

THE CORPORATION OF THE TOWNSHIP OF MATACHEWAN

BY-LAW 2009-05

BEING A BY-LAW TO ADOPT AN EMERGENCY MANAGEMENT PROGRAM FOR THE CORPORATION OF THE TOWNSHIP OF MATACHEWAN, PURSUANT TO SECTION 2.1 (1) OF THE EMERGENCY MANAGEMENT ACT, R.S.O., 1990, CH. E9, AS AMENDED.

WHEREAS the Emergency Management Act, Section 2.1 (1) requires every municipality to develop and implement an emergency management program;

AND WHEREAS Section 2.1 (2) of the Emergency Management Act stipulates the content of each municipality's emergency management program;

AND WHEREAS Section 14 (1) of the Emergency Management Act requires emergency management programs conform with regulatory standards, in accordance with international best practices;

AND WHEREAS the Act makes provision for the Head of Council to declare an emergency exists in a community, or any part thereof, and also provides the Head of Council with authority to take such action or make such orders as he/she considers necessary and not contrary to law, to implement the emergency response plan and respond to an emergency;

AND WHEREAS the Act, consistent with Section 242 of the Municipal Act, R.S.O., 2001, as amended, provides for the designation of one or more members of Council who may exercise the powers and perform the duties of the Head of Council during his/her absence or his/her inability to act;

AND WHEREAS the Act authorizes employees of a community to respond to an emergency in accordance with the emergency response plan where an emergency exists but has not yet been declared to exist;

AND WHEREAS this Act requires the Township of Matachewan and Council to develop and implement an emergency management program to promote public safety, public health, the environment, the critical infrastructure and property, and to promote economic stability and a disaster-free community;

AND WHEREAS to appoint a Community Emergency Management Co-ordinator for the Corporation of the Township of Matachewan, pursuant to the Standards established by Regulation under the Emergency Management Act, R.S.O., 1990, Ch. E 9, as amended.

AND WHEREAS the regulatory standard requires that each municipality designate a Community Emergency Management Co-ordinator;

AND WHEREAS Section 242 of the Municipal Act 2001, C. 25, as amended, authorizes Council to appoint a member of the Council to act in the place of the Head of Council when the Head of Council is absent or refuses to act or if the office is vacant;

AND WHEREAS The Emergency Management Act, R.S.O. 1990 Chapter E. 9 Section 4 (1), as amended, authorizes the Head of Council to declare an emergency;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MATACHEWAN HEREBY ENACTS AS FOLLOWS:

THAT an Emergency Management Program be developed for the Corporation of the Township of Matachewan consistent with and in accordance with international best practices as considered by Regulatory Standards established under the Act, including the fore core components of emergency management, namely: mitigation/prevention, preparedness, response and recovery;

THAT the Emergency Management Program for the Corporation of the Township of Matachewan shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure and property, and to promote economic stability and a disaster-resilient community;

THAT Schedules “A”, “B”, “C”, “D”, “E”, “F”, “G”, and “H” attached hereto, shall form part of this By-law:

- Schedule A, being the Emergency Plan for the Corporation of the Township of Matachewan, pursuant to Section 3 of the Emergency Management Act, R.S.O., 1990, Ch. E 9, as amended.
- Schedule B, being a Schedule to establish the composition, organization and operational guidelines of the Community Emergency Management Program Committee.
- Schedule C, being a Schedule to designate and identify a Community Emergency Information Officer
- Schedule D, being the Community Profile document.

THAT Beverley Hine is hereby designated Community Emergency Management Co-ordinator for the Corporation of the Township of Matachewan.

THAT the Community Emergency Management Co-ordinator shall be responsible for the development, implementation and maintenance of the Corporation of the Township of Matachewan’s emergency management program in accordance with the Emergency management Act, R.S.O., 1990, Ch. E 9 as amended, and the regulations passed there under.

THAT the Head of Council or designated alternate as provided in the plan is empowered to declare an emergency, within their individual boundaries, and implement the plan;

THAT employees of the municipality are authorized to take action under the emergency plan where an emergency exists but has not yet been declared to exist;

THAT a Community Control Group shall review or cause to be reviewed, the emergency management program from time to time and shall make such changes as necessary to its appendices only as are considered appropriate without having to amend this By-Law; and

THAT the Following “Chain of Command” be Instituted:

- A) In the absence of the Reeve, the Acting Reeve may declare an emergency;
- B) In the absence of the Reeve and Acting Reeve, Council herein authorizes a member of Council to act in the place of the Head of Council for the purpose of declaring an emergency, based upon the majority of votes counted for election to office, and revised every three years following an election, as detailed in Schedule “F” affixed hereto and forming part of the By-law.

THAT this By-law shall come into force and effect on the date of Third and Final reading.

READ a first and second time on this 17th day of February 2009.

Reeve

CAO-Clerk-Treasurer

READ a third and finally passed on this 17th day of February 2009.

Reeve

CAO-Clerk-Treasurer

**SCHEDULE “F”
To BY-LAW 2009-05
of the Corporation of the Township of Matachewan**

BEING A SCHEDULE TO DETAIL A “CHAIN OF COMMAND” IN THE ABSENCE OF THE HEAD OF COUNCIL.

That in the absence of the Head of Council, BEVERLEY HINE

The Acting Reeve, JOE BISSON, shall be charged with all of the responsibilities provided under the Emergency Management Act;

And in the absence of both the Head of Council and the Acting Reeve, Councillor, ALBERT DURAND, shall be charged with the responsibilities provided under the Emergency Management Act;

And in the absence of all of the aforementioned elected members of Council, Councillor, CARRIE GILBERT, shall be charged with the responsibilities provided under the Emergency Management Act;

And in the absence of all of the aforementioned elected members of Council, Councillor, ANDREW GEORGE, shall be charged with the responsibilities provided under the Emergency Management Act.

PREAMBLE:

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

Emergencies are defined as situations or impending situations caused by forces of nature, accident or an intentional act that constitutes a danger of major proportions to life and property. They affect public safety, meaning the health, welfare and property of people, as well as the environment and economic health of the Township of Matachewan. An emergency requires a controlled and co-ordinate response by a number of agencies.

AUTHORITY:

Section 2.1 of the Emergency Management Act, R.S.O. 1990 Chapter E.9 as amended is the legal authority for establishing community emergency plans.

BACKGROUND INFORMATION:

General Information for the Area.

Utilities:

Hydro One provides Hydro Electric Power to the Township of Matachewan with line crews situated in Kirkland Lake, New Liskeard and Timmins. All the residents in the Township of Matachewan have private septic systems. The Township of Matachewan also supplies approximately 171 residents/businesses town water.

