. The overall response to a declared emergency will be managed from the Provincial Emergency Operations Centre (PEOC) with the Ministry of Health and Long Term Care (MOHLTC) providing command and control services for the health care sector.

3.1.5 Schematic diagram showing the emergency management and health sector response structures.



**3.2 Essential and Non-Essential Services**

3.2.1 Each Department will examine its operational functions and services provided and categorize them using the following planning categories:

- **Priority One** - Affects, or has the potential to affect, health and safety. Requires an immediate response.

- **Priority Two** - Major inconvenience but does not affect health and safety. May not require an immediate response.
- **Priority Three** – Not an essential service. Reductions or suspension of service.

3.2.2 Each Department within the Township should undertake an assessment of essential services requirements including materials and personnel.

3.2.3 Within the Township's organizational structure, examples of essential and non-essential services include:

- Road/Winter Maintenance
- Emergency Services
- Municipal Office – Administration Services
- Landfill Services
- Cemetery Services
- Community Facilities

3.2.4 Examples outside the Township level structure:

- Ontario Provincial Police
- EMS
- Hospitals.
- Health Care facilities
- Individual physicians
- Central Ambulance Communications Centre
- Community Care Access Centres
- Essential staff at local utilities companies

### **3.3 Identification of Services by Priority and Department**

#### **3.3.1 Road/Winter Maintenance**

Functions and services of the Township's Road Department are considered a Priority One category. Regardless of a pandemic, all roadways need to be accessible and safe at all times. Social isolation, a risk management strategy to minimize community spread, will ensure that people stay home, however roadways need to stay open and safe to ensure that residents still have access to food, health, and emergency services. It is also important that essential service workers have access to their workplace.

Equipment maintenance is also considered a Priority One category. Most maintenance of equipment is done in-house, however major repairs are outsourced, either to local repair shops or larger shops in the City of Thunder Bay. During an influenza pandemic access to these services maybe limited and availability of parts may be impacted by the shutdown of local suppliers. The Leadhand will maintain a stockpile of parts that are

required for recurring, minor repairs. In the event that major repairs are required, and outsourced services and parts are unavailable, rental agreements with local businesses may be required. The Leadhand will maintain a list of business that can provide rental equipment in the case of an emergency.

During an influenza pandemic it will be vital that all employees practice good hygiene to avoid contact with the virus and bringing it into the workplace. Employees will be provided with PPE and will be required to sanitizer workstations, including vehicles, after use. In general, our road department employees do not work directly with the public, however their personal lives can leave them open to contracting the virus. During the pandemic employees will be encouraged to avoid public gatherings and practice social distancing. If an employee does shows symptoms of the virus they will be asked to stay home to avoid spread to co-workers.

The Township of O'Connor has two full-time road employees and one seasonal employee. The Township's Leadhand does maintain a list of individuals that can be called upon in an emergency to snowplow and sand roads, steam culverts, haul material to repair roadways due to washouts and perform general road maintenance such as grading roadways. It is understood that during a pandemic these individuals may not all be available. If there are no individuals available, it is recommended that contact with neighbouring municipalities be maintained. It is understood that their municipality will be their priority and that they may require help from our road employees.

### 3.3.2 Emergency Services

Emergency service and response is a Priority One category. Emergency services must be maintained to ensure the safety of all residents. Emergency responders have already been trained in the use of personal protective equipment (PPE) including gloves and face masks and although emergency calls may be for a variety of reasons that are not related to influenza, responders should always practice good personal hygiene and ensure that they are protected appropriately.

The Township of O'Connor is a member of the Thunder Bay Zone One Mutual Aid Association and have agreements with all surrounding municipalities. These Mutual Aid Agreements aid member municipalities that do not have enough local responders to respond to an emergency call. An influenza outbreak in the Township can have a serious impact on our department's ability to respond to emergency calls and Mutual Aid Agreements will help to maintain emergency services. It should be noted that as a member of Zone One Mutual Aid Association, our volunteer members can be asked to respond to emergency calls in other municipalities, which can increase exposure to the influenza virus.

