

# **TOWNSHIP OF MATACHEWAN**

## **EMERGENCY RESPONSE PLAN**

### **BACKGROUND INFORMATION FOR THE AREA**

The Township of Matachewan is centrally located in the northwest portion of the District of Timiskaming, 47.3 kms east of TransCanada Highway #11 on Highway #566. The permanent population is approximately 255 persons with a seasonal population of approximately 400 persons. Neighboring communities to the north include Matheson, Timmins 169.9 kms; to the south include Elk Lake (The Township of James) 38.0 kms, City of Temiskaming Shores 103.8 kms, and North Bay 257.5 kms; to the east Town of Kirkland Lake 76 km. The approximate area of land in Matachewan Township is 543.58 km or 209.88 square miles; consisting of Cairo Township, Kimberley Township, Powell Township, Yarrow Township, Doon Township and Midlothian Township. The Corporation of the Township of Matachewan was established in 1995.

The major waterway in the Township of Matachewan is the Montreal River. The Matachewan Falls and Dam, also known as High Falls are located in the northern extent of the lake and park in an area known as the Great Northern Bend, the bending of the West Montreal River south. The townsite is situated on the Montreal River within

Latitude of the Township of Matachewan is 48.00 degrees North and Longitude is 80.39 degrees West.

### **TRANSPORTATION**

The Township of Matachewan is situated west of the TransCanada Highway #11. Secondary Highway #66 runs through (east and west) the municipality.

Ontario Northland Transportation supplies bus services in Kirkland Lake. Airports, serving the area are in Timmins, North Bay and Sudbury.

### **COMMUNICATIONS**

Northern Tel Limited, a subsidiary of Bell Canada, supplies telephone and Internet services. The main radio stations are CJKL FM 101.5 of Kirkland Lake, CJBB FM 103.1 of Englehart and CJTT FM 104.5 of New Liskeard. The area is serviced by the Northern News from Kirkland Lake and the Timiskaming Speaker-Weekender from New Liskeard.

### **UTILITIES**

Hydro One provides Hydro Electric Power to the Township of Matachewan with line crews situated in Kirkland Lake and New Liskeard.

Water services within the Townsite are provided by the Township of Matachewan. Private wells provide water to residents not located within the Townsite. All residents within the Township of Matachewan are serviced by private septic systems.

## **REFUSE DISPOSAL**

The disposal site is located at 520 Hwy 66. The site is owned and operated by the Township of Matachewan.

## **MEDICAL AND HEALTH CARE SERVICES**

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

Township of Matachewan has a nursing station, also a helipad for ORNGE air ambulance.

# TOWNSHIP OF MATACHEWAN

## EMERGENCY RESPONSE PLAN

### INTRODUCTION

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, as well as the environment and economic health of the Township of Matachewan.

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

This emergency response plan was developed by an Emergency Management Committee of the municipality. Every official, municipal department and agency must be prepared to carry out assigned responsibilities in an emergency. This plan has been prepared to provide key officials, agencies and departments of the municipality important emergency response information related to:

- Arrangements, services and equipment; and
- Roles and responsibilities during an emergency.

In addition, it is important that residents, businesses and interested visitors be aware of its provisions. Copies of the Emergency Response Plan may be viewed at the Township of Matachewan Municipal Office. For more information, please contact:

CAO/Clerk-Treasurer,  
Township of Matachewan  
Municipal Office Phone: 705-565-2274

# TOWNSHIP OF MATACHEWAN

## EMERGENCY RESPONSE PLAN

### **AIM**

The aim of this plan is to make provisions for the extraordinary arrangements and measures that may have to be taken to protect health, safety, welfare, environment and economic health of the residents, businesses and visitors of the township of Matachewan when faced with an emergency.

It enables a centralized controlled and coordinated response to emergencies in the Township of Matachewan, and meets the legislated requirements of the Emergency Management Act.

A **hazard incident and risk assessment** for the municipality is included as **Appendix I** to the plan.

A confidential **critical infrastructure list** for the municipality is included as **Appendix H** to the plan.

For further details, please contact the Community Emergency Management Coordinator.

# TOWNSHIP OF MATACHEWAN

## EMERGENCY RESPONSE PLAN

### **AUTHORITY**

The emergency response plan is established under the legal authority of The Emergency Management Act (EMA).