Medical and Health Care Services:

The Township of Matachewan has a Medical Centre located on Matheson Street, which provides patients with a nurse/practitioner 1-2 days a week and a doctor 1-day a week. Other medical services are supplied by hospitals in Kirkland Lake, Englehart and New Liskeard.

Communications:

Northern Telephone Limited supplies Telephone and Internet services. Northern Tel Mobility provides cellular Telephone Services. The main radio stations are CJKL FM 101.5 of Kirkland Lake and CJTT FM 104.5 of New Liskeard. The area receives a local newspaper from Kirkland Lake, 3 times a week and a weekly newspaper from New Liskeard along with a monthly newsletter from the Town Office.

Township of Matachewan

Centrally located in the District of Temiskaming, on Highway #66, the community of Matachewan is 51 km Southwest of the Trans Canada Highway # 11. The Township of Matachewan lies approximately 252 km North of North Bay.

The town is also situated on the Montreal River. The Township of Matachewan is located within the Cairo Township, which is surrounded by Alma Township to the North, Flavelle Township to the East, Kimberley Township to the South and Powell Township to the West. Combined with Cairo Township, Kimberley Township and Powell Township is Yarrow Township, Doon Township and Midlothian Township to form the Corporation of the Township of Matachewan established in 1995. The population of the Township of Matachewan is approximately 375-400 full time, seasonal/transient 600-1100 (peak).

Latitude of the Township of Matachewan is 47.93919 degrees North and Longitude is 80.64648 degrees West.

REQUEST FOR ASSISTANCE:

- Provincial

If local resources are insufficient to control the emergency, assistance may be requested from Emergency Management Ontario (EMO) at any time without any loss of control or authority.

- Municipal

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

AIM:

The aim of this plan is to make provision for extraordinary arrangements and measures that may have to be taken to protect health, safety, welfare and property of the inhabitants of the Township of Matachewan when faced with an emergency.

EMERGENCY NOTIFICATION SYSTEM:

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

The Emergency Notification List and Procedure is attached.

ACTION PRIOR TO DECLARATION:

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

DECLARATION AND TERMINATION OF AN EMERGENCY:

The Reeve of the Township of Matachewan is responsible for declaring that an emergency exists within their individual boundaries. This declaration is usually made in consultation with other members of the Community Control Group and/or Council.

Checklist in Consideration of Declaration of Emergency.

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

- a) Community Control Group,
- b) Emergency Management Ontario (EMO),
- c) Town Council,
- d) Public,
- e) Neighbouring Community Officials, as required,
- f) Media,
- g) Other persons, organizations, agencies, ministries, etc as required.
- h) MP, MPP

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

- a) The Reeve or Acting Reeve
- b) Emergency Management Ontario
- c) A majority of Council

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

- a) Community Control Group,
- b) Emergency Management Ontario (EMO),
- c) Town Council,
- d) Public,
- e) Neighbouring Community Officials, as required,
- f) Media,
- g) Other persons, organizations, agencies, ministries, etc as required.

Appointments:

Appointments or replacements of personnel within the control group may be made by the Reeve. The Reeve may replace, for the duration of the emergency any personnel he/she find unfit for service and can appoint a replacement if necessary.

Emergency Operations Centre (EOC):

The Community Control Group will report to the designated Emergency Operations Centre. The Centre will be determined at the time of an emergency or the threat of an emergency. The location will be chosen based on geographical location of the emergency and/or the community, which has the majority of the emergency.

The Operations Officer is responsible for the Emergency Operations Centre.

A list of facilities, equipment and supplies is available in ANNEX B.

EMERGENCY SITE MANAGER:

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

PRIORITY ACCESS FOR DIALING:

Priority Access for Dialling (PAD) is a measure to identify telephone lines that are essential during emergencies, and temporarily protecting them should the telephone system become overloaded. Telephone numbers that are protected under PAD will maintain the ability to make outgoing calls. However, incoming service remains available to all users, even then pad is implemented.

COMMUNITY CONTROL GROUP (CCG):

The emergency response will be directed and controlled by officials who are responsible for providing the essential services necessary to minimize the effects of an emergency on the municipality. This group is known as the **Community Control Group**, which consists of the following officials:

- a) Reeve or Acting Reeve of the Township,
- b) Community Emergency Management Co-ordinator (CEMC),
- c) CAO-Clerk-Treasurer of the Township/Operations Officer (ACEMC),
- d) Police Representative,
- e) Fire Representative (Chief),
- f) Public Works Foreman,
- g) Emergency Medical Services or alternate,
- h) Social Services Administrator or alternate,
- i) Medical Officer of Health or alternate.

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

- a) Extender Minerals Ltd Representative
- b) Northgate Minerals Ltd Representative
- c) Liaison Staff from Provincial Ministries
- d) Any other officials, experts, volunteers or representatives deemed necessary by the Community Control Group.

The Community Control Group may function with only a limited number of persons depending up on the emergency. While the Community Control Group may not require the presence of all people listed as member of the control group, all members of the Community Control group must be notified.

Please see ANNEX A-3 for Support and Advisory Contact List.

OPERATING CYCLE:

Members of the Community Control Group will gather at intervals to inform each other of the actions taken and problems encountered during an emergency or potential emergency. The Operations Officer will establish frequency of meeting and agenda items. Meeting will be kept as brief as possible, thus allowing members to carry out their individual responsibilities. Maps and status reports will be available and kept up to date by the Operations Centre.

RESPONSIBILITIES

Group Responsibilities:

The actions or decisions which the members of the Community Control Group are likely to be responsible for include, but are not limited to:

- a) Advising the Reeve as to whether the declaration or termination of an emergency is recommended,
- b) Activate notification system,
- c) Advising the Reeve on the need to designate all or part of the Township as an emergency area,
- d) Determining the need to establish advisory group(s) and/or sub-committees,
- e) Determining if the location and composition of the Community Control Group are appropriate and the set up of the Emergency Operations Centre and evacuation centres.
- f) Ensuring records are taken, reports prepared, and assist in evaluation of the Emergency Plan.
- g) Ensuring that an Emergency Site Manager (ESM) is appointed.
- h) Dispersing persons not directly connected with the operations as their presence may hinder the efficient functioning of the operation.
- i) Co-ordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency area taken, provided they are not contrary to law.
- j) Establishment of a reporting, registration and inquiry centre to handle requests for information concerning all aspects of the emergency.
- k) Ensuring that pertinent information regarding the emergency is promptly forwarded to the Public Information Co-ordinator and Citizen Inquiry Supervisor, for dissemination to the media and public.
- l) Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary.
- m) Calling out and mobilizing their emergency service, agency and equipment, as required.
- n) Arranging for services and equipment from local agencies not under community control, i.e. private contractors, volunteer agencies, service clubs, etc.
- o) Determining if additional volunteers are required and if appeals for volunteers are warranted.
- p) Discontinuing utilities or services provided by public or private concerns. i.e hydro, water.
- q) Authorizing expenditure of money required dealing with the emergency.
- r) One member to act as a liaison officer and one to act as an evacuation co-ordinator when evacuating.
- s) Ordering, co-ordinating and/or overseeing the evacuation of buildings and persons within the “Emergency Area” which are considering to be in danger.