Regular department training during an influenza pandemic will be suspended in order to reduce the risk of spread to members and their families. Educational material related to PPE will be distributed via e-mail to remind members to take precaution when answer an emergency call. Stock of PPE equipment will be monitored to ensure that there is an adequate supply and rotated to ensure they have not met their expiration dates.

Maintenance of all emergency response vehicles and equipment will be a priority at all times and if the availability of fuel due to local shutdowns becomes an issue the Public Works Department, if necessary, can provide fuel in an emergency.

### 3.3.3 Municipal Office – Administrative Services

Services offered by administrative staff are considered a Priority Two category. Most services and duties of administrative staff can be suspended or reduced without significant impact on the residents of the Township. However, the municipal office is also the hub for all other departments and is responsible for cashflow, both revenues and expenditures. The main source of revenue for the Township is property taxes and in the event of a pandemic the ability of residents to pay property taxes may be limited. Not issuing annual tax billings is not a viable option for the Township during a pandemic, however in order to provide relief to residents that are unable to pay taxes on the due dates, Council can delay issuing property tax bills and suspend the charging of interest for the duration of the pandemic.

The Township of O'Connor has two full-time administrative staff, the Clerk-Treasurer and the Deputy Clerk-Treasurer, and one part-time Administrative Assistant. During a pandemic administrative staff can be reduced to two in the office at one time to provide for physical distancing and reduce the potential of spreading the virus. Where possible, staff can have the option of working from home. In order to reduce the risk of spreading the virus, all staff will be encouraged to practice good personal hygiene in the office and at home. All office equipment and surfaces will be sanitized on a regular basis.

Restrictions to public access to the municipal office will be put in place. The office door will be locked and signs posted requesting residents to use the mail slot on the door to drop off tax payments, miscellaneous payments or correspondence. If a resident is paying with cash, they can call the office prior to dropping off the payment and a receipt can be provided when they arrive. Residents requiring to speak to administrative staff in person are encouraged to call the office to make an appointment. Residents will be subject to the self screening as recommended by the Thunder Bay District Health Unit and will be required to wear a mask, provided at the entrance to the main office.

### 3.3.4 Landfill Services

Landfill services are considered a Priority Two category. The site can be shut down for a short period of time, however prolonged closure can result in a health and safety issue for residents that do not have an adequate storage system that leaves them open to attracting wildlife such as bears, skunks and rats. It is recommended that the landfill remain open to the residents of the Township and that the attendant, or his or her replacement practice social distancing while performing their duties. Residents will be instructed to dispose of their garbage and leave the site. Any residents found to be socializing at the site will be asked to leave immediately.

### 3.3.5 Cemetery Services

Cemetery services are considered a Priority Three category depending on the severity of the influenza pandemic and the time of year. A severe pandemic can result in higher death rate and increase the demand for cemetery services. The Township's Road Department provide burial services at both the O'Connor Cemetery and the O'Connor Free Methodist Cemetery. Reduction of road employees due to the pandemic can impact this service.

Opening and closing of plots for full burials are done by Township employees, however residents do have the option of burying the cremated ashes of the deceased person, however in order to proceed with the burial the municipal office must be notified.

If cemetery services are required during a pandemic, Township Employees will maintain distance from the burial site until the family has left and the number of people attending the gravesite will be limited. No large gravesite services will be permitted.

### 3.3.6 Community Facilities

The Community Facilities such as the community centre, outdoor rink and ball diamond are considered a Priority Three category. Closure of these facilities will have no impact on the health and welfare of the residents of the Township. During the influenza pandemic these facilities will be closed to the public and reopened only after it is safe to do so.

## 3.4 Communications

- 3.4.1 The Medical Officer of Health (MOH) will be responsible for providing public health information, direction and advice to health care stakeholders, other Regional stakeholders, the general public and the media.
- 3.4.2 There will be a requirement to coordinate public health communications with information on the provision of Township services. To accomplish this, municipal administration keep the residents updated with regard to essential services.



- 3.4.3 If the Municipal Emergency Control Group (MECG) has been called together and the MEOC has been established, the Emergency Information Officer will coordinate the dissemination of information regarding essential services and to perform inquiry functions.

