



TOWN OF ESPAÑOLA

EMERGENCY RESPONSE PLAN

PLAN # 2

**TOWN OF ESPANOLA
EMERGENCY RESPONSE PLAN**

TABLE OF CONTENTS

	PAGE
DISTRIBUTION LIST	5
UPDATES AND AMENDMENTS	6
PART 1 INTRODUCTION	7
PART 2 AIM	8
PART 3 AUTHORITY	9
<i>a) Definition of an Emergency</i>	
<i>b) Action Prior Declaration</i>	
PART 4 EMERGENCY NOTIFICATION PROCEDURES	10
<i>Notification Process</i>	<i>10</i>
<i>a) Request for Assistance</i>	
<i>b) A Declared Community Emergency</i>	
<i>c) Issuing an Alert through PEOC</i>	
<i>d) Declaration of an Emergency</i>	
<i>e) Termination of an Emergency</i>	
<i>f) Spills into the Environment</i>	
PART 5 MUNICIPAL EMERGENCY CONTROL GROUP	18
<i>a) Emergency Operations Centre</i>	
<i>b) Municipal Emergency Control Group Officials</i>	
<i>c) Operating Cycle</i>	
<i>d) Municipal Emergency Control Group Responsibilities</i>	
PART 6 EMERGENCY RESPONSE SYSTEM	20
<i>a) Individual Responsibilities of the MECG</i>	
1. Mayor or Acting Mayor	
2. CEMC/Operations Officer	
3. CAO/Treasurer.....	
4. Ontario Provincial Police	
5. Fire Chief.....	
6. Public Works Manager.....	
7. Manager of Leisure Services	
8. Emergency Medical Services (Chief of Paramedic Services).....	
9. Emergency Information Coordinator	

10. Electrical Utility Supervisor	
Espanola Regional Hydro	23
<i>b) Support and Advisory Staff</i>	23
1. Administrative Assistant/ Assistants and Scribe	23
2. Town Solicitor	24
3. Manager of Financial Services	24
4. CAO/Treasurer or Designate	24
5. Public Works Manager	24
6. Telecommunications (ARES) Coordinator	25
7. Chief Building Official	25
8. Public Health	25
9. Other Agencies	26
10. Espanola Recreation Complex	26
11. Espanola Hospital - Environmental Service Manager	26

PART 7

EMERGENCY TELECOMMUNICATIONS PLAN	27
--	-----------

ANNEXES

<u>ANNEX A</u>	NOTIFICATION TO MECG MEMBER MESSAGE FORMAT	
	SAMPLE SCRIPT	28
	RESOURCE DIRECTORY	
	TABLE OF CONTENTS	29
	RESOURCE DIRECTORY	33 - 47
	*211 Notification & Communication Protocol	48
<u>ANNEX B</u>	LOGISTICS	49
	a) <i>Locations of the Emergency Operations Centres</i>	
	b) <i>Equipment</i>	
<u>ANNEX C</u>	EMERGENCY INFORMATION PLAN	50
<u>ANNEX D</u>	EVACUATION PROCEDURES	52
	EVACUATION PLAN – SECTORS	56
<u>ANNEX E</u>	EMERGENCY RECEPTION PLAN	65
<u>ANNEX F</u>	PUBLIC HEALTH EMERGENCIES	68
<u>ANNEX G</u>	MUTUAL ASSISTANCE AGREEMENT	69
	<i>Schedule "A" – Agreement</i>	74

DISTRIBUTION LIST

Plan Number	Name	Location	Issued dd/mm/yy
#1	Jill Beer	Mayor	
#2	Bill Foster	Deputy Mayor	
#2	Sandra Hayden	Councillor	
#2	Maureen Van Alstine	Councillor	
#2	Ken Duplessis	Councillor	
#2	Heather Malott	Councillor	
#2	Ray Dufour	Councillor	
#1(x4)	Cynthia Townsend	CAO/Treasurer	
#1		Administrative Clerk	
#1	Mike Pichor	Fire Chief	
#1	Jeff Edwards	Alternate CEMC	
#1	Joel Yusko Dave Parker	Public Works Manager PWD Assistant Manager	
#1	Dan Massicotte	Leisure Services	
#1	Dan Rivet	Chief Building Official	
#1	Ontario Provincial Police	Espanola Detachment	
#2	Burgess Hawkins Adam Ranger	Public Health Sudbury & Districts	
#2	Angie Brunetti	Espanola Regional Hospital	
#1	Curtis Gear	Office of the Fire Marshal & Emergency Management Ontario	
#1	Michael Boisvenue	Domtar Inc.	
#2		Ministry of Natural Resources & Forestry	
#2	Robert Smith	Chief of Paramedic Services	
#2	Fern Dominelli	D.S.B.	
#2	Rosemary Rae	Espanola Public Library	
#1	Cheryl Kennelly	Program Manager Leisure Services	
#1	Terrance Smith	Espanola Fire Dept.	
#2	Keith Stringer	OCWA	
#2	Al Cannard	Espanola Regional Hydro	
#1 (x3)	EOC	Fire Hall	
#2	Adam Page	North Shore Search & Rescue	

UPDATES AND AMENDMENTS

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TOWN OF ESPANOLA EMERGENCY RESPONSE PLAN

PART 1:

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 Town of Espanola.

The population of the Town of Espanola is 5,039 residents.

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

The Town of Espanola Emergency Management Committee developed this emergency response plan. Every official, municipal department and agency must be prepared to carry out assigned responsibilities in an emergency. The response plan has been prepared to provide key officials, agencies and departments of the Town of Espanola 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 Town of Espanola Emergency Response Plan may be viewed at the Town Office, and the Espanola Public Library. For more information, please contact:

Emergency Management Coordinator

Fire Department

Town of Espanola

705 - 869 - 3888

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

It enables a centralized controlled and coordinated response to emergencies in the Town of Espanola, and meets the legislated requirements of the Emergency Management and Civil Protection Act.

The Town of Espanola's response plan reflects an enhanced level approach to emergency management as defined by Emergency Management Ontario and incorporates subordinate plans as annexes, which provide detailed response procedures for the most likely hazards, which confront the Town of Espanola. These hazards have been determined through the conduct of an in-depth Hazard Identification and Risk Assessment (HIRA) by the Espanola Emergency Management Committee.

For further details, please contact the Emergency Management Coordinator.

The *Emergency Management & Civil Protection Act (EMCPA)* is the legal authority for this emergency response plan in Ontario.

The *EMCPA* states that the:

“The 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.”

As enabled by the *Emergency Management & Civil Protection Act, 2003*, this emergency response plan and its' elements have been:

- Issued under the authority of the *Town of Espanola* Bylaw # 1665/03; and
- Filed with Emergency Management Ontario, Ministry of Community Safety and Correctional Services.

a) Definition of an Emergency

The EMA defines an emergency as:

“An emergency means a situation or an impending situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property.”

The Emergency Operations Centre (EOC), which is located at the Fire Hall; can be activated for any emergency for the purposes of managing an emergency, by maintaining services to the community and supporting the emergency site.

b) Action Prior to Declaration

When an emergency exists but has not yet been declared to exist, community employees may take such action(s) under this emergency response plan as may be required to protect property and the health, safety and welfare of the Town of Espanola. The subordinate plans, attached as Annexes to this document, may also be implemented, in whole, or in part in the absence of a formal declaration.