- t) Arrangements for accommodations for any residents who are in need of assistance due to displacement as a result of the emergency.
- u) Determine if additional transport is required for evacuation or transport of persons and/or supplies.
- v) Establishment of a system to ensure balanced distribution and recording of casualties to hospitals.
- w) Notifying the services, agencies or groups under their direction of the termination of the emergency.
- x) Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Operation Officer within one week of the termination of the Emergency, as required.
- y) Participating in the debriefing following the emergency.

REEVE OR ACTING REEVE

The actions or decisions which the Reeve or Acting Reeve are likely to be responsible for include, but are not limited to:

- a) Declaring and terminating an emergency within the Township of Matachewan with the assistance from the control group.
- b) Notifying the Solicitor General of Ontario and Provincial Operations Centre Duty Officer (EMO) of the declaration and termination of the emergency.
- c) Chairing the meetings of the Community Control Group
- d) Ensuring the members of Council are advised of the declaration and termination of an emergency and are kept informed of the emergency situation.

COMMUNITY EMERGENCY MANAGEMENT CO-ORDINATOR

The Community Emergency Management Co-ordinator (CEMC) is responsible for:

- a) Activating and arranging the Emergency Operations Centre.
- b) Activating the emergency notification system through the Ontario Provincial Police as well as activating the emergency response plan upon declaration.
- c) Advising the Reeve on Policies and Procedures.
- d) Ensuring that security is in place for the EOC and registration of CCG members
- e) Ensuring that all members of the CCG have necessary plans, resources, supplies, maps and equipment.
- f) Providing advice and clarification about the implementation details of the Emergency Response Plan.
- g) Supervising the Public Information Co-ordinator.
- h) Ensuring liaison with community support agencies i.e Ambulance, Canadian Red Cross.
- i) Ensuring that the operating cycle is met by the CCG and related documentation is maintained and kept for future reference.

CLERK TREASURER

The actions or decisions which the Clerk Treasurer is likely to be responsible for include, but are not limited to:

- a) Activating the emergency notification system through the Ontario Provincial Police as well as activating the emergency response plan upon declaration.
- b) As the Operations Officer (within individual municipal boundaries), co-ordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings.
- c) Approving, in conjunction with the Reeve, major announcements and media releases prepared by the Public Information Co-ordinator, in consultation with the Community Control Group.
- d) Calling out additional town/township staff to provide assistance, as required.
- e) The provision of information and advice on financial matters as they relate to the emergency.
- f) Liaison, if necessary, with the staff of neighbouring municipalities, if necessary.
- g) Ensuring that records of expenses are maintained for future claim purposes.
- h) Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency.
- i) Liaison with purchasing agents of local and neighbouring municipalities, if necessary.
- j) Assuming the role of Human Resources Officer:
 - Co-ordinate and process requests for human resources.
 - Under the direction of the Community Control Group, co-ordinating offers of, and appeals for, volunteers.
 - Selecting the most appropriate site(s) for the registration of human resources.
 - Ensuring records of human resources and administrative detail, which may involve financial liability, are completed.
 - When volunteers are involved, ensuring that a Volunteer Registration Form is completed and a copy of the form are retained for town records.
 - Ensuring identification cards are issued to volunteers and temporary employees, where practical.
 - Obtaining assistance, if necessary from Employment and Immigration Canada, as well as other government departments, public and private agencies and volunteer groups
- k) Ensure a follow up report is prepared within one week of the termination of the emergency.
- l) Liaison with the Community Emergency Management Co-ordinator.

POLICE REPRESENTATIVE

The actions or decisions which the Police Representative is likely to be responsible for include, but are not limited to:

- a) Activating the emergency notification system and ensuring all members of the Community Control Group are notified.
- b) Notification of necessary emergency and community services, as required.
- c) The establishment of a site command post with communications to the Emergency Operations Centre.
- d) Establishing an ongoing communications link with the senior police official at the scene of the emergency.
- e) The establishment of an inner perimeter within the emergency area.
- f) The establishment of an out perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel.
- g) The provision of traffic control to facilitate the movement of emergency vehicles.
- h) Alerting persons endangered by the emergency and co-ordinating evacuation procedures.
- i) The direction of evacuee centres, as required.
- j) Liaison with the Social Services Officer regarding the establishment and operation of evacuation and reception centre.
- k) The protection of life and property and the provision of law and order.
- l) The provision of police services in evacuation centres, morgues and other facilities as required.
- m) Notifying the coroner of fatalities.
- n) Liaison with other community, provincial and federal police agencies as required.

FIRE REPRESENTATIVE

The actions or decision which the Fire Representative is likely to be responsible for include, but are not limited to:

- a) Activating the emergency notification system through the Ontario Provincial Police.
- b) Providing the Community Control Group Information and advice on fire fighting and rescue matters.
- c) Establishing an ongoing communication link with the Senior Fire Official at the scene of the emergency.
- d) Informing the Mutual Aid Fire Co-ordinator and/or initiating mutual aid arrangements for the provision of additional fire fighting manpower and equipment, if needed.
- e) Determining if additional or special equipment is needed and recommending possible sources of supply. i.e. breathing apparatus, protective clothing, etc.
- f) Providing assistance to other community departments and agencies and being prepared to take charge of or contribute to non-fire fighting operations if necessary. i.e. rescue first aid, casualty collection, evacuation, etc.
- g) Providing an Emergency Site Manager, if required.

- h) Providing 6 Walkie-Talkies (in total) for communication between EOC and the Emergency Site.
- i) Providing blankets, trauma kits, barricading the Emergency Site, if required.