"Head of Council of a municipality 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 or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area."

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 a 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 organizations and to assemble and manage the situation using the procedures set out in this emergency plan. As enabled by the Emergency Management Act & Civil Protection Act, R.S.O. 1990, as amended, this emergency response plan and its' elements have been:

- Issued under the authority of the Township of Matachewan By-Law 2020-18 and
- Filed with OFMEM - Office of the Fire Marshal and Emergency Management.

### **Definition of an Emergency**

The Emergency Act defines an emergency as:

"A situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, disease or other health risk, an accident or an act whether intentional or otherwise."

The Emergency Operations Centre (EOC) can be activated for any emergency for the purpose of managing an emergency, by maintaining services to the community and supporting the emergency site.

### **Action Prior to Declaration**

When an emergency exists but has not been declared to exist, only municipal employees may take such action(s) under this emergency response plan as may be required to protect the health, safety and welfare of the Township of Matachewan.

# TOWNSHIP OF MATACHEWAN

## EMERGENCY RESPONSE PLAN

### **EMERGENCY NOTIFICATIONS PROCEDURES**

Upon the receipt of a warning of a real or potential emergency, any member of the Community Control Group may activate the system.

Upon activation of the plan, the CEMC., or alternate, will notify all members of the CCG. of the emergency situation and they shall assemble at the designated Emergency Operations Centre (determined at the time of an emergency or threat of an emergency). It is the responsibility of all control group officials to notify their staff and/or volunteer organizations and manage the situation using the procedures set out in this emergency response plan.

Where a threat of an impending emergency exists, the Community Control Group will be notified by the CEMC, or alternate, and placed on stand-by.

Notification will be by telephone or cell phone, or in the event of telephone disruption notification will be by way of personal contact.

#### **Request for Assistance:**

##### **Municipal:**

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

##### **Provincial:**

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

This request shall be made by contacting Emergency Management Ontario.

##### **Federal:**

In the event that local & provincial resources are insufficient to control the emergency, assistance may be requested from the Government of Canada by the EMO.

The Emergency Notification Contact List, including numbers for requesting assistance, is attached as **Appendix C (confidential)**

# TOWNSHIP OF MATACHEWAN

## EMERGENCY RESPONSE PLAN

### **EMERGENCY COMMUNITY CONTROL GROUP**

#### **EOC - Emergency Operations Centre:**

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 the geographical location of the emergency and/or the community, which has the majority of the emergency.

The possible Emergency Operations Centres and operating standards of each centre are set out in **Appendix E**

#### **CCG - Community Control Group:**

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;

- Mayor or Deputy Mayor
- Community Emergency Management Coordinator (CEMC), or alternate
- Clerk-Treasurer, or alternate
- Fire Chief, or alternate
- Public Works Superintendent of the Township, or alternate
- Emergency Information Coordinator
- Additional personnel called or added to the CCG may include:
  - Emergency Management Ontario representative
  - Liaison staff from the provincial ministries
  - Hydro One representative
  - Alamos Mine representative
  - Police
  - Medical Officer of Health
  - Emergency Medical Services
  - Social Services
  - Any other officials, experts or representatives from the public or private sector as deemed necessary by the CCG.

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

### **Operating Cycle:**

Members of the Community Control Group will gather at regular intervals to inform each other of the actions taken and of problems encountered during an emergency or potential emergency. The Operations Officer (CEMC) will establish frequency of meetings and agenda items.

Meetings 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 Officer.

### **Community Control 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:

- Activating notification system and mobilizing their emergency service, agency and equipment.
- Determining the location and composition of the Community Control Group are appropriate.
- Advising the Mayor as to whether the declaration or termination of an emergency is recommended.
- Advising the Mayor on the need to designate all or part of the Township as an emergency area.
- Ensuring that an Emergency Site Manager (ESM) is appointed.
- Ensuring support to the Emergency Site Manager by supplying him/her with the appropriate equipment, staff and resources.
- One member to act as a liaison officer and one to act as an evacuation coordinator when evacuating. Ordering, coordinating and/or overseeing the evacuation of buildings and persons within the "Emergency Area" which are considered to be in danger.
- Ensuring evacuation centres are appropriate and appropriately set up and staffed.
- Establishing a reporting, registration and inquiry centre to handle requests for information concerning all aspects of the emergency.
- Arranging for accommodations for any residents who are in need of assistance due to displacement as a result of the emergency.
- Establishing a system to ensure balance distribution and recording of casualties to hospitals.
- Discontinuing utilities or services provided by public or private concerns. e.g.: hydro, water, etc.
- Arranging for services and equipment from local agencies not under community control. e.g.: private contractors, volunteer agencies, services clubs, etc.
- 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.
- Determining if additional volunteers are required and if appeals for volunteers are warranted.
- Determining if additional transport is required for evacuation or transport of persons and/or supplies.
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Public Information Coordinator and Citizen Inquiry Supervisor, for dissemination to the media and public.