Only a member of the Municipal Emergency Control Group (MECG) may initiate the notification procedure.

When a member of the MECG receives a warning of a real or potential emergency, that member will immediately contact Northern Communications and direct them to initiate the notification of the MECG. Refer to **Annex F** for potential public health emergencies. The member initiating the call must provide pertinent details, (e.g. – a time and place for the MECG to meet) as part of the notification procedure. Sample in Annex A is the recommended format.

If deemed appropriate, the individual MECG members may initiate their own internal notification procedures of their staff and volunteer organizations.

Where a threat of an impending emergency exists, any member of the MECG may initiate the notifications procedure and place MECG members on standby.

The Town of Espanola subordinate plans may be implemented at any time in whole or in part, as required, by their respective custodians; and when such action is taken a standby alerting of the MECG is mandatory.

The dispatcher must record the date and time MECG members were contacted.

The contact phone numbers of the MECG members (and their alternates) are contained in Annex A. (Not included in this plan) included in Plan 1.

NOTIFICATION PROCESS:

Upon activation, the notification process will be carried out at once by Northern911, who will note the detail of the message (e.g. description of the emergency, instructions to remain on standby or assemble at the Emergency Operation Centre, etc.). The dispatcher will ensure this information is passed on to and understood by each person called. Persons on the Notification List (Plan #1 only) will be called in order, starting with the primary CEMC.

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

NOTE: Call only the Initial Call-out group. Once this group has assembled, they will relay to dispatch, who else needs to be called from the "As Required Call-out" list.

Direction may be given to dispatch as soon as the situation dictates, to call out members from the "As Required Call-out" list, i.e. (power outage may dictate for an immediate call to Randy Mosely.)

Note the exact time each person was reached.

The contact phone numbers of the MECG members (and their alternates) are contained in Annex A.

Notification Process above is to provide procedural information only, as the Notification List/Call-out List referred to is in Plan #1 only.

Part 4:

a) Request for Assistance

Assistance may be requested from the province at any time by contacting 1-866-314-0472. The request shall not be deemed to be a request that the province assume authority and control of the emergency.

The Emergency Notification Contact List, including contact numbers for requesting assistance, is included in **Annex A.** (Not included in this plan, in Plan #1.)

b) A Declared Community Emergency

The Mayor or Acting Mayor of the Town of Espanola, as the Head of Council, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the MECG.

Upon declaring an emergency, the Mayor will notify:

- Emergency Management Ontario, Ministry of Community Safety and Correctional Services;
- Town Council;
- Public;
- Neighbouring Community Officials, as required;
- Local Member of Provincial Parliament (MPP);
- Local Member of Parliament (MP).

A community emergency may be terminated at any time by:

- Mayor or Acting Mayor; or
- Town Council, or
- Premier of Ontario.

When terminating an emergency, the Mayor will notify:

- Emergency Management Ontario, Ministry of Community Safety and Correctional Services;
- Town Council;
- Public;
- Neighbouring Community Officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).

Part 4:

c) ISSUING AN ALERT THROUGH THE PROVINCIAL EMERGENCY OPERATIONS CENTRE (PEOC)

OVERVIEW

The Alert Ready Program in Ontario allows the Provincial Emergency Operations Centre (PEOC) to issue Broadcast Immediate (BI) alerts to the public. These alerts are issued when there is an immediate threat to life or property and provide the public with protective actions to take. Alerts will be sent to radio, television and alert-capable LTE devices in geo-targeted alert areas. The PEOC will also send the alert to existing subscription lists via e-mail, text message and also to social media feeds such as Twitter and Facebook.

Any municipality, First Nation or ministry may request that the PEOC issue an alert.

Other types of alert messages, called Emergency Information Advisories, can also be issued or posted by the PEOC when:

- there is a situation of a less urgent nature which has the potential to develop into something larger or;
- a BI alert has ended and there is still a requirement for public awareness.

ALERT – Receipt and Approval of Request

The PEOC Duty Office may receive requests for alerts in one of three ways:

1. Through a request from a community official: Community Emergency Management Coordinator (CEMC), Alternate CEMC, Mayor, First Nations Chief;
2. Through a request from a ministry official: Ministry Emergency Management Coordinator (MEMC), Alternate MEMC, Senior Officials;
3. Through direction from the PEOC Duty Commander or Duty Operations Chief.

ALERT – Criteria

An alert **must** meet the following criteria:

1. A confirmed incident (through municipal, ministry or other officials);
2. There is an immediate or imminent threat to life, or a serious threat to public health, safety and security, or substantial damage to property; and
3. An immediate broadcast with a call to action may help reduce the potential threat to life, public safety, security or damage to property.

ALERT - Content

The requesting entity must satisfy the following critical information requirements and the PEOC Duty Officer will verify the information with the requesting agency:

1. Threat or Incident – A description of the threat or incident which has predicated the alert request;
2. Boundaries – A detailed description of the boundaries of the alert area;
3. Actions – A detailed description of what actions members of the public should take in order to protect themselves from the threat or incident;
4. Time Limit – An expiry date and time (usually not more than two hours from the time of issue) and
5. Further Information – How to receive additional information.

PART 4:
d)

DECLARATION OF AN EMERGENCY (Fax Form)

I, _____ Mayor/Acting Mayor of the Municipality
(Name)
of Espanola, declare that an emergency exists in the area of:

(Define area using street names, boundaries, etc.)

in the community of the Municipality of Espanola due to:

(Briefly explain emergency situation i.e. a forest fire, ice storm, gasoline spill, etc.)

Dated this ____ day of _____,
(Month) (Year)

Signature of Mayor/Acting Mayor

Name of Mayor/Acting Mayor (printed/typed)

Mayor/Acting Mayor of the Municipality of Espanola

**A copy of this declaration is to be faxed to Emergency Management Ontario at
Fax # 416-314-0474**

PART 4:
e)

TERMINATION OF AN EMERGENCY (Fax Form)

I, _____ Mayor/Acting Mayor of the Municipality
(Name)
of Espanola,

or We, _____
(Names)

a majority of the members of Council, declare that the emergency in
the community of the Municipality of Espanola which was declared
on _____ is terminated.

Dated this _____ day of _____, _____.
(Month) (Year)

Signature of Mayor/Acting Mayor

Signatures of a majority of members of council

Name of Mayor/Acting Mayor printed/typed

Names of a majority of members of council

**A copy of this declaration is to be faxed to Emergency Management Ontario at
Fax # 416-314-0474**

PART 4:
f)

**SPILLS TO THE ENVIRONMENT RESULTING FROM A TRAFFIC INCIDENT AT WATERWAYS IN
ESPANOLA (MERRITT TWP.)**

SPILLS INTO THE ENVIRONMENT

1.0 Introduction

The Ontario Environmental Protection Act (EPA) defines and imposes specific duties on anyone causing a spill or having control of a spilled pollutant into the natural environment. One of these duties is to report the spill to the Ontario Ministry of Environment. The following procedure outlines the requirements for reporting spills.