Please see ANNEX ___ for Information on Fire Department

ROAD SUPERINTENDENT/PUBLIC WORKS FOREMAN

The actions or decisions, which the Public Works Manager is likely to be responsible for include, but are not limited to:

- a) Activating the emergency notification system through the Ontario Provincial Police.
- b) Providing the Community Control Group with information and advice on technical matters.
- c) The provision of technical assistance.
- d) The construction, maintenance and repair of town streets.
- e) The provision of equipment for emergency pumping operations.
- f) Liaison with Fire Representative concerning emergency water supplies for fire fighting purposes.
- g) The provision of emergency potable water supplies and sanitation facilities to the requirements of Medical Officer of Health.
- h) Discontinuing any public works services or utility to any consumer as required and restoring these services when appropriate.
- i) Liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions.
- j) Providing public works equipment as required by any other emergency services.
- k) Maintaining liaison with flood control, conservation and environmental agencies and being prepared to take preventative action.
- l) Providing an Emergency Site Manager if required.
- m) Co-ordinating the acquisition, distribution and scheduling of various models of transport (i.e. school buses, trucks) for the purposes of transporting persons and/or supplies as required.
- n) Ensuring that a record is maintained of drivers and operators involved.

EMERGENCY HEALTH SERVICES REPRESENTATIVE

The actions or decisions which the Medical Officer of Health Representative is likely to be responsible for include, but are not limited to:

- a) Acting as a co-ordinating link for all emergency health services at the Community Control Group.
- b) Liaison with the Ontario Ministry of Health, Public Health Branch.
- c) Liaison with the Ambulance Service.
- d) Providing advice on matters, which may adversely affect public health.
- e) Providing authoritative instructions on health and safety matters to the public through the Public Information Co-ordinator,

- f) Co-ordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health policies.
- g) Ensuring co-ordination of care of bed-ridden citizens and invalids at home and in evacuee centres during an emergency.
- h) Ensuring liaison with voluntary and private agencies, as required for augmenting and co-ordinating public health resources.
- i) Ensuring co-ordination of all efforts to prevent and control the spread of disease during an emergency.
- j) Notifying the Public Works Foreman for potable water supplies and sanitation facilities.
- k) Liaison with Senior Public Works Officer on areas of mutual concern regarding health services in evacuee centres.

SOCIAL SERVICES DIRECTOR

The Social Services Director is responsible for:

Roles and Responsibilities – General

- a) The DTSSAB CEMC / Alternate CEMC (or designate) will participate as a member of the Emergency Control Group and attend at the Emergency Operations Centre (once activated).
- b) Co-ordinate responses with appropriate member of the Community Control Group and/or Support and Advisory Group on required logistics, supplies, and/or advice.
- c) Liaison with the Ministry of Community & Social Services (MCSS), Ministry of Children’s Services (MOC), Ministry of Municipal Affairs & Housing (MMAH) and the Ministry of Health (MOH) as required.
- d) Continued delivery of mandated DTSSAB programs and services.
- e) Activation of the DTSSAB’s Emergency Response & Business Continuity Plans as appropriate.

Roles and Responsibilities – Emergency Evacuation Centres

- a) Once one or more pre-designated evacuation centre(s) have been opened by the ECG, ensure that a representative of the District School Board Ontario Northeast (DSBONE) and Conseil Scolaire Catholique (CSC) are notified of the facilities that are required as evacuee centre(s). Ensure that staff/volunteers at school facilities take direction from the Board representative(s) with respect to its/their maintenance, use and operation.
- b) Overall supervision, co-ordination and staffing of the operation of all shelters that have been designated and opened by the Emergency Control Group.
- c) Ensure the provision of registration and inquiry services (at designated shelters) for evacuees, victims, volunteers, and pets.
- d) Ensure the provision of childcare services for children at the evacuation centre(s) and the children of staff involved in the emergency response. Liaison with Police, Fire & Rescue and Children’s Aid Society regarding the care of children separated from their families as a result of the emergency.

- e) Assist in the distribution of supplies (clothing, food, personal items) where and applicable and available for individuals evacuated to emergency centre(s).
- f) Arranging pastoral care and emotional support. Liaison with the Medical Officer of Health regarding the psychosocial response.
- g) Make arrangements for meals for the staff and registered volunteers at the EOC and evacuation centre(s).
- h) Liaison with the Medical Officer of Health on areas of mutual concern regarding operations in evacuee centre(s).
- i) Co-ordinate overall response with any agencies (Canadian Red Cross, Salvation Army, Service Clubs etc.) that are involved in providing support services to evacuees, victims, and volunteers.
- j) Maintain detailed documentation on decisions made, actions taken and expenses incurred.
- k) Assist with the recovery process and the restoration services as soon as deemed appropriate.
- l) Prepare and submit a final report containing a review of the operation of evacuation centres including recommendations on possible alterations to the Emergency Response Plan.

EMERGENCY MEDICAL SERVICES (EMS) DIRECTOR

The Emergency Medical Services Director is responsible for:

Roles and Responsibilities – General

- a) The DTSSAB CEMC / Alternate CEMC (or designate) will participate as a member of the Emergency Control Group and attend at the Emergency Operations Centre (if activated).
- b) Co-ordinate responses with appropriate members of the Community Control Group and/or Support and Advisory Group on required logistics, supplies and/or advice.
- c) Liaison with the Ministry of Community & Social Service (MCSS), Ministry of Children’s Services (MOC), Ministry of Municipal Affairs and Housing (MMAH) and the Ministry of Health (MOH) as required.
- d) Continued delivery of mandated DTSSAB programs and services.
- e) Activation of the DTSSAB’s Emergency Response & Business Continuity Plans as appropriate.

Roles and Responsibilities – Emergency Medical Services

- a) Ensuring the emergency medical services is present at the emergency site.
- b) Depending on the nature of the emergency, assigning a representative to be present at the emergency site(s) and communicating such with the ECG.
- c) Establishing ongoing communication with the designated senior EMS official at the emergency site(s).
- d) Advising the ECG if other or additional means of transportation is required for the evacuation of victims.
- e) Enacting mutual aid protocols with other EMS providers as required and appropriate.

- f) Ensuring for the provision of basic first aid at evacuation centre(s).
- g) Liaison with the Ministry of Health CACC, receiving hospitals and Medical Officer of Health as required.
- h) Maintain detailed documentation on decisions made, actions taken and expenses incurred.
- i) Assist with the recovery process and the services as soon as deemed appropriate.
- j) Prepare and submit a final report containing a review of the operation of emergency medical services including recommendations on possible alterations to the Emergency Response Plan.