- Determining the need to establish advisory group(s) and/or sub-committees/working groups for any aspect of the emergency, including recovery.
- Authorizing expenditure of money required to deal with the emergency.
- Notifying the services, agencies or groups under their direction, of the termination of the emergency.
- Maintaining a log, outlining decisions made and actions taken, and submitting a summary of the log to the Operations Officer within one week of the termination of the Emergency.
- Participating in the debriefing following the emergency.
- Ensuring records are kept, reports prepared for assisting in evaluating the Emergency Plan.

# TOWNSHIP OF MATACHEWAN

## EMERGENCY RESPONSE PLAN

### EMERGENCY RESPONSE SYSTEM

#### **Community Emergency Control Group Individual Responsibilities:**

##### **Mayor**

The actions or decisions which the Mayor or Acting Mayor is responsible for include, but are not limited to:

- Providing overall leadership in responding to an emergency.
- Declaring an emergency within the Township area.
- Notify Emergency Management Ontario of the declaration of emergency, and termination of the emergency.
- Ensuring the members of Council are advised of the declaration and termination of the emergency and are kept informed of the emergency
- Ensuring that the local MPP and MP, neighboring municipalities are advised of the declaration and termination, and kept informed of the emergency situation.
- Maintain a personal log of all actions taken.

##### **CEMC - Community Emergency Management Coordinator**

The CEMC, or alternate, responsibilities include, but are not limited to:

- Chairing the CCG.
- Activating the Emergency Response Plan.
- Activating the emergency notification system.
- Activating and arranging the Emergency Operations Centre.
- Ensuring that security is in place for the EOC and registration of CCG members.
- Co-ordinating all operations within the EOC, including the scheduling of regular meetings.
- Ensuring that all members of the CCG have necessary plans, resources, supplies, maps, and equipment.
- Providing advice and clarification about the implementation details of the Emergency Response Plan.
- Ensuring that a communication link is established between the CCG and the Emergency Site Manager.
- Ensuring communication with the EIO regarding preparing major announcements and media releases and approving same, in conjunction with the Mayor, in consultation with the CCG.
- Addressing any action items that may result from the activation of the Emergency Response Plan and keeping CCG informed of implementation needs.
- Ensuring that the operating cycle is met by the CCG
- Maintain a personal log of all actions taken.
- Maintaining the records and logs for the purpose of debriefing and post emergency reporting and assist in the development of a final report that will be prepared for the Mayor and Council.

## **Clerk-Treasurer**

The Clerk-Treasurer's, or Deputy Clerk-Treasurer's, responsibilities include, but are not limited to:

- Providing information and advice on financial matters as they relate to the emergency and ensuring that records of expenses are maintained for future claim purposes as well as prompt payment and settlement of all legitimate invoices and claims incurred during an emergency.
- Calling on additional Municipal Staff to provide assistance, if required.
- Providing information and advice on all municipal legislative matters as may be required.
- Ensuring communication with the EIO regarding preparing major announcements and media releases and approving same, in conjunction with the Mayor, in consultation with the CCG.
- Liaison, if necessary, with staff of neighbouring municipalities.
- Assuming the role of Human Resources Officer.
- Under the direction of the Community Control Group, coordinating offers of, and appeals for, extra staff or volunteers.
- Obtaining assistance, if necessary, from Employment and Immigration Canada, as well as other government departments, public and private agencies and volunteer groups.
- Selecting the most appropriate site(s) for the registration of human resources.
- Ensuring records of human resources and administrative detail, that may involve financial liability, are completed.
- When volunteers are involved, ensuring that a Volunteer Registration Form is completed and a copy of the form is retained for Township records.
- Ensuring identification cards are issued to volunteers and temporary employees, where practical.
- Ensure a follow up report is prepared within one week of the termination of the emergency.
- Liaison with the Community Emergency Management Coordinator.