2.0 Duty to Notify

Every person having control of a pollutant that is spilled or causes or permits a spill of a pollutant that causes or is likely to cause any adverse affect shall forthwith notify the Ministry.

There are no minimum reportable quantities but there are some exemptions (see section 4.0). When a spill occurs, the EPA defines the duty to report as "immediately when the person knows or ought to know that a pollutant is spilled and is causing or is likely to cause an adverse effect."

Legal definitions under the Act are:

Pollutant: means a contaminant other than heat, sound, vibration or radiation and includes any substance (solid, liquid, or gas) from which a pollutant is derived.

Spill: means a discharge into the natural environment from or out of a structure, vehicle, or other container and that is abnormal in quality or quantity in light of all circumstances of the discharge.

Adverse Effect: the definition of adverse effect is quite broad and means one or more of:

1. Impairment of the quality of the natural environment for any use that can be made of it;
2. Injury or damage to property or to plant or animal life;
3. Harm or material discomfort to any person;
4. An adverse effect on the health of a person;
5. Impairment of the safety of any person;
6. Rendering any property or plant or animal life unfit for human use;
7. Loss of enjoyment of normal use of property, or
8. Interference with the normal conduct of business.

Natural Environment: means the air, land and water or any combination or part thereof.

Liability does not depend upon fault or negligence, but only the fact that the spill occurred.

3.0 When to Notify

The Ministry of Environment must be notified when a solid, liquid and/or gaseous material has been released to the outside environment and causes or has the potential to cause an adverse effect.

The MOE consider that where there is the possibility of outside contamination, the incident is reportable.

Any spill into Lake Apsey, Ontario Clean Water Agency (OCWA) must be notified immediately, **705-626-5557**.

4.0 Reporting Exemptions

Under the EPA, Regulation 360 – Spills Regulation, Part V of the regulation outlines exemptions for the purpose of notification of spills to the Ministry. There are 5 classes of exemptions, one of which relates to vehicle fuel spills:

- Fuel leaks from vehicles: Class III spills (spills of liquid from the fuel or other systems of vehicles) of less than 100 litres are exempt from reporting to the Ministry if the spill does not enter the sewer system or water way and notification requirements under the Highway Traffic Act have been complied.

5.0 Role of the Ministry of Environment

Once a report has been received, the Ministry will likely investigate and determine the extent of the environmental damage and the effectiveness of the cleanup. It is very likely that all reports will be documented by the Ministry. The Ministry will decide whether to transfer the investigation to its Investigation and Enforcement Branch for possible prosecution.

6.0 How to Notify the Ministry

The Ministry has a 24-hour emergency telephone to handle reports of spills in the environment: **1-800-268-6060**.

6.1 How to Notify Residents

The Ontario Provincial Police in conjunction with the Espanola Fire Department, will assess the situation and determine which residents need to be notified starting with the residents that would be the closest to the spill or the ones closest to where the spill is heading.

The Ontario Provincial Police and/or the Espanola Fire Department will go door-to-door to notify the residents of the hazard. All pertinent information known at that time will be relayed to the residents, in a timely manner with emphasis being put on getting to all the residents quickly.

At the same time, a media release will go out to appropriate radio stations also advising residents of the hazard. As more information becomes available, the radio stations will be notified. When the clean-up is done and there is no longer a hazard, the radio networks will be notified. As well, another door-to-door report will be conducted to inform the residents, if personnel allow.

7.0 Responsibilities in the Event of a Spill

The driver of the vehicle or the company owning or operating the vehicle must notify the Ministry. If the driver is unable due to injury, police or Fire Department may notify the vehicle owner who shall notify the Ministry, or may notify them directly.

The cleanup must be started as soon as possible. The transport company must notify a Hazardous Materials contractor immediately. The Fire Department must attempt to contain, control and/or limit the spill until the Hazardous Waste contractor comes on site.

If there is leakage into the water, police and/or Fire Department must notify the public not to use the water for drinking, washing or recreation. Any spill into Lake Apsey, OCWA must be notified immediately.

In the event of leakage into a waterway within our township, the Town may make an alternate supply of domestic water available to residents until the water quality has been restored.

8.0 List of Waterways in Described Area

- Anderson Lake
- Apsey Lake
- Clear Lake
- Loon Lake
- Spanish River

- * Bass Lake } These lakes are not in our area, but are accessed
- * Raven Lake } through our area

9.0 Sizing up a Spill

Once a spill occurs along a roadway, it's important for response personnel to identify the hazardous substance and prevent the spill from spreading. First response personnel should interview the driver and examine the vehicle manifest. Most large transports display a placard indicating the type of material that is being transported. The MSDS sheet for the material will inform the first responders of the health hazards, type of protection to be used and the type of cleanup to be used.

In general, responders should use a size-up strategy to obtain the following information:

- Identity of the materials;
- Amount of release;
- Hazards associated with each material(s);
- Effects and risks on the public, property, and environment;
- Potential pathway of release – air, land, surface waters, or groundwater;
- Most appropriate measures for controlling the release to prevent/reduce the impact;
- Safety measures to protect all response personnel.

10. Containment and Confinement

Upon identifying an incidental hazardous substance release, first responders may perform limited clean-up activities provided that the mitigation follows a standard operating procedure and the responder has received adequate training.

For small spills, limited clean-up activities may entail basic containment and confinement techniques. Spill containment involves methods used to restrict the material to its original container (example: plugging, patching, over packing, etc.). Spill confinement involves methods to limit the physical size of the areas of the release (example: mist knockdown vapor suppression, diversion, dyking, booming, absorbing, fencing, and damming). Both methods can be very effective at controlling a hazardous release. However, response personnel should not utilize either method without appropriate protections and regard for safety.

For small vehicular spills that occur along a roadway, one of the easiest ways to control a spill is the use of granular absorbents, oil absorbent pads, or universal absorbent pads for non-petroleum products. Response personnel should understand the properties associated with each, standard operating procedures for utilizing them, and the correct collection and storage methods for contaminated absorbents.

11. Disposal Guidelines

Typically, first responders do not possess the appropriate licences to perform transportation and disposal of hazardous materials. Professional hazardous materials contractors should be contracted to perform this task.

First responders can improve the disposal process by mitigating the spill following a standard operating procedure (SOP). The SOP should account for how to:

- Mitigate the spill;
- Package the waste for transportation, and
- Secure the waste until a licensed hazardous waste contractor arrives.

a) Emergency Operations Centre (EOC)

The location of the Town of Espanola's primary and alternate Operations Centres are detailed in **Annex B**.

b) Municipal Emergency Control Group (MECG)

The emergency response will be directed and controlled by the Municipal Emergency Control Group (MECG) – a group of officials who are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community. The MECG can consist of the following officials:

- Mayor of the Town of Espanola;
- CEMC, or alternate, who becomes the Operations Officer in the EOC;
- Deputy or Assistant Fire Chief;
- Ontario Provincial Police;
- Public Works Manager;
- Public Health Sudbury;
- CAO or alternate;
- Emergency Medical Services (Paramedic Services) Director;
- Local electrical utility;
- Emergency Information Coordinator;
- Telecommunications Coordinator.