## 4. PLAN IMPLEMENTATION

### 4.1 Notification

- 4.1.1 The MOH will be responsible for determining the pandemic phase for the Thunder Bay District, which includes the Township of O'Connor, and for notifying all internal and external stakeholders and the public. Sources for determining the pandemic phase will come from WHO, Federal, Provincial and local influenza surveillance data.
- 4.1.2 Once the MOH has determined the pandemic phase for the Township, EMO will contact the CEMC. The CEMC will consult with the Clerk-Treasurer and will advise the emergency management structure on the response level to be adopted. This will include notification of the response level to all departments. Departments are responsible for notifying all employees in their respective Divisions.

### 4.2 Response Actions

- 4.2.1 Actions to be undertaken by the Township emergency response structure at each phase of notification are summarized in the following table. (refer to section 3.2 for detailed Phase descriptions).

PERIOD	PHASE	REGIONAL RESPONSE
Interpandemic Period	Phase 1 – no new virus	Routine Monitoring
	Phase 2 – new animal virus	Routine Monitoring
Pandemic Alert Period	Phase 3 – human infections	Enhanced Monitoring
	Phase 4 – limited human to human spread	Enhanced Monitoring
	Phase 5 – larger clusters human to human spread	Enhanced Monitoring
Pandemic Period	Phase 6 – sustained transmission	Partial Activation (Virus not in North America) Full Activation (Virus in North America)
Post Pandemic Period		Routine Monitoring/Recovery

- 4.2.2 Note that the response actions at each phase indicated in the chart above is a guide and the response may be modified at any time, depending on requirements.

- 4.2.3 Interpandemic Period, Phase 1 – 2

- Routine Monitoring.

- Health Unit implements routine influenza programs and services.
- CEMC and appropriate departmental and municipal emergency coordinators will monitor the situation from their normal workplaces.
- Emergency plans and procedures will be reviewed annually, and updated, if required.

#### 4.2.4 Pandemic Alert Period, Phase 3 – 5

- Enhanced Monitoring.
- Health Unit will provide enhanced communications on details of the situation in the world.
- Designated staff will monitor the situation from their normal workplace and ensure that information from the Health Unit is passed to all staff.
- Depending on the situation, Partial Activation may be implemented at Phase 5.

#### 4.2.5 Pandemic Period, Phase 6 (Virus Outside North America)

- Partial Activation.
- All emergency operations centres to be opened and staffed with sufficient personnel and to operate 24/7, if required.
- All communication links will be tested (Departmental, Municipal, Regional and Provincial).
- All emergency response and emergency management personnel placed on standby.
- All planning arrangements to be reviewed and confirmed.

#### 4.2.6 Pandemic Period, Phase 6 (Virus in North America)

- Full Activation.
- Full activation of all emergency operations centres with full staffing, and capable of operating 24/7, if required. (NOTE: see 4.3 below).
- Emergency Information and Public Inquiry Centres to be fully staffed.
- On the recommendation of the Medical Officer of Health in accordance with the *Emergency Management and Civil Protection Act*, the mayor may declare an emergency in the Township of O'Connor.
- Public health measures as directed by the Health Unit will be reviewed/implemented.

#### 4.2.7 Post Pandemic Period

- Return to Routine Monitoring.
- Staffing and hours of operation of emergency operations centres to be reduced to a level commensurate with the requirement.
- Preparations will be made for the arrival of the “second wave” which could occur 3 to 9 months after the initial outbreak.

- Review response actions and lessons learned and revise plans and procedures.
- Recovery process to return the community back to normal or near normal once the immediate threat has passed.