## **EIO - Emergency Information Officer**

The Emergency Information Officer (EIO) is responsible for following the Emergency Information Plan, reports to the CAO and is responsible for:

- Establishing a communication link with the Mayor, CAO, Clerk-Treasurer and any media coordinator(s) (i.e. provincial, federal, private industry, etc.) involved in the incident.
- Ensuring that all information released to the media and public is timely, full and accurate;
- Ensuring that the EOC is set up and staffed and a site EOC, if required.
- Ensuring communication with the CCG to obtain up-to-date information for media releases, co-ordinate individual interviews and organize press conferences.
- Ensuring that the following are advised of the telephone number of the media centre: Media, Community control Group, Township and Emergency Services, and Police Public Relations Officer.
- Monitoring news coverage, and correcting any errors in information;
- Maintaining copies of news releases and newspaper articles pertaining to the emergency; and
- Maintaining a personal log of all actions taken.

## **Public Works**

The actions and responsibilities of the Superintendent of Public Works include, but are not limited to:

- Providing the CCG with information and advice on engineering and public work matters;
- Depending on the nature of the emergency. activating the emergency notification system through the CEMC or CEMC Alternate;
- Establishing an ongoing communications link with the public works employee at the scene of the emergency;
- Ensuring liaison with the public works representative from the neighbouring community(s) to ensure a coordinated response;
- Ensuring provision of technical assistance;
- Ensuring maintenance and repair of Township roads;
- Providing equipment for any emergency operation;
- Ensuring liaison with the Fire Chief concerning emergency water supplies for firefighting purposes;
- Providing emergency potable water supplies and sanitation facilities to the requirements of the Medical Officer of Health.
- Discontinuing any public works service or utility to any consumer, as required, and restoring these services when appropriate.
- Providing vehicles and equipment if required by any other emergency service.
- Maintain liaison with flood control, conservation and environmental agencies and being prepared to take preventative action;
- Co-ordinating the acquisition, distribution and scheduling of various models of transport (i.e. school buses, trucks) for the purpose of transporting persons and/or supplies, as required;
- Ensuring that a record is maintained of drivers and operators involved.
- Maintain a personal log of all actions taken.

## **Fire Chief**

The actions or decisions the Fire Chief or Deputy Fire Chief, is responsible for include, but are not limited to:

- Depending on the nature of the emergency, the Fire Chief will activate the emergency notifications system through the CEMC or CEMC Alternate.
- Provide the CCG with information and advice on firefighting and rescue matters.
- Depending on the nature of the emergency, assigning the Emergency Site Manager and informing the CCG;
- Establishing an ongoing communications link with the Senior Fire Official at the scene of the emergency;
- Initiating Mutual aid arrangements for the provisions of additional firefighters and equipment, if needed;
- Determining the need for additional or special equipment and recommending possible sources of supply, (e.g. breathing apparatus, protective clothing);
- Provide assistance to other community departments and agencies and being prepared to take charge of or contribute to non-firefighting operations, if necessary, (e.g. rescue, first aid, casualty collection, evacuation, etc.).
- Providing an Emergency Site Manager, if required; and
- Maintain a personal log of all actions taken.

## **OPP - Police Representative**

The actions or decisions which The Ontario Provincial Police Representative, or alternate, is responsible for include, but not limited to:

- Requesting activation of the emergency notification system.
- Establishing and maintaining ongoing communications with the senior police representative at the emergency site.
- Traffic control to facilitate the movement of emergency vehicles.
- Coordination of evacuation routes.
- The protection of life and property and the provision of law and order.
- Ensuring perimeter security and crowd control at emergency site.
- Providing Police services in evacuation centres, morgues and other facilities as required.
- Notifying the coroner of fatalities.
- Ensuring liaison with external police agencies, as required.
- Providing an Emergency Site Manager if requested to by the Community Control Group.
- Maintaining a personal log.