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

c) Operating Cycle

Members of the MECG will gather at regular intervals to inform each other of actions taken and problems encountered. The CEMC/alternate will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. The CEMC with help from the Assistant, will maintain status board and maps which will be prominently displayed and kept up to date.

d) Municipal Emergency Control Group Responsibilities

The members of the Municipal Emergency Control Group (MECG) are likely to be responsible for the following actions or decisions:

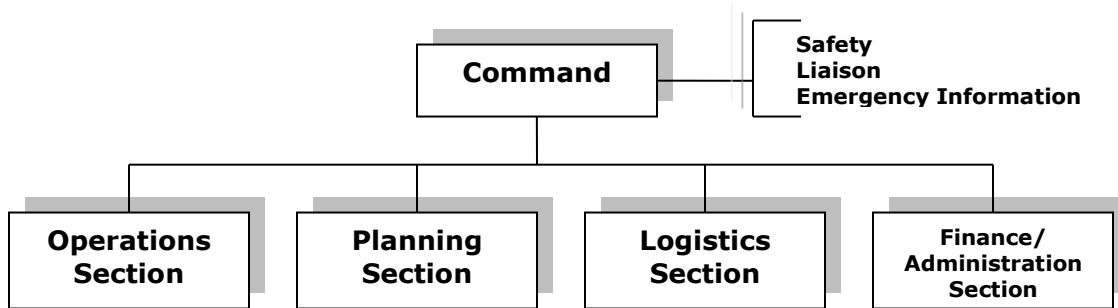
- Calling out and mobilizing their emergency service, agency and equipment;
- Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
- Determining if the location and composition of the MECG are appropriate;
- Advising the Mayor as to whether the declaration of an emergency is recommended;
- Ensuring that an Incident Commander (IC) is appointed;
- Ensuring support to the IMS by offering equipment, staff and resources, as required;
- Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger;
- Discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, gas, closing down a shopping plaza/mall;
- Arranging for services and equipment from local agencies not under community control i.e. private contractors, industry, volunteer agencies, service clubs;

- 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 Emergency Information Coordinator and Citizen Inquiry Coordinator, for dissemination to the media and public;
- Determining the need to establish advisory groups and/or sub-committees/working groups for any aspect of the emergency including recovery;
- Authorizing expenditure of money required dealing with the emergency;
- Notifying the service, agency or group 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 CAO/Treasurer within one week of the termination of the emergency, as required;
- Participating in the debriefing following the emergency;
- Considering application for ODRAP and make arrangements as required.

PART 6:

EMERGENCY RESPONSE SYSTEM

The Town of Espanola is adopting an Incident Management System based on NIMS (National Incident Management System) and NFPA (National Fire Protection Association) 1561. All ministries and communities will be implementing the Ontario IMS system in 2007. The Incident Command System will consist of the following:



As this system takes place, appropriate training will be held, since this structure will be reflected at both the site and the EOC.

a) THE INDIVIDUAL RESPONSIBILITIES OF THE MUNICIPAL EMERGENCY CONTROL GOUP:

1. Mayor or Acting Mayor

The Mayor or deputy & or acting Mayor is responsible for:

- Providing overall leadership in responding to an emergency;
- Declaring an emergency within the designated area;
- Declaring that the emergency has terminated (Note: Council may also terminate the emergency);
- Notifying the Emergency Management Ontario, Ministry of Community Safety and Correctional Services of the declaration of the emergency, and termination of the emergency;
- Ensuring the members of council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation;
- Maintain a log of all personal actions taken.

IN THE ABSENCE OF THE MAYOR FROM THE MUNICIPALITY, THE FOLLOWING WILL ACT IN HIS/HER PLACE:

- 1 – Bill Foster**
- 2 – Sandra Hayden**
- 3 – Maureen Van Alstine**
- 4 – Ken Duplessis**
- 5 – Heather Malott**
- 6 – Ray Dufour**

2. CEMC/Operations Officer

The CEMC becomes the Operations Officer for the Town of Espanola and is responsible for:

- Activating the emergency notification system through Northern911;
- Activating and arranging the Emergency Operation Centre;
- Ensuring liaison with the Ontario Provincial Police regarding security arrangements for the EOC;
- Chairing the MECG;
- As the Operations Officer, coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings;
- Ensuring that all member of the MECG have necessary plans, resources, supplies, maps, and equipment;
- Advising the Mayor on policies and procedures, as appropriate;
- Approving, in conjunction with the Mayor, major announcements and media releases prepared by the Emergency Information Coordinator, in consultation with the MECG;
- Providing advice and clarifications about the implementation details of the Emergency Response Plan;
- Supervising the Telecommunications Coordinator;
- Ensuring that a communication link is established between the MECG and the Incident Commander (IC);
- Ensuring liaison with community support agencies (e.g. St. John Ambulance, Canadian Red Cross);
- Ensuring CERV (Community Emergency Response Volunteers) coordination and liaison;
- Calling out additional town staff to provide assistance, as required;
- Ensuring that the operating cycle is met by the MECG and related documentation is maintained and kept for future reference;
- Addressing any action items that may result from the activation of the Emergency Response Plan and keep MECG informed of implementation needs;
- maintaining the records and logs for the purpose of the debriefs and post-emergency reporting that will be prepared;
- Maintain a log of all personal actions taken.

3. CAO/Treasurer or Alternate will:

- Co-ordinate and maintain liaison with heads of Emergency Reception Committee;
- Maintain a record of reception activities and expenditures;
- Prepare situation reports;
- Establish and maintain liaison with all supporting agencies as required;
- Advise all Reception Committee members to make final arrangements for the reception of evacuees;
- Co-ordinate the activities of all engaged in the emergency reception.

4. Ontario Provincial Police

The Ontario Provincial Police responsible for:

- Activating the emergency notification system, through Northern911 to ensure all members of the MECG are notified;
- Notifying necessary emergency and community services, as required;
- Establishing a site command post with communications to the EOC;
- Depending on the nature of the emergency, assign the Incident Commander and inform the MECG;
- Establishing an ongoing communications link with the senior police official at the scene of the emergency;
- Establishing the inner perimeter within the emergency area;
- Establishing the outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel;
- Providing traffic control staff to facilitate the movement of emergency vehicles;
- Alerting persons endangered by the emergency and coordinating evacuation procedures;
- Ensuring the protection of life and property and the provision of law and order;
- Providing police service in EOC, evacuee centres, morgues, and other facilities, as required;
- Notifying the coroner of fatalities;

- Ensuring liaison with other community, provincial and federal police agencies, as required;
- Maintain a log of all personal actions taken.

5. Fire Chief

The Fire Chief is responsible for:

- Activating the emergency notification system through Northern911 and the Ontario Provincial Police;
- Maintaining and implementing the *Hazardous Materials Response Plan*, as required;
- Providing the MECG with information and advice on firefighting and rescue matters;
- Depending on the nature of the emergency, assign the Incident Commander and inform the MECG;
- Establishing an ongoing communications link with the senior fire official at the scene of the emergency;
- Informing the Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements for the provision of additional firefighters and equipment, if needed;
- Determining if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing;
- Providing 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;
- Maintain a log of all personal actions taken.