SUPPORT AND ADVISORY STAFF

The following staff may be required to provide support, logistics and advice to the Community Control Group:

- a) Administrative Assistants/Deputy Clerk
- b) Solicitors
- c) Chief Building Inspector
- d) Insurance Providers
- e) GPS/GIS

The Support and Advisory Staff contact list is attached in ANNEX A-3.

ANNEX A-4 also has a list of Area Volunteer Support (Not under Municipal Control) who has extra equipment available in case of emergency excluding individual volunteers

INDIVIDUAL RESPONSIBILITIES

The Administrative Assistant is responsible for:

- a) Assisting the Clerks, as required.
- b) Ensuring that all important decisions made by the Community Control Group are recorded.
- c) Upon the direction of the Clerk, notifying the required support and advisory staff of the emergency and the location of the emergency.
- d) Assuming the responsibilities of Citizen Inquiry Supervisors for individual municipalities.
- e) Arranging for printing of materials, as required.
- f) Co-ordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required.
- g) Upon direction by the Reeve, ensuring that all Council are advised of the declaration and termination of the emergency.
- h) Upon direction by the Reeve, arranging a special meeting(s) of Councils, as required and advising members of Council of the time, date and location of the meetings.

- i) Assuming the role of telecommunications co-ordinator by ensuring the telephone systems functioning, the telecommunications centre is fully equipped and staffed, maintain an inventory of communication equipment, and make arrangements to acquire telecommunications resources.
- j) Procuring staff to assist, as required.
- k) Any other duties as assigned.

**Note – In the event that the Township does not employ an administrative assistant/deputy clerk/treasurer and employee or member of Council may be appointed to fulfil these responsibilities.*

Solicitors:

The Solicitor for the Township of Matachewan is responsible for:

- a) The provision of advice to any member of the Community Control Group on matters of a legal nature as they may apply to the communities in it's response to the emergency, as required.

Chief Building Officials:

The Chief Building Official is responsible for:

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

Insurance Providers:

The Insurance Providers for the Township of Matachewan are responsible for:

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

OTHER AGENCIES

In an emergency, many agencies may be required to work with the Community Control Group. Such agencies are detailed below:

1. Provincial Operations Centre Duty Officer – Emergency Management Ontario:

The representative of the POC Duty Officer (EMO) is responsible for:

- a) Co-ordinate Provincial/Federal resources upon the community's request.
- b) Co-ordinate the response of other provincial agencies, and of the Federal Government if necessary.

- c) Send staff to the community to provide advice and liaison.
- d) Providing information of financial assistance following termination of the emergency.

2. Matachewan Medical Centre

The Matachewan Medical Centre is responsible for:

- a) Liaison with the Medical Officer of Health and local ambulance.
- b) Evaluating requests for the provision of medical site teams/medical triage teams.
- c) Liaison with the Ministry of Health.

3. Provincial Operations Centre Duty Officer – Office of the Fire Marshal:

The Representative of the Office of the Fire Marshal is responsible, under the Fire Protection and Prevention Act, 1997 for:

- a) Liaison with local fire departments for fire protection and provide advice and assistance.
- b) Fire suppression activities.

4. Ministry of Natural Resources:

The Representative of the Ministry of Natural Resources is responsible for:

- a) Fire protection of the lands in the Township of Matachewan as set out in current Fire Management Plan.
- b) Flood control advice and information.
- c) The provision of fire fighting and flood control equipment, as required.

5. Temiskaming Health Unit

The representative of the Temiskaming Health Unit is responsible for:

- a) Monitoring the water supplies in conjunction with the Ministry of Environment and Energy. This includes the approval of sources, advice on treatment methods, monitoring the prevention of pollution of selected sources and sampling of the distribution system to ensure potable supply.
- b) Food sanitation including ensuring sanitary control of food supplies at the point of supply, during distribution, packaging and processing, providing advice on potentially unsafe or contaminated foods, and providing information on storage, food handling, personal hygiene and refuse disposal.
- c) Evacuation Centres – in the event of a mass evacuation to a central location, the Health Unit will monitor the provision of sanitary facilities, the safety of water supply and the food service system.

- d) Waste Disposal in conjunction with the Ministry of Environment and Energy garbage including advice on the disposal of all-sanitary waste, body waste and garbage including the disposal of liquid waste.
- e) In the event of mass casualties, the Health Unit will monitor the situation to ensure early and sanitary disposition of human remains in order to minimize the spread of disease.
- f) Information on advice on pest control, personal sanitation, emergency cleanups and disinfecting, waste disposal and food and water safety will be provided to the public as required.
- g) The Health Unit will provide and needed immunization.
- h) The Health Unit will provide advice to the public and to local physicians with regards to health consequences, both acute and long term, of exposure to spills of toxic chemicals.
- i) Liaison with Ministry of Health, as appropriate.

6. Extender Minerals Ltd

The Representative of Extender Minerals Ltd. is responsible for the following items within the boundaries of Extender Minerals Ltd. property and/or right of way.

Please see ANNEX ___ for Extender Minerals Emergency Response Plan.

- a) Activating the company emergency alerting system.
- b) Arrange for security within the emergency or disaster area.
- c) Arrange for sealing off the emergency or disaster area.
- d) Arrange for the protection of lives, public and private property.
- e) Acting as liaison with public police, fire department, medical services, ambulances, Community Control Group, etc.
- f) Operating from identifiable command location.
- g) Maintaining communications with the corporate emergency control group and the municipal control group.
- h) Maintaining a log of all action taken.

7. Public Utilities – Hydro One Services Company:

The Representative of the Hydro One Services Co. is responsible for the following items:

- a) Provide advice and information to the Community Control Group.
- b) Co-ordinate emergency procedures and actions through the Community Control Group
- c) Discontinue public electrical power service to any consumer when authorized by the Community Control Group and where it is considered necessary in the interest of public safety.
- d) Provide alternative supplies of electrical power as able when requested by the Community Control Group.

8. Northern Telephone Limited, Telecommunications:

The Representative of Northern Telephone is responsible for the following items:

- a) Provide advice and information to the Community Control Group.
- b) Co-ordinate emergency procedures and actions through the Community Control Group.
- c) Discontinue public telephone service to any consumer when authorized by the Community Control Group, and where it is considered necessary in the interest of public safety.
- d) Initiating Priority Access for dialling for the Emergency Area
- e) Calling our sufficient staff to survey the site of the emergency.

9. Employment Agencies:

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

- a) Job Connect
- b) Human Resources Development Canada
- c) Ontario Works

PLAN MAINTENANCE AND REVISION

Annual Review

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

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

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

Testing the Plan

An annual exercise as required under the Act will be conducted in order to test the overall effectiveness of this emergency plan and provide training to the Community Control Group. Revisions to this plan should incorporate recommendation stemming from such exercises.