## **Medical Officer of Health Representative (THU), or Alternate**

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

- Acting as a coordinator link for all emergency health services at the Community Control Group.
- Liaison with the Ontario Ministry of Health, Public Health Branch.
- Providing advice on any matters, which may adversely affect public health.
- Providing authoritative instructions on health and safety matters to the public through the Public Information Officer.
- Coordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health policies.
- Coordinate all efforts to prevent and control the spread of disease during an emergency.
- Ensuring the safety of drinking water in conjunction with the public works representative.
- Liaison with the senior social services representative regarding health services in evacuee centres.
- In the event of mass casualties, the THU will monitor the situation to ensure early and sanitary disposition of human remains to minimize the spread of disease.
- Ensure coordination of all efforts to prevent, respond and control disease related emergencies or anticipated emergencies.
- Maintain open communications with the MOHLTC (Emergency Management Unit) during infectious disease emergencies.
- Ensuring that the response in the Timiskaming District is coordinated with the provincial response and is consistent with the directives issued by these Ministries.
- Continue to deliver mandated, essential level public health programs and services to ensure continuity of care and general public health protection as resources permit.
- Provide critical stress debriefing and crisis response as required.
- Monitor, provide advice and instruction on any matters which have human health implications. This includes: water supplies, food sanitation, air quality, health hazards, infectious disease, and assessment of evacuation centres.
- Information on advice on pest control, personal sanitation, emergency clean-ups and disinfecting, waste disposal and food and water safety will be provided to the public as required.
- Provide any needed immunization.
- 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.
- Maintain a personal log of all actions taken.
- Preparation and submission of a final report containing a review of the operation of emergency medical services, including recommendations on possible alterations to the Emergency Response Plan.

## **Emergency Medical Services Representative, or Alternate**

The actions or decisions which Emergency Medical Services representative is responsible for include:

- Ensuring the emergency medical services are present at the emergency site.
- Depending on the nature of the emergency, assigning a representative to be present at the emergency site(s) and communicating such with the ECG.
- Providing the Community Control Group with information and advice on treatment and transport of casualties.
- Liaise with the Medical Officer of Health, LHIN, receiving hospitals, police and fire officials during an emergency situation.
- Advising the ECG if other or additional means of transportation is required for the evacuation of victims.
- Establishing ongoing communications with the designated senior EMS official at the emergency site(s).
- Take charge of casualties within the emergency area and be responsible for triage, lifesaving care, and transport to hospital.
- Maintain a personal log of all actions taken.
- Preparation and submission of a final report containing a review of the operation of emergency medical services, including recommendations on possible alterations to the Emergency Response Plan.

## **Support Staff, Advisory Staff and Other Agencies**

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

### **Administrative Assistant/Deputy Clerk-Treasurer**

In the event that the Township does not employ an administrative assistant/deputy clerk treasurer any employee or member of council may be appointed to fulfill these responsibilities.

The Administrative Assistant(s) responsibilities include but not limited to:

- Assisting the CAO and /or CEMC, as required.
- Ensuring that all important decisions made by the Community Control Group are recorded.
- Upon the direction of the CAO/Clerk, notifying the required support and advisory staff of the emergency and the location of the Emergency Operations Centre.
- Assuming the responsibilities of the Citizen Inquiry Supervisor.
- Arranging for printing of materials, as required.
- Co-ordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required.
- Upon direction of the Mayor, arranging a special meeting(s) of Councils, as required, and maintain an inventory of communications equipment, and make arrangements to acquire additional telecommunications resources.
- Procuring staff to assist, as required.
- Any other duties as assigned.
- Ensuring that maps and status boards are kept up to date.
- Providing identification cards to authorized Community Control group members and Support Staff for access to Emergency Operations Centre.
- Other duties as assigned by CAO and/or CEMC.

### **Solicitors**

The Solicitor for the Township of Matachewan, Kathryn Pirie, named in this plan is responsible for:

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

### **Chief Building Official**

The Chief Building Official is responsible for:

- Assisting with the evaluation of building structural integrity.