6. Public Works Manager

The Public Works Manager is responsible for:

- Chairing the MECG;
- Providing the MECG with information and advice on engineering and public works matters;
- Depending on the nature of the emergency, assign the Incident Commander and inform the MECG;
- Establishing an ongoing communications link with the senior public works official 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 engineering assistance;
- Ensuring construction, maintenance and repair of town roads;
- Ensuring the maintenance of sanitary sewage and water systems;
- Providing equipment for emergency pumping operations;
- 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 to any resident, as required and restoring these services when appropriate;
- Ensuring liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions;
- Providing public works vehicles and equipment as required by any other emergency services;
- Ensuring liaison with the conservation authority regarding flood control, conservation and environmental matters and being prepared to take preventative action;
- Maintain a log of all personal actions taken.

7. Manager of Leisure Services (Recreation/Leisure Services)

The Manager of Leisure Services is responsible for:

- Ensuring the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services;
- Supervising the opening and operation of temporary and/or long-term evacuee centres, and ensuring they are adequately staffed;

- Ensuring liaison with the Ontario Provincial Police with respect to the pre-designation of evacuee centres which can be opened on short notice;
- Liaison with the Medical Officer of Health on areas of mutual concern regarding operations in evacuee centres;
- Ensuring that a representative of the Espanola Board of Education and/or Separate School Board is/are notified when facilities are required as evacuee reception centres, and that staff and volunteers utilizing the school facilities take direction from the Board representative(s) with respect to their maintenance, use and operation;
- Ensuring liaison with Espanola Long Term Care Facility and Nursing Home as required;
- Making arrangements for meals for the staff/volunteers at the EOC and the Site;
- Maintain a log of all personal actions taken.

8. Emergency Medical Services (Chief of Paramedic Services)

The Chief of Paramedic Services is responsible for:

- Ensuring emergency medical services at the emergency site;
- Depending on the nature of the emergency, assign the Incident Commander and inform the MECG;
- Establishing an ongoing communications link with the senior EMS official at the scene of the emergency;
- Liaise with EMS from other municipalities for support, if required;
- Ensuring triage at the site of the immediate medical emergency where possible;
- Advising the MECG if other means of transportation is required for large scale response;
- Ensuring liaison with the receiving hospitals;
- Ensuring liaison with the Medical Officer of Health, as required;
- Maintain a log of all personal actions taken.

9. Emergency Information Coordinator

The Emergency Information Coordinator is responsible for maintaining the *Emergency Information Plan*. The Emergency Information Coordinator is responsible for the dissemination of news and information to the media for the public. They will also keep the municipal reception area notified of all updates. A detailed Emergency Information Plan is included in Annex C. Maintain a log of all personal actions taken.

10. Electrical Utility Supervisor – Espanola Regional Hydro

The Utility Supervisor – Espanola Regional Hydro is responsible for:

- Monitoring the status of power outages and customers without services;
- Providing updates on power outages, as required;
- Ensuring liaison with the public works representative;
- May provide assistance with accessing generators for essential services, or other temporary power measures;
- Maintain a log of all personal actions taken.

b) SUPPORT AND ADVISORY STAFF:

The following staff may be required to provide support, logistics and advice to the MECG;

1. Administrative Assistant/Assistants and Scribe

The Administrative Assistant is responsible for:

- Assisting the CAO/Treasurer, as required;
- Ensuring all important decisions made and actions taken by the MECG are recorded by the scribe;
- Ensuring that maps and status boards are kept up to date;
- Provide a process for registering MECG members and maintaining a MECG member list;

- Notifying the required support and advisory staff of the emergency, and the location of the Emergency Operations Centre – Fire Hall;
- Initiating the opening, operation and staffing of switchboard at the community offices, as the situation dictates, and ensuring operators are informed of MECG members' telephone numbers in the EOC;
- Assuming the responsibilities of the Citizen Inquiry Coordinator;
- Arranging for printing of material, as required;
- To assist in the Emergency Operations Centre, as required;
- Upon direction by the Mayor, ensuring that all council are advised of the declaration and termination of declaration of the emergency;
- Upon direction by the Mayor, arranging special meetings of council, as required, and advising members of council of the time, date, and location of the meetings;
- Procuring staff to assist, as required;
- Maintain a log of all personal actions taken.

The Scribe is responsible for:

- Scribe to document all decisions made at the EOC and record the timeline of events.
- Maintain a long of all personal actions taken.

2. Town Solicitor

The Town Solicitor is responsible for:

- Providing advice to any member of the Municipal Emergency Control Group on matters of a legal nature as they may apply to the actions of the Town of Espanola in its response to the emergency, as requested;
- Maintain a log of all personal actions taken.

3. Manager of Financial Services

The Manager of Financial Services is responsible for:

- Providing information and advice on financial matters as they relate to the emergency;
- Ensuring liaison, if necessary, with the Treasurers/Directors/Managers of Finance of neighbouring communities;
- Ensuring that records of expenses are maintained for future claim purposes;
- Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency;
- Maintain a log of all personal actions taken.

4. CAO/Treasurer and or Designate

The CAO/Treasurer or Designate is responsible for:

- Coordinating and processing requests for human resources;
- Coordinating offers of, and appeals for, volunteers with the support of the MECG;
- Selecting the most appropriate site(s) for the registration of human resources;
- Ensuring records of human resources and administrative details, that may involve financial liability, are completed;
- Ensuring that a Volunteer Registration Form is completed, when volunteers are involved and a copy of the form is retained for town records;
- Ensuring identification cards are issued to volunteers and temporary employees, where practical;
- Arranging for transportation of human resources to and from site(s);
- Obtaining assistance, if necessary, from Human Resources Development Canada, as well as other government departments, public and private agencies and volunteer groups;
- Maintain a log of all personal actions taken.

5. Public Works Manager/Transportation Officer and or Alternate

The Public Works Manager/Transportation Officer and or alternate is responsible for:

- Coordinating the acquisition, distribution and scheduling of various modes of transport (i.e. public transit, school buses, trains, boats, and trucks) for the purpose of transporting persons and/or supplies, as required, by members of the MCEG and the support and advisory staff;
- Procuring staff to assist, as required;
- Ensuring that a record is maintained of drivers and operators involved;
- Maintain a log of all personal actions taken.

6. Telecommunications (ARES) Coordinator

The Telecommunications Coordinator reports to the Emergency Management Coordinator and is responsible for:

- Activating the emergency notification system of the local amateur radio operators group if needed;
- Initiating the necessary action to ensure the telephone system at the EOC office functions as effectively as possible, as the situation dictates;
- Ensuring that the emergency communications centre is properly equipped and staffed, and working to correct any problems which may arise;
- Maintaining an inventory of community and private sector communications equipment and facilities within the community, which could, in an emergency, be used to augment existing communications systems (Spectrum);
- If additional radios are required, to contact Spectrum;
- Making arrangements to acquire additional communications resources during an emergency;
- Maintain a log of all personal actions taken.