Internal Procedures

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

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

**ANNEX A-1
Community Control Group
Emergency Notification List**

Reeve:

Beverley Hine
W) 705.565.2274
H) 705.565.2492

Public Works Foreman

Wilfred King
H) 705.565.2426

Alternate (Acting Reeve)

Joe Bisson
W) 705.565.2323
H) 705.565.1140

Emergency Medical Services-EMS

Diane Lalonde
W) 705.565.2351
H) 705.565.2352

CEMC

Beverley Hine
W) 705.565.2274
H) 705.565.2492

Temiskaming Health Unit

Ester Millar
W) 705.647.3033
Pagers 705.648.2109
Backup 705.648.2102
Extender Minerals Ltd.
Joe Bisson
W) 705.565.2323
H) 705.565.1140

CAO-Clerk-Treasurer (ACEMC)

Andrew Van Oosten
W) 705.565.2274
H) 705.642.1963

Alternate

April George
W) 705.565.2274
H) 705.565.2294

Alternate Extender Minerals Ltd.
Alternate Northgate Minerals Inc.
705.565.2211

Police Representative

Staff/Sgt Don Goard
W) 1.888.310.1122

Social Services

Mike Trodd
W) 705.567.9366
Extension 232

Alternate (Police)

W) 1.888.310.1122

Number is centralised to North Bay Dispatch

Alternate Social Services

Claire Scanlan for Eddie Alton
W) 705.647.7447
Extension 247

Fire Representative

Roxanne Mueller (Chief)
H) 705.565.2544

Alternate (Deputy Chief)

Robert McDougall
H) 705.565.2562

ANNEX A-2
Emergency Notification Procedures

Upon activation, the notification process will be carried out at once by the police dispatcher, who will note the detail of the message (e.g. description of the emergency, instructions to remain on stand by or assemble at the EOC, etc.). The dispatcher will ensure this information is passed to and understood by each person called. Persons on the notification list will be called in order, starting with the Reeve.

If the primary person cannot be reached at any of the listed numbers, telephone the alternate. If neither can be reached, go in the next appointment on the list. Once the end of the list has been reached, try again those who were not available on the first attempt.

Note the exact time each person was reached.

Should an emergency occur or be impending, the contact should be made with the Emergency Management Ontario Duty Officer (24/7).

Emergency Management Ontario Day Time:	1.877.314.3723
Emergency Management Night & Weekend:	1.416.314.0472
Ontario Provincial Police:	1.888.310.1122

ANNEX A-3
Support and Advisory Staff Contact List

The following staff may be required to provide support, logistics and advice to the Community Control Group.

Chief Building Inspector

Bill Glassford
W) 705.563.2375

Solicitor

Murray Ellies
W) 705.567.3301

Insurance

Paul Ayotte Insurance Brokers
Jennifer Mikovitch
W) 705.544.2228

Gary Larkman Welding & Mechanics

Gary Larkman
W) 705.565.2402
H) 705.565.2402

Landry Trucking

Guy Landry
H) 705.565.2468

Robert Lalonde Trucking

H) 705.565.2352

Raymond Landry
H) 705.565.2215

Hydro One

Call Centre
1.888.664.9376

To avoid automated greeting
Say “help” or “agent” right away

Ontario Clean Water Agency

Tony Janssen
W) 705.672.5583
C) 705.568.7454

Brian Jibb
W) 705.567.3955
C) 705.642.5341

Anthony Danis
C) 705.568.7392

**ANNEX A-4
AREA VOLUNTEER SUPPORT**

Company Name Contact Name	Telephone Work	Telephone Residence	Title	Function
Landry Trucking Raymond Landry	705.565.2215	705.565.2215	Owner/Operator	Equipment – Trucks, Welder
Larkman Mechanical and Welding Gary Larkman	705.565.2535	705.565.2402	Owner/Operator	Equipment – Loaders, Welders

ANNEX B
Emergency Operations Centre (EOC)

The Emergency Operations Centre will be located at the Municipal Office, which is located on Moyneur Avenue.

The alternate EOC will be situated at the Fire Department, which is located on Matheson Street.

EQUIPMENT

The equipment required for the Emergency Operations Centre is organized in a kit form. The kit is located in the Municipal Office. The CEMC is responsible for inspecting the kit on a regular basis and for ensuring that kit contents are all working order.

Additional equipment which is required for the Emergency Operations Centre is listed below:

<u>Item</u>	<u>Location</u>
Fax Machine	Town Office
Telephones	Town Office
Walkie Talkies (3 sets)	Fire Department
Walkie Talkies (2 sets)	Town Office

ANNEX C
Township of Matachewan Evacuation Plan
Evacuation Zones for the Township of Matachewan

Matachewan Recreation Hall – Moyneur Avenue (all season)
Capacity Size – 200 people

Matachewan Public School – Dales Street (summer)
Capacity Size -

Matachewan Legion Branch 386 (all season)
Capacity Size –

Curling Club – Front Street (all season)

TRANSPORTATION

In case of evacuation, the Matachewan Emergency Fire Van will be provided to transport residents to evacuation centres.

NOTIFICATION

In the event of an evacuation of the town, the town siren will be set off, along with local radio stations CJKL 101.5 FM, CJTT 104.5, and CJBB 101.3. If needed, the Fire Department will be called out to notify the residents individually.

EQUIPMENT

Extra generators will be supplied by the Township of Matachewan.

ANNEX D
Provincial Assistance

If local resources are insufficient to control the emergency, assistance may be requested from Emergency Management Ontario (EMO) at any time without any loss of control or authority. This request shall be made through the PEOC Duty Officer (EMO) at (877) 314.3723 during the day and at (416) 314.0472 at nights or weekends. An alternate route to contacting the POC Duty Officer is through the OPP Duty Officer at 1.888.310.1122. Call EMO to request federal assistance, especially in the case of Canadian Armed Forces assistance. Contacting the appropriate Ministry can make such request.

Emergency Management Ontario Day Time – 1.877.314.3723

Emergency Management Ontario Night and Weekend – 1.416.314.0472

Ontario Provincial Police – 1.888.310.1122

ANNEX E
Emergency Information Plan

Upon implementation of the Emergency Response Plan, it will be important to co-ordinate the release of accurate information to the news media, issue authoritative instructions to the public and respond to or redirect requests for, reports or information concerning any aspect of the emergency.