### **4.3 Municipal Emergency Operations Centre**

- 4.3.1 As noted, the response actions outlined in 4.2 are guidelines for planning purposes and response actions will be confirmed as the pandemic progresses.
- 4.3.2 Given the characteristics of the virus, at some point in the pandemic it may not be advisable to assemble all required personnel in emergency operations centres. Given the slower developing nature of a health emergency, the frequency of the requirement to meet face-to-face can likely be reduced.
- 4.3.3 The Township's MEOC shall have a plan to operate in a decentralized manner. Features will include:
- the ability of the Control Group to conduct meetings via teleconference.
  - staff in the emergency operations centre to answer and reroute telephone calls.
  - minimal administrative staff at the MEOC to process faxes, record and issue minutes, etc.
  - emergency operations centre layout to be rearranged if possible, to facilitate distancing beyond "close contact" (1 metre).
  - strict cleaning procedures for phones, computer, fax machines and workspaces.
- 4.3.4 At Full Activation response, the Municipal Emergency Operations Centre will establish a daily "Operational Cycle" for meetings, briefings, situation reports and media releases in conjunction with the Emergency Operations Centre and Health Unit.

### **4.4 Declaration of an Emergency**

As the virus spreads and essential services are threatened (Pandemic Period, Phase 6), the Mayor will consider the declaration of an emergency for the Township of O'Connor. The timing is flexible and will depend on the effects to essential services provided by the Township and to the health care system. Advice on the timing of the declaration of a Municipal Emergency will be provided by the Medical Officer of Health via the Regional Chair.

## **4.5 Personnel Administration**

- 4.5.1 Succession Planning: All Departments will have a succession plan in the event of absenteeism by key decision makers. Lists will be prepared and shared with other stakeholders at Phase 6.
- 4.5.2 Staffing for Essential Services: As the pandemic develops in the Municipality, Priority 1 Municipal Services, as well as other essential services must be maintained. Each Department and essential service organization is responsible for maintaining those identified services using their own resources first. If there is difficulty meeting the staffing or other resource requirements, organizations will work through the MEOC for assistance.
- 4.5.3 Attendance Reporting: At Pandemic Period, Phase 6, all Departments will provide a daily report on staff status and the effect on the delivery of Priority 1 functions to the Director of Human Resources.
- 4.5.4 Volunteer Management: As the pandemic spreads, there may be individuals or groups who are able and capable of volunteering to provide assistance where needed. Administration will be tasked as the initial point of contact for all volunteers. The Department will record name, address, phone number, as well as any specialty experience. Administration will then forward the names of volunteers to any department or agency in need of assistance. (Note: Those who have been ill with the pandemic strain and recover will be immune to further infection from that strain).
- 4.5.5 Municipal Employee Reassignment: During a declared emergency, a By-Law designates all Municipal employees as emergency workers. They may be called out and assigned responsibilities to assist in the implementation of the Emergency Plan. Administration will maintain a list of those employees not working in Priority 1 essential services and who may be available to provide assistance elsewhere in the Township. These employees will not be utilized in any high-risk environment.
- 4.5.6 Employee Special Arrangements: In order to ensure as high an employee turnout as possible throughout a pandemic, especially for those services deemed essential, special arrangements may be required.
- 4.5.7 Employee Non-Medical Support: In conjunction with attendance reporting, each Department will contact those absent and determine any non-medical assistance that may be provided to those who may be ill. Support may include pickup and delivery of food and other household items.

## 5. SUMMARY

The ability to prioritize, delegate and find creative solutions will be the responsibility of every employee, volunteers and Council member. Council must provide provisions for department heads to act on their own in an emergency and if necessary be provided the power to purchase equipment or supplies outside of the established budget. It is the responsibility of each employee, volunteer and Council member to keep detailed logs of expenditures and decision for due diligence purposes. All emergency purchases must have completed receipts turned into the township office as per established policy and in case the Township will be provided with the opportunity to apply for funding.

Public health measures that have been determined by the Thunder Bay District Health Unit will be implemented and enforced by municipal employees and volunteers. Residents of O'Connor will be provided with information on updates on the pandemic through the Township's website and through the monthly newsletter.

This Influenza Pandemic Plan provides the Township of O'Connor with a Continuity of Operations Plan (COOP) if a pandemic were to be declared. Every effort to conform with this Plan will be made, however it is reasonable to expect that as a pandemic evolves, more measures may need to be implement. Where actions in this plan do not conform to the Provincial and/or Federal Government requirements, then the higher level of government requirements will supersede this Plan.