7. Chief Building Official/Building Inspector as Alternate

The Chief Building Official is responsible for:

- Acting in a resource and advisory capacity to the MCEG as required;
- Assisting in acquiring equipment and personnel to determine structural integrity of buildings;
- Offering advice to the MCEG as to whether a structure may be determined uninhabitable due to structural/plumbing integrity, etc.;
- Advising MCEG in matters associated with the Building Code and Building By-laws;
- Issuing building permits;
- Inspecting work sites;
- Inspecting structural damage due to the emergency and making recommendations for repair or demolition, as appropriate;
- Identify and prioritize the essential and non-essential building inspections that were temporarily suspended or assigned a reduced level of service in the emergency;
- Maintain a log of all personal actions taken.

8. Public Health Sudbury & Districts

It should be noted that Public Health is not usually a first responder like police, fire or emergency medical services but rather functions as support during an emergency or disaster. As noted in the list below, however, public health is the lead agency in coordinating the response to large-scale communicable disease outbreaks such as pandemic influenza.

The support provided by the Public Health Sudbury & Districts during an emergency or disaster may include the following activities:

- Provide public health information, advice and direction to the community and the Municipal Emergency Control Group;
- Institute control measures, where necessary, regarding communicable diseases including immunization, isolation and quarantine;
- Distribute surveillance system tools for tracking cases, controls, quarantined people, etc.;

- Monitor food distribution and storage to ensure a safe food supply;
- Monitor drinking water supplies to ensure a safe water supply;
- Recommend specific responses to conditions that could affect the health of the community;
- Monitor evacuation centers to prevent the occurrence of communicable diseases;
- Coordinate efforts to prevent or control the spread of disease;
- Provide direction on the disposal of solid waste and sewage as required;
- In conjunction with the coroner, ensure the proper storage and disposal of human remains to prevent the spread of communicable diseases;
- Provide direction on pest control, disinfection procedures and personal sanitation;
- Coordinate the response to disease related emergencies (epidemics);
- Communicate information regarding the health effects and treatment of exposure to toxic chemicals, emerging infectious diseases, chronic diseases and environmental hazards;
- Take the lead in communicating to the community any health-related issues with respect to the emergency or disaster;
- Respond to health-related issues associated with acts of bioterrorism in conjunction with first responders (fire, police, Emergency Medical Services);
- Maintain a log of all personal actions taken.

9. Other Agencies

In an emergency, many agencies may be required to work with the Municipal Emergency Control Group. Two such agencies are detailed below. Others might include Emergency Management Ontario, and the Office of the Fire Marshal, industry, volunteer groups, conservation authorities, and provincial ministries.

Refer to the various emergency plans from other agencies, which are located in the Emergency Management Coordinator's office, and the Town Hall.

- All agencies to maintain a log of all personal actions taken.

10. Espanola Recreation Complex

The Espanola Recreation Complex will be responsible for:

- Providing (as appropriate and available) for use as an evacuation or reception centre and a representative(s) to co-ordinate the maintenance, use and operation of the facility being utilized as evacuation or reception centre;
- Ensuring liaison with the municipality as to protective actions to the Complex;
- Maintain a log of all personal actions taken.

11. Espanola Regional Hospital & Health Centre – Environmental Service Manager, Emergency Preparedness

The Espanola Regional Hospital & Health Centre, Environmental Service Manager, Emergency Preparedness is responsible for:

- Implementing the hospital emergency plan;
- Ensuring liaison with the Medical Officer of Health and local ambulance representatives with respect to hospital and medical matters, as required;
- Evaluating requests for the provision of medical site teams/medical triage teams;
- Ensuring liaison with the Emergency Management Coordinator as required;
- Ensuring liaison with the Ministry of Health and Long-Term Care, as appropriate;
- Maintain a log of all personal actions taken.

PART 7:

EMERGENCY TELECOMMUNICATIONS PLAN

Upon implementation of the Emergency Response Plan, it will be important to ensure that communications are established between the emergency site and the EOC. Also, communications may be required at various locations including evacuation centres, hospitals, and other key responding agencies.

The **Emergency Telecommunications Coordinator** is part of the initial **Emergency Notification Procedure** who in turn will call upon his/her contacts for further communications support, as required.

The **Emergency Telecommunications Office** is located **at the EOC**. It is equipped with portable hand radios, battery back-up, two-way radio with the necessary channels to communicate with area fire departments, Fire Department, Public Works Department and the Ontario Fire Marshal.

Communications between the EOC and the other responding agencies will be with the support of a runner. All messages are to be written on the Amateur Radio Message Forms and logged.

NOTIFICATION TO MECG MEMBER MESSAGE FORMAT

- SAMPLE SCRIPT -

I am (insert caller's name), and I am calling to inform you that we have an emergency due to (state the nature of the emergency). You should report to the (list location: primary/alternate EOC or other location at [insert date/time]).

Thank you.

Note: The caller delivering this message MUST record the date and time EACH member (or alternate) of the MECG was contacted.

TABLE OF CONTENTS

Accommodation for Mass Reception 33

Airports..... 34

Amateur Radio Emergency Service 34

Animal Control 34

Auxiliary Lighting 34

Banks 34

Bell Canada 34

Bus Services 34

Cable Television 34

Caterers..... 35

Chemicals 35

Child Care Services 35

Clergy..... 35

Contractors (Cranes, bulldozers, and backhoes, etc.)..... 36

Coroner 36

Dentists 36

Doctors..... 36

Domtar 36

Drug Stores and Pharmacists..... 36

Emergency Management Ontario..... 37

Environment & Climate Change Canada/Ministry of the Environment 37

Express Agencies 37

RESOURCE DIRECTORY

TABLE OF CONTENTS

Fire Investigation Services (OFM)	37
Fire Marshal & Emergency Management	37
First Aid Personnel.....	37
Fluid Management Services (Pumps)	37
Funeral Directors.....	37
Game & Fish Protection Association	37
Gas Companies (Natural Gas)	38
Gasoline.....	38
Generators	38
Guides & Outfitters.....	38
Heaters (Portable).....	38
Helicopters	38
Hospitals	38
Hotel/Motels	39
Housing Services (DSB)	39
Hydro	39
Industry Canada	40
Interpreters.....	40
Loud Hailers	40
Manitoulin-Sudbury District Service Board (D.S.B.)	40
Mental Health	41
Ministry of Labour (MOL).....	41

RESOURCE DIRECTORY

TABLE OF CONTENTS

Ministry of Natural Resources & Forestry	41
Ministry of Natural Resources & Forestry – Regional Operations Division	41
Ministry of Transportation	41
Mutual Aid.....	41
Newspapers.....	42
O.C.W.A.....	42
Oil Distributors.....	42
Oxygen/Acetylene	42
Poison Control Centre (OPC).....	42
Propane	42
Public Health Sudbury & Districts	43
Public Works	43
Pumps (Portable)	43
Radio Stations	43
Red Cross Society	43
Restaurants (See page 35 - Caterers).....	43
Salvation Army	43
Schools.....	43
Search and Rescue.....	44
Service Clubs.....	44
Spills Action Centre (S.A.C.)	44
St. John Ambulance.....	44
TAPP – C.....	44
Taxi & Delivery Services.....	44
Television Stations	44