### **Insurance Providers**

The Insurance Providers for the Township of Matachewan named in this plan are responsible for:

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



## **Animal Control**

The Animal Control Officer for the Township of Matachewan is responsible for:

- The provision of animal control as they may apply to the actions of the Township in its response to the emergency, as required;

## **Canadian Red Cross**

The Canadian Red Cross is Responsible for:

- Upon receiving notification, activating the local Red Cross Emergency Response Plan.
- Providing support to the emergency response.
- Assisting Ambulance personnel at first aid stations established at reception centres on an as-needed basis.
- Liaising with Regional Red Cross to access additional resources. i.e. Emergency Response Team.
- Establishing and maintaining contact with the Director, Social services in the Emergency Operations Centre to coordinate activities.

## **Social Services Representative, or alternate**

The Director of Social Services or alternate is responsible for:

- The DTSSAB/CEMC/Alternate CEMC (or designate) will participate as a member of the Emergency Control Group and attend the Emergency Operations Centre (once activated).
- Coordinate response with appropriate members of the Community Control Group and/or Support and Advisory Group on required logistics, supplies, and/or advice.
- Liaison with the Ministry of Community & Social Services (MCSS), Ministry of Children's Services (MOC) as required.
- Ensure continued delivery of mandated DTSSAB programs and services.
- Activation of the DTSSAB Emergency Response & Business Continuity Plan as appropriate.
- Once one or more pre-designated evacuation centre(s) have been opened by the ECG, ensure that a representative from the facility are notified. Ensure that staff/volunteers at the facilities take direction from the Board representative(s) with respect to its/their maintenance, use and operation.
- Overall supervision, coordination, staffing and operation of all shelters have been designated and opened by the Emergency Control Group.
- Ensure the provision of registration and injury services (at designated shelters) for evacuees, victims, volunteers and pets.
- Ensure the provision of childcare services for children at the evacuation centre(s) and the children of staff involved in the emergency response. Liaise with Police, Fire & Rescue and Children's Aid Society regarding the care of children separated from their families as a result of the emergency.
- Assist in the distribution of supplies (clothing, food, personnel items) where and applicable and available for individuals evacuated to emergency centre(s).

- Arranging pastoral care and emotional support. Liaise with the Medical Officer of Health regarding the psycho-social response.
- Make arrangements for meals for the staff and registered volunteers at the EOC and evacuation centre(s).
- Coordinate overall response with any agencies (Canadian Red Cross, Salvation Army, Service Clubs etc.) that are involved in providing support services to evacuees, victims, and volunteers.
- Maintain detailed documentation on decisions made, actions taken and expenses incurred.
- Assist with the recovery process and the restoration services as soon as deemed appropriate.
- Management of reception and evacuation centres.
- Liaison with the CAO/CEMC regarding use of municipal facilities for evacuation/reception centers.
- Liaison with the Medical Office of Health in areas regarding public health in evacuation centres.
- Maintain a personal log.
- 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.

A list of support staff contact numbers is included as **Appendix F (confidential)**

### **EMO - Provincial Emergency Operations Centre Duty Officer**

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

- Co-ordinate Provincial/Federal resources upon the community's request.
- Co-ordinate the response of other provincial agencies, and of the Federal Government if necessary.
- Send staff to the community to provide advice and liaison.
- Providing information of financial assistance following termination of the emergency.

### **Office of the Fire Marshal - Provincial Operations Centre Duty Officer:**

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

- Liaison with local fire department for the fire protection and provide advice and assistance.
- Fire suppression activities.

### **Ministry of Natural Resources:**

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

- Fire Protection of the lands in the Township of Matachewan.
- Flood control advice and information.
- The provision of firefighting and flood control equipment, as required.

### **Ministry of Transportation**

The representative of the Ministry of Transportation is responsible for:

- Provincial highways and structures
- Liaison with IMOS (Miller Maintenance Northern)

### **Alamos Gold Mine**

The Alamos Mine is responsible for the following items within the boundaries of Alamos Mine property and/or right of way:

- Activating the company emergency alerting system.
- Arrange for security within the emergency or disaster area.
- Arrange for sealing off the emergency or disaster area.
- Acting as liaison with OPP, Fire Department, Medical Services, EMS/Ambulance Services Community Control Group etc.
- Operating from identifiable command location.
- Maintaining communications with the corporate emergency control group and the municipal control group.
- Maintain a log.