**APPENDIX "I"****O'CONNOR – PLAN HOLDERS**

Plan Holder #1 - Mayor

Plan Holder #2 - Councillor

Plan Holder #3 - Councillor

Plan Holder #4 - Councillor

Plan Holder #5 - Councillor

Plan Holder #6 - OPP Detachment Commander

Plan Holder #7 - OPP Communications Centre

Plan Holder #8 - Fire Chief

Plan Holder #9 - CEMC

Plan Holder #10 - Alternative CEMC

Plan Holder #11 - Alternative CEMC

Plan Holder #12 - Manager, Ambulance Services

Plan Holder #13 - Road Superintendent/Leadhand

Plan Holder #14 - Road Superintendent/Leadhand

Plan Holder #15 - Medical Officer of Health

Plan Holder #16 - District Manager – Ministry of Natural Resources & Forestry

Plan Holder #17 - CAO – Thunder Bay District Social Services Administration Board

Plan Holder #18 - Director – Lakehead District School Board

Plan Holder #19 - Director – Thunder Bay District Catholic School Board

Plan Holder #20 - Director – Thunder Bay Christian School

Plan Holder #21- CAO – Lakehead Region Conservation Authority

Plan Holder #22 - Clerk-Treasurer

Plan Holder #23 - EOC – Emergency Operations Center

Plan Holder #24 - EOC – Emergency Operations Center

Plan Holder #25 - EOC – Emergency Operations Center



**SUPPLEMENTAL DOCUMENT 1****O'CONNOR – CRITICAL INFRASTRUCTURE**

The following are the most important infrastructures in the Township of O'Connor and are listed in rank order:

1. Municipal Staff/Council/Buildings/Records/Roads Equipment
2. Public Safety and Security – police, fire, ambulance, first response staff/vehicles
3. Hydro Grid
4. Telecommunication Links
5. Highways 588, 590 and 595, all Municipal Roadways



## SUPPLEMENTAL DOCUMENT 2

### PEOC CONTACT INFORMATION

#### **Provincial Emergency Operations Centre**

25 Morton Shulman Drive, Toronto, Ontario, M3M 0B1

Tel: (416) 314-0472 or (866) 314-0472

E-mail: [peocdo01@ontario.ca](mailto:peocdo01@ontario.ca)

Websites: [www.ontario.ca/emo](http://www.ontario.ca/emo)

Emergency Declaration Fax: (416) 314-0474

#### **To Report Emergencies / Request Provincial Assistance:**

Contact the PEOC Duty Officer (24/7) at:

Telephone: 416-314-0472 or toll free: 1-866-314-0472

Fax: 416-314-0474

#### **Other Provincial Emergency Operation Centre Contacts**

(These Numbers are only staffed during activation of the PEOC.)

When PEOC is activated	TEL. NO.	FAX NO.
Community Assistance Team (Information/assistance line for municipalities)	416-314-9140 416-314-9133 416-314-6221	416-314-6220
Amateur Radio Emergency Services (ARES) c/s VA3 EMO	416-314-5506	
Satellite (only turned on when other means fail)	600-700-1913	
Switchboard	416-314-8822	

#### **Provincial Emergency Operations Centre Levels of Response**

Routine Monitoring	Enhanced Monitoring	Activation
PEOC Duty officer monitors the situation on a 24/7 bases	A PEOC Duty Team (possibly including some provincial/federal representatives will continually assess the developing situation from the Provincial Emergency Operations Centre (PEOC). EMO Community Officers(s) may be deployed to the affected community(s) to provide advice and assistance	The PEOC will be operational and appropriately staffed with provincial ministries, federal departments and other organizations, as required, to coordinate a provincial response. The Provincial Emergency Response Team (PERT) comprised of EMO Community Officers and possibly other provincial ministry representatives, will likely be deployed to the affected community(s) to provide advice and assistance.

**SUPPLEMENTAL DOCUMENT 4****ADDITIONAL RESOURCES AND SERVICES PROVIDED****THE SALVATION ARMY:**

- a) Notify its Community Relations and Development Director and activate its emergency alert system;
- b) Operate in cooperation with the Thunder Bay District Social Services Administration Board (TBDSSAB).
- c) Direct and coordinate the emergency feeding requirements for workers at the site and for victims located in the reception centres;
- d) Assist Social Services and the local Welfare Service in providing bedding and clothing;
- e) Provide and coordinate clergy assistance;
- f) Keep the Community Control Group (CCG) appraised of the emergency situation;
- g) Maintain a log of all actions taken.