RESOURCE DIRECTORY

TABLE OF CONTENTS

Tents/Awnings	44
Toilets (Portable)	45
Town of Espanola	45
Town Solicitor	45
Tow Trucks.....	45
Vans, Emergency Response	45
Veterinarians	45
Victim Services	45
Water Bottling	45
Welding and Cutting Equipment	45
X-Ray Equipment	45
Area Contacts	46
Specialized Services	47
211 Notification & Communication Protocol.....	48

RESOURCE DIRECTORY

ACCOMMODATION FOR MASS RECEPTION

A.B. Ellis Public School – 164 Mead Boulevard	869 – 1651
Anishinabe Spiritual Centre - Anderson Lake	869 - 4994
Calvary Baptist Church – 599 Barber Street	869 - 5485
Curling Club – 58 Mead Blvd.	869 - 2133
Ecole St. Joseph – 333 Mead Blvd.	869 - 3530
Elks Hall – 539 Second Avenue	869 - 1931
Espanola Fire Hall – 592 Second Street	869 - 3888
Espanola Golf Club – 309 Spanish River Drive	869 - 3510
Espanola High School – 147 Spruce Street	869 - 1590
Espanola Mall – 800 Centre Street	869 - 4443
Knights of Columbus Hall – 399 Mead Blvd.	869 - 3491
Legion Hall – 370 Annette Street	869 - 1711
Masonic Hall - 69 Mead Blvd.	869 – 2708
St. Jude’s Parish – 247 Mead Blvd.	869 – 0025
Pentecostal Church – 270 Queensway Avenue	869 - 1700
Pinewood Motor Inn – 378 Centre Street (Conference Room)	869 - 3460
Recreation Complex – 175 Avery Drive	869 - 1961
Sacred Heart School – 128 Park Street	869 - 4070
St. George's Anglican Church – 312 Tudhope Street	869 - 1244
United Church - 137 Sheppard Street	869 - 1215
Venture Lanes Bowling Alley – 52 Mead Blvd.	869 - 2450

RESOURCE DIRECTORY

AIRPORTS

Espanola Airport
Unpaved runways - Lee Valley Road
(Approximately 6 km west of Espanola)

AMATEUR RADIO EMERGENCY SERVICES - ARES

ARES Manitoulin & North Shore
Jim McLean, District Emergency Co-ordinator 705-282-0789
Allan Boyd, Section Manager 705-368-2779

ANIMAL CONTROL

Rainbow District Animal Control & Shelter Services 705-673-3647

AUXILIARY LIGHTING

Espanola Fire Department 869 - 3888

BANKS

Desjardins 869-2317
Northern Credit Union 869-3001
RBC Royal Bank 869-3189
TD Canada Trust 869-3051

BELL CANADA

Technical Support or Repair 1-866-310-2355
Corp. Security/National Incident Centre 1-888-870-3911 or 1-866-714-0911

BUS SERVICES

Veterans Transportation 869 - 2250 (office)
Ontario Northland 583 - 3663

CABLE TELEVISION

Eastlink 1-866-737-7662
Technical Service Support 1-888-345-1111 - Press 2

RESOURCE DIRECTORY

CATERERS

Kentucky Fried Chicken	869 - 3321
Golden Dragon	869 - 4477
Cortina	869 - 2104
Pinewood	869 - 3460
Subway Subs	869 - 0011
Tim Horton's	869 - 0549
Hong Kong	869 - 2326
McDonald's Restaurant	862 - 7770
DFR	869 - 4990
Roger Rabbit's Family Restaurant	862 - 7884
Marshall's Bar & Grill	869 - 1441
Tin Cup	583 - 2246
Topper's Pizza	310 - 7171
Shay's Cafe	562 - 7496
Homestyle Foods	(phone no. unavailable)

CHEMICALS

Emergency Response Centre – CANUTEC

(Canadian Transport Emergency Centre) 24 Hours/Day

Emergencies involving dangerous goods

1 - 613 - 996 - 6666 or

& Rail Services

1 - 888 - 226 - 8832

Cellular (Emergency Calls)

*666 (Press * then 666)

Regulatory questions – contact regional office

1 - 416 - 973 - 1868

Provincial Emergency Operations Centre (PEOC)

1-866-314-0472

The PEOC can be reached 24 hours a day, 7 days a week

CHILD CARE SERVICES

DSB - 210 Mead Blvd., Espanola

862 - 7850

Children's Program Supervisor:

862 - 7805 (fax)

Lori Clark

862 - 7850 ext. 150

Child & Family Centre

407 Centre Street

869 - 1564

869 - 5631 (cell)

Emergencies: contact the Children's Mobile Crisis Program

675 - 4760

CLERGY

Anishinabe Spiritual Centre

869 - 4994

Anglican – Beverly Van der Jagt

689 - 3939

Baptist – Pastor Rick Crockford

869 - 5485

Pentecostal – Jason Snider

869 - 1700

Roman Catholic – Pastor Gilles Grandmont

869 - 0025

United – Rev Stewart Walker

862 - 1512

Kingdom Hall of Jehovah Witnesses

869 - 0273

RESOURCE DIRECTORY

CONTRACTORS (CRANES, BULLDOZERS, BACKHOES, ETC.)

T. Bell Transport – Espanola	869 - 1041
Carlyle Construction	869 - 1400
Espanola Home Hardware	869 - 2350
Espanola Public Works Department Joel Yusko/Dave Parker	869 - 1751

CORONER

Dr. Emily Groot, Regional Supervising Coroner Sudbury Regional Office	705 – 564 - 6149
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DENTISTS

T.C. Dental Services	869 - 1511
Espanola Dental Centre	869 - 2687
Singh Dentistry	869 - 1880

DOCTORS

Espanola Health Centre – 801 McKinnon Dr.	862 - 7991
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***All doctors can be reached through the Espanola Regional Hospital 869 - 1420**

DOMTAR

Emergency Operations Centre:	869 – 2020 Ext. 487
Michael Boisvenue, Health & Safety Manager	869-2020
Domtar Security	869-2020

SEE DOMTAR EMERGENCY RESPONSE PLAN FOR MORE DETAILED INFORMATION.