In order to fulfil these functions during an emergency, the following positions will be established:

Community Information Co-ordinator: Andrew Van Oosten
W: 705.565.2274 or H: 705.642.3369

Community Spokesperson: Beverley Hine
705.565.2274 or 705.565.2492

The local Emergency Information Centre (EIC) will be located in the Municipal Office Lot 1 Moyneur Avenue. In the event that this centre cannot be used, the secondary location will be the Matachewan Fire Department, Lot 80 Matheson Street.

Depending on the nature of the emergency, it may be necessary to establish a media information area adjacent to the emergency site, as decided by the Community Control Group. This area is established, will be staffed as determined by the Community Spokesperson.

The Emergency Information Officer for the Township of Matachewan is Beverley Hine.

DUTIES

During local emergencies, it is the responsibility of municipalities to provide emergency information to the media and public. Rules and procedures governing the dissemination of this information should be established prior to the onset of an emergency. Key to the planning process is the designation of an Emergency Information Officer (EIO). This person, and any staff deemed necessary, is responsible for the dissemination of all information about the emergency. Typical duties may include:

- Giving interviews on behalf of the Township of Matachewan Council;
- Issuing news releases and arranging media briefing as required to communicate “key messages” to the public;
- Posting emergency information;
- Answering media and public inquiries;
- Monitoring media, correct inaccuracies and controlling rumours.

ANNEX F

ANNEX G
Matachewan Fire Department

Inventory

- 1975 GMC Pumper Fire Truck
- 1995 Emergency Rescue Van

The Matachewan Fire Department consists of 10 volunteer fire fighters. The Fire Department is located at 80 Matheson Street along with the Matachewan “Get Fit” Centre and the Timiskaming Health Unit.

The Township of Matachewan is equipped with fire hydrants.

Matachewan Fire Department Inventory – Municipal Fire Truck

- | | |
|------------------------------------|--|
| 3 – Blankets | 2 – Wajax Pumps |
| 2 – Walkie Talkies | 2 – Gas Tanks for Wajax (1 old, 1 new) |
| 5 – Flashlights (2 new and 3 old) | 1 - Toolbox |
| 2 – Fire fly (man down) | 1 – 400 ft #1 Forest Fire Hose |
| 1 – First Aid Kit | 1 – 2000 ft Forest Fire Hose |
| 2 – 2 ½ inch Suction Line | 2 - Axes |
| 2 – 4 inch Suction Line | 2 – Forest Fire Shovels |
| 2 – Hydrant Wrenches | 1 – 12 ft Ladder |
| 3 – ABC Fire Extinguishers | 1 – 36 ft Ladder |
| 1 – Carbon Dioxide Extinguisher | 1 – 8 ft Fold Away Ladder |
| 4 – Straps | 1 – Poker |
| 3 – 1 ½ inch Nozzle | 1 – Hydro Pole (Used for Live Wires) |
| 1 – 2 ½ inch Nozzle | 1 - Prybar |
| 2 – Claw Hammers | 1 – Fire Axe |
| 1 – Rubber Mallet | 1 – 2 ½ “Y” |
| 2 – Crow Bars | 1 – 1800 ft Hose – 2 ½ inch |
| 6 – Hose Wrenches | 1 – 800 ft Hose – 1 ½ inch |
| 2 – Soft Stops | |
| 1 – Hose Crimper | |
| 3 – Safety Belts | |
| 4 – Air Packs | |
| 8 – Cylinders | |
| 1 – 2 ½ inch Fire Hose | |
| 1 – Fan | |
| 2 – Supply Pumps (1 New and 1 Old) | |

Matachewan Fire Department Inventory – Emergency Van

- 4 – Connect Tubes
- 5 – Suction Catheters Control Port
- 1 – Oxygen Kit
- 2 – Manual Resuscitators (1 Child, 1 Adult)
 - Gloves
- 1 – Backboard
- 4 – Straps
- 2 – Pupil Lights
- 2 – Cotton Crepe Bandage
- 1 – Reserve Sheet
- 1 – Oral Mouth Screw
- 1 – Seizure Stick
- 10 – Cotton Sponges (4 inch x 4 inch)
 - 1 – Conforming Gauze Bandage
- 1 – Field Dressing
- 32 – Scissors
- 6 – Gauze Rolls
- 3 – Rolls of Tape
- 5 – Tansor Bandage
 - Alcohol Wipes
- 1 – Auto Claw
 - Quick Splint
 - Blanket
- 2 – Instant Cold Compress
- 1 – Burn Sheet
- 1 – Banclages
- 1 – Antiseptic Wipes
- 2 – Splints
- 2 – Butterfly Closure
- 2 – Pressure Bandages
- 4 – Oxygen Bottles
- 2 – Burn Relics
- 6 – Slings
- 2 – Neck Brace
- 2 – Instant Cold Applicator
- Gauze Pads
- 5 – Triangular Bandage
- Esmarch Bandage
- 2 – Elastic Compress Bandage
- Gauze Pads (3 inch X 3 inch)
- 1 – Eye patch gauze
- Gauze Pads (4 inch X 4 inch)
- 10 – Abdominal Pads
- 2 – Dry Back Pads
- Bandages Box
- 2 - Thermal Blankets

ANNEX H

Checklist in Consideration of a Declaration of Emergency

An emergency is defined under the Emergency Management Act as “a situation, or an impending situation caused by forces of nature, an accident, an international act or otherwise that constitutes a danger of major proportions to life or property.

Under the Emergency management Act, only the head of Council of the municipality (or his or her designate) and the Premier have the authority to declare an emergency. These individuals, as well as a municipal Council, have the authority to terminate an emergency declaration.

An emergency declaration may extend to all or any party of the geographical area under the jurisdiction of the municipality. (Section 4(1)).

If the decision is made to declare an emergency, the municipality must notify Emergency Management Ontario (on behalf of the Minister of Public Safety and Security) as soon as possible. (Section 4(3)). Although a verbal declaration of emergency is permitted, all declarations should ultimately be made in writing to ensure proper documentation is maintained. Written declarations should be made on municipal letterhead, using the template by Emergency Management Ontario, and should be faxed to (416) 314-0474. When declaring an emergency, please notify the Provincial Operations Centre at 1-866-314-0472.

When considering whether to declare an emergency, a positive response to one or more of the following criteria may indicate that a situation, whether actual or anticipated, warrants the declaration of an emergency.