**CANADIAN RED CROSS SOCIETY AREA DIRECTOR SHALL:**

- a) Activate the Society's emergency alert system;
- b) Take the lead role with registration and inquiry at reception and evacuation centres;
- c) Operate a registry and inquiry center;
- d) Support emergency or disaster operations;
- e) Assist St. John Ambulance at first aid posts established at reception centres, if required;
- f) Assist with other Social Service activities as requested;
- g) Maintain a log of all actions taken.

**ST. JOHN AMBULANCE CORPS SUPERINTENDENT SHALL:**

- a) Activate the agency's emergency alert system;
- b) Provide first aid;
- c) Establish first aid posts as required and in all designated reception centres;
- d) Assist Red Cross and Social Services agencies in operating the reception centres;
- e) Maintain a log of all actions taken.



**SUPPLEMENTAL DOCUMENT 5**

**Emergency Evacuation Registration Form**

Registration Number: \_\_\_\_\_

Date of Evacuation: \_\_\_\_\_ Date of Registration: \_\_\_\_\_

**CONFIRMED IDENTIFICATION – NEED LEGAL ADDRESS AS REFLECTED ON ID**  
PLEASE PRINT (Adult children living at home have their own registration form)

Family Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Gender: \_\_\_\_\_ Age: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Where will you be going if you are not travelling to the prescribed evacuation site?  
Please provide a contact phone number as well.

Special Needs:  Medical  Dietary  Clothing  Lodging

Emergency Contact: Name: \_\_\_\_\_  
 Phone Numbers: \_\_\_\_\_

<b>Dependents</b>						
	Family Name	First Name &	Age	M/F	Relationship	Special needs
1.						
2.						
3.						
4.						
5.						
6.						
Comments						

SUPPLEMENTAL DOCUMENT 6



# Township of O'Connor

## DECLARATION OF EMERGENCY

**THE CORPORATION OF THE TOWNSHIP OF O'CONNOR**

330 Highway 595, RR1  
Kakabeka Falls, ON  
P0T 1W0

I, \_\_\_\_\_, hereby declare an Emergency in accordance with  
(Mayor or elected Head of Council)

The Emergency Management and Civil Protection Act 1990, s.4.(1) due to the emergency described herein:

For the Township of O'Connor:

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

Titled: \_\_\_\_\_

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

In the Municipality of: \_\_\_\_\_

Provincial Emergency Operations Centre  
25 Morton Shulman Ave.,  
Toronto, ON., M3M 0B1  
Tel: (416) 314-0472 or (866) 314-0472  
Fax: (416) 314-0474  
E-mail: [peocdo01@ontario.ca](mailto:peocdo01@ontario.ca) (24hr duty officer)  
Website: [www.ontario.ca/emo](http://www.ontario.ca/emo)

SUPPLEMENTAL DOCUMENT 7



# Township of O'Connor

## TERMINATION OF EMERGENCY

**THE CORPORATION OF THE TOWNSHIP OF O'CONNOR**

330 Highway 595, RR1  
Kakabeka Falls, ON  
P0T 1W0

I, \_\_\_\_\_ , hereby terminate the Emergency in accordance with  
(Mayor or elected Head of Council)

The Emergency Management and Civil Protection Act 1990, s.4.(1) due to the emergency described herein:

For the Township of O'Connor:

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

Titled: \_\_\_\_\_

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

In the Municipality of: \_\_\_\_\_

Provincial Emergency Operations Centre  
25 Morton Shulman Ave.,  
Toronto, ON., M3M 0B1  
Tel: (416) 314-0472 or (866) 314-0472  
Fax: (416) 314-0474

E-mail: [peocdo01@ontario.ca](mailto:peocdo01@ontario.ca) (24hr duty officer)

Website: [www.ontario.ca/emo](http://www.ontario.ca/emo)