Alamos Mine Emergency Response Plan is available at Emergency Operations Centre

## **Hydro One**

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

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

## **Northern Telephone Limited, Telecommunications:**

The Representative of Northern Telephone is responsible for the following:

- Provide advice and information to the Community Control group.
- Co-ordinate emergency procedures and actions through the Community Control group.
- 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.
- Initiating Priority access for dialing for the Emergency area.
- Calling our staff to survey the site of the emergency.

## **Employment Agencies:**

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

Job Connect/Employment Options

Human Resources Development Canada/Unemployment Insurance Canada Ontario Works

## **Employment and Family Assistance Program**

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

## **Hospitals**

The Hospital Administrator is responsible for:

- Implementing the Hospital emergency plan.
- Liaison with the Medical Officer of Health and local ambulance representatives with respect to hospitals and medical matters, as required.
- Evaluating requests for the provision of medical site teams/medical triage teams.
- Liaison with the Ministry of Health, as appropriate.

## **District School Boards**

The Representative of the District School Board(s) is/are responsible for:

- The provision of any school (as appropriate and available) for use as an evacuation or reception centre;
- Upon being contacted by the Senior Social Services Officer or designate, providing a school board representative(s) to co-ordinate and provide direction with respect to the maintenance, use and operation of the facilities being utilized as evacuation or reception centres;
- In the event of an emergency during normal school hours, the principal(s) of the affected schools (until directed otherwise) is/are responsible for 1) implementing the school "stay put" Emergency Plan or 2) implementing the school "Evacuation Plan" as advised by the Community Control Group, depending on the nature and scope of the emergency;
- Help coordinate school busing during an emergency.

**Evacuation maps and routes** are included in **Appendix G**

**Evacuation centre** locations and information included in **Appendix L**

# TOWNSHIP OF MATACHEWAN

## EMERGENCY RESPONSE PLAN

### **EMERGENCY TELECOMMUNICATIONS PLAN**

Community Control Group members will communicate with their respective agency by telephone.

1. The Emergency Operations Centre will communicate with the site by cell phone.
2. In the event that the primary system is disrupted all communication will be by radio or personal contact.

### **PRIORITY ACCESS FOR DIALING**

Priority Access for Dialing (PAD) is a measure to identify telephone lines that are essential during emergencies, and temporarily protect 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 when PAD is implemented.

The phone numbers, which are protected under PAD, are set out in **Appendix D**

# TOWNSHIP OF MATACHEWAN

## EMERGENCY RESPONSE PLAN

### **PLAN MAINTENANCE AND REVISIONS**

Responsibility for the Plan being kept up-to-date rests with the Community Emergency Management Coordinator who may delegate tasks accordingly.

The emergency management numbers are to be reviewed on an annual basis by the Joint Emergency Management Program Committee and where necessary, revised.

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

Record of Revisions is included in **Appendix U**

### **TRAINING**

Annual training, as required under the Act, will be provided for all members of the Community Control Group and Support Staff.

Record of Training is included as **Appendix O**

### **TESTING THE PLAN**

An annual exercise, as required under the Act, will be conducted by the Community Control Group in order to test the overall effectiveness of this emergency plan.

Revisions to this plan should incorporate recommendations stemming from such exercise. Record of

Exercise is included as **Appendix P**

### **INTERNAL PROCEDURES**

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

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

# TOWNSHIP OF MATACHEWAN

## EMERGENCY RESPONSE PLAN

### **PUBLIC INFORMATION PLAN**

The CAO will inform the public of events as authorized by CCG and will set up regular information sessions as necessary with media. The EIO will ensure that appropriate information as approved by the CCG is forwarded to the media as deemed necessary.

#### **Objectives:**

- Inform the Public of the Emergency Plan and outline briefly where current information may be obtained during an Emergency.
- During an Emergency, the EIO will keep the Public and Media informed and up-to-date on the state of the emergency.
- Inform various agencies who may have potential involvement in the emergency plan.
- Copies of the approved Emergency Plan will be provided to anyone, upon request.

The CEMC will provide Council with a public education plan, including budget, annually. Public Education

Plan attached as **Appendix Q**

### **Freedom of Information and Protection of Privacy**

Any personal information collected under the authority of this Plan shall be used solely for the purpose of planning, preparing and conducting response to emergencies as defined with the Emergency Management Act, and the release of information under this Plan shall be made in conformity with the Municipal Freedom of Information and Protection of Privacy Act.