GENERAL and GOVERNMENT

- Is the situation an extraordinary event requiring extraordinary measures?
(Section 4(1)) permits a head of Council to “take such action and make such orders as he or she considers necessary and are not contrary to law” during an emergency.)
- Does the situation pose a danger of major proportions to life or property?
(Section 1, definition of an emergency)
- Does the situation pose a threat to the provision of essential services (e.g., energy, potable water, sewage treatment/containment, supply of goods or medical care)?
(Some situations may require extraordinary measures to be taken or expenditures be made to maintain or restore essential services. A declaration of emergency may allow a head of Council to expend funds outside of his or her spending resolution and/or the regular approval process of the municipality.)

- Does the situation threaten social order and the ability to govern? (Whether due to a loss of infrastructure or social unrest (e.g. a riot) a crisis situation has the potential to threaten a Council ability to govern. In such cases, extraordinary measures may need to be taken. Section 4 (1) provides extraordinary measures, not contrary to law. Section 55 (1) of the Police Services Act provides for the creation of special policing arrangements during an emergency.)
- Is the event attracting significant media and/or public interest? (Experience demonstrates that the media and public often view the declaration of an emergency as a decisive action toward addressing a crisis. It must be made clear that an “emergency” is a legal declaration and does not indicate that the municipality has lost control.)
- Has there been a declaration of emergency by another level of government? (A declaration of emergency on the part of another level of government (e.g., lower tier, upper tier, provincial, federal) may indicate that you should declare an emergency within your municipality. For example, in the event of a widespread disaster affecting numerous lower-tier municipalities within a county, the county will likely need to enact its emergency response plan and should strongly consider the declaration of an emergency. In some cases, however, a declaration of emergency by a higher level of government may provide sufficient authorities to the lower-tier communities involved.

LEGAL

- Might legal action be taken against municipal employees or Councillors related to their action during a crisis? (Section 11 (1) states the “no action or other proceeding lies or shall be instituted against a member of Council, an employee of a municipality, a minister of Crown or a Crown employee for doing any act or neglecting to do any act in good faith in the implementation of an emergency management program or an emergency plan or in connection with an emergency.” Section 11(3), omissions of a member of Council or an employee of the municipality.)
- Are volunteers assisting? (The Workplace Safety and Insurance Act provides that persons who assist in connection with declared emergencies are considered “workers” under the Act and are eligible if they become injured or ill as a result of the assistance they are providing. This in addition to workers already covered by the Act.)

OPERATIONAL

- Does the situation require a response that exceeds, or threatens to exceed the capabilities of the municipality’s resources or deployment of personnel? (Section 4(1) permits the head of Council to “take such actions and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan. “Section 13(3) empowers a municipal Council to “made an

agreement with the Council of any other municipality or with any person for the provision of any personnel, service, equipment or material during an emergency.”)

- Does the situation create sufficient strain on the municipal response capability that areas within the municipality may be impacted by a lack of services, thereby further endangering life and property outside areas directly affected by the current crisis? (Some situations may require the creation of special response agreements between municipality and other jurisdictions, private industry, non-government organizations, etc. Section 13(3) states that the “Council of a municipality may make an agreement with the Council of any other municipality or with any person for the provision of personnel, service, equipment or material during an emergency.”)
- Is it a consideration that the municipal response may be of such duration that additional personnel and resources may be required to maintain the continuity of operations? (in the event of a large scale crisis, such as an epidemic or prolonged natural disaster, municipal resources may not be able to sustain an increased operational temp for more than a few days. This is particularly true if emergency workers are injured or become ill as a result of the crisis. In such a case, the municipality may need to utilize outside emergency response personnel. Section 13(3) provides for mutual assistance agreements between municipalities.)
- Does or might, the situation require provincial support or resources? (Provincial assistance (e.g. air quality monitoring, scientific advice, airlift capabilities, material resources, etc.) may involve numerous ministries and personnel. Activation of the municipal emergency response plan, including the opening of the Emergency Operations Centre and meeting of the Community Control Group, can greatly facilitate multi-agency and multi-government response.)
- Does, or might, the situation require assistance from the federal government? (Military equipment). (Section 13(2) authorizes the Minister of Public Safety, with the approval of the Lieutenant Governor in Council, to enter into mutual assistance agreements with federal government. In Canada, federal emergency assistance is accessed through and co-ordinated by, the province. The declaration of an emergency may assist a municipality in obtaining federal assistance.)
- Does the situation involve a structural collapse? (Structural collapse involving the entrapment of persons may require the deployment of one or more Heavy Urban Search and Rescue (HUSAR) Teams. Ontario has a HUSAR team. This team is specially equipped and trained to rescue persons trapped as a result of a structural collapse. Any municipality in the province can request HUSAR deployment to a declared emergency. Requests for HUSAR resources should be made through your local mutual aid fire co-ordinator. Approval for dispatch of HUSAR team comes from the Commissioner of Public Safety.
- Is the situation a large-scale or complex chemical, biological, radiological or nuclear (CBRN) incident? (Response to CBRN incidents requires specialized resources and

training. Ontario is developing three CBRN teams to respond to incidents throughout the Province. CBRN deployment should be made through your local mutual aid fire co-ordinator. Approval for the dispatch of CBRN teams comes from the Commissioner of Public Safety.)

- Does the situation require, or have potential to require the evacuation and/or shelter of people or animals (livestock) from your municipality? (Evacuee and reception centres often use volunteers as staff. As noted above, the declaration of an emergency enacts certain parts of the Workplace Insurance and Safety Act related to volunteer workers. Secondly, an evacuation or sheltering of citizens has the potential to generate issues pertaining to liability. Section 11 of the Emergency Management Act may provide municipal Councillors and employees with certain protections against personal liability.)
- Will your municipality be receiving evacuees from another community? (The issues discussed in the previous bullet may apply equally to municipalities accepting evacuees.)

ECONOMIC and FINANCIAL

- Does the situation pose a large-scale disruption to routine patterns of transportation, or re-routing of large numbers of people and vehicles? (The re-routing of people and vehicles poses a potential liability risk. Keeping persons from their homes and delaying commercial traffic are both sensitive issues. Section 11 of the Act may provide certain protection from liability. Section 4(1) allows for extraordinary measures to be taken providing they are not contrary to law.)
- Is an event likely to have a long term negative impact on a community's economic viability/sustainability, including/resulting in unemployment, lack of available banking services and restorative measures necessary to re-establish commercial activity? (The declaration of emergency may facilitate the ability of the municipality the ability of the municipality to respond to economic losses.)
- It is possible that a specific person, corporation, or other party has caused the situation? (Section 12 states that "where money is expended or cost is incurred by a municipality or the Crown in the implementation of an emergency plan or in connection with an emergency, the municipality or the Crown, as the case may be, has the right of action against any person who caused the emergency for the recovery of such money or cost...").