DRUG STORES AND PHARMACISTS

Remedy'sRx Espanola Pharmacy - Suite 111, Espanola Mall Karen Lalonde, Pharmacist	869 - 1860 869 – 6842 (Fax)
Robinson's Pharmasave Drug Store – 119 Tudhope Street Kingslee D'Silva	869 – 1561 869 - 5508 (Fax)
Drug Store Pharmacy – 745 Centre Street Mary Sokoloski, Pharmacist	869 - 0330 869 – 0331 (Fax)
Espanola Clinic Pharmacy – 801 McKinnon Drive Jim Roszell, Pharmacist	862 - 7000

RESOURCE DIRECTORY

EMERGENCY MANAGEMENT (Office of the Fire Marshal and Emergency Management)

Curtis Gear
Field Officer, Killarney Sector
Curtis.Gear@forces.gc.ca

Emergency Declaration Fax Number - Operations Officer 24/7 **416 – 314 – 0474**

ENVIRONMENT & CLIMATE CHANGE CANADA/MINISTRY OF THE ENVIRONMENT

Environment & Climate Change Canada (Ontario Regional Office) 1-800-668-6767
Spills Action Centre, Ontario Ministry of the Environment & Climate Change 1-800-268-6060
 Spill & Drinking Water Reports
Weather One-on-One – telephone consulting service 1-900-565-5555

EXPRESS COURIER AGENCIES

Purolator Shipping Agent - Tony's Variety, 426 Mead Blvd. 869 - 1011

FIRE INVESTIGATION SERVICES–MINISTRY OF COMMUNITY SAFETY & CORRECTIONAL SERVICES (Office of the Fire Marshal & Emergency Management)

Manager/Supervisor – Weekday Office Hours 8:30 – 17:00 Hours 705-725-7258
Provincial Emergency Operations Centre (PEOC) **Duty Officer** 1-800-461-2281
After Hours (Between 17:00 – 08:30 Hours, Mon to Fri, weekends and Statutory Holidays)

FIRE MARSHAL (OFFICE OF THE FIRE MARSHAL & EMERGENCY MANAGEMENT)

Tara Hamilton, Fire Protection Adviser 705-698-0922
Tara.Hamilton@ontario.ca
Advice & Assistance (Community Safety & Correctional Services) General Inquiry 1-800-565-1842
Jon Pegg, Fire Marshal, Office of the Fire Marshal 647-329-1239

FIRST AID PERSONNEL (ST. JOHN AMBULANCE, FIRST AID – CPR)

Domtar Emergency Response Unit 869 - 2020
Domtar Security 869 – 2020
Espanola Fire Department 869 – 3888

FLUID MANAGEMENT SERVICES – Pumps

Atlas Dewatering Corp. – Water Management 24/7 Emergency Services 1-877-669-6825

FUNERAL DIRECTORS

Bourcier Funeral Home 869 - 0550
James Bourcier 869 – 1920

GAME & FISH PROTECTION ASSOCIATION

Leland Morley - President 869 - 6938

RESOURCE DIRECTORY

GAS COMPANIES (Natural Gas)

Enbridge - Sudbury 566 - 4301
Emergency No. - 24 Hrs. 1 - 877 - 969 - 0999

GASOLINE

UPI - 120 Centre St. 869 - 6825
Circle K Convenience Store (Esso gas) - 110 Centre St. 869 - 1712
Petro Canada - 731 Centre St. 869 - 0643

GENERATORS (Portable)

Espanola Fire Department 869 - 3888
Domtar Inc. 869 - 2020
Ministry of Natural Resources & Forestry 869 - 1330
Home Hardware 869 - 2130
Canadian Tire 869 - 3807

GUIDES & OUTFITTERS

Texas & Sons Guides & Outfitters - McKerrow 869 - 3272 705-691-3272 (Cell)
Donald Patrie - Massey 865 - 3315

HEATERS (Portable)

Garnet's Rental Sales & Service 869 - 2886 or 869 - 6886

HELICOPTERS

Gateway Helicopters Limited - Sudbury Airport 365 - 2121
Geotech Aviation - Garson 805 - 6952
Skyline Helicopter Technologies - Lively 692 - 2900
Heli Explore - Sudbury 918 - 414

HOSPITALS

Espanola Regional Hospital & Health Centre 869 - 1420
Health Sciences North - Sudbury 523 - 7100
Manitoulin Health Centre - Little Current 368 - 2300
Mindemoya Medical Clinic - Mindemoya 377 - 5371
St. Joseph's Health Centre - Blind River 356 - 2265
St. Joseph's General Hospital - Elliot Lake 848 - 7181

RESOURCE DIRECTORY

HOTELS/MOTELS

Espanola	{	Clear Lake Inn	869 - 1748
		Pinewood Motor Inn	869 - 3460
		Marshall's Motel	869 - 1441
Massey:		Massey Motel	865 - 2500
		Mohawk Motel	865 - 2722
McKerrow:		Alta Vista Motel	869 - 2520
		Goodman's Motel	869 - 1020
Webbwood:		Webbly Motel	869 - 5401

HOUSING SERVICES (Manitoulin-Sudbury District Services Board)

210 Mead Blvd. 862 - 7850
Espanola
(See following page for detailed contact information)

HYDRO

Espanola Regional Hydro

Emergency Calls between 4:30 pm and 9:00 am to be directed to Northern Communications at 705-222-9348

Espanola Regional Hydro Office: 869 - 2771
Al Cannard, Supervisor 869 - 0378 ext. 200

Espanola Hydro Backup:

Greater Sudbury Hydro
All inquiries, emergencies, after-hours and weekends 675 - 7536

Power line Contractors:

Powertel Utilities Contractors Ltd., Whitefish 866 - 2825
A & L Line Construction, Lively 692 - 3400

Electrical Safety Authority:

24/7 Customer Service & Emergency Service 1 - 877 - 372 - 7233
Electrical Safety Inspector: 705 - 849 - 4056
John Van Ravenswaay
Email: john.vanravenswaay@electricalsafety.on.ca

Hydro One:

Hydro One Customer Communications Centre 1 - 888 - 664 - 9376
Monday to Friday Office Hours: 7:30 am - 8:00 pm
Saturday 9:00 am to 3:00 pm

Report a Power Outage and/or a Fallen Tree Hazard (24 hours) 1 - 800 - 434 - 1235

Hydro One Networks: www.hydroonenetworks.com
Electrical Safety Authority ESA - www.esainspection.net

RESOURCE DIRECTORY

INDUSTRY CANADA (Government of Canada)

For Interference Resolution Services
on a 24/7 Basis for Public Safety Agencies 1-877-536-2328

INTERPRETERS

Ontario Provincial Police (Contact Espanola Detachment) 869 - 1211

LOUD HAILERS (SPEAKERS)

Espanola Fire Department (vehicles) 869 - 3888

MANITOULIN-SUSBURY D.S.B. - EMERGENCY TELEPHONE CONTACT LIST:

MANITOULIN-SUSBURY DISTRICT SERVICES BOARD (DSB) 862 – 7850

Director of Finance & Administration – Connie Morphet 862 – 7850 ext. 430

Direct Line 222 - 0496

Director of Integrated Social Services – Donna Stewart 862 – 7850 ext. 100

Direct Line 222 – 0499

Chief Administrative Officer – Fern Dominelli 862 – 7850 ext. 400

Direct Line 222 – 7777

Housing Services

Social Housing Program Supervisor: 862 – 7850 ext. 163

Rhonda McCauley 210 Mead Blvd.

Ontario Works

Ontario Works Program Supervisor: 862 - 7850 ext. 105

Anne Quenneville 210 Mead Blvd.

862 – 7805 (fax)

Children's Program Supervisor: 862 – 7850 ext. 150

Lori Clark 210 Mead Blvd.

862 – 7805 (fax)

Emergency Medical Services (Paramedic Services):

Chief of Paramedic Services 862 – 7850 ext. 600

Robert Smith 210 Mead Blvd.

Direct Line 222 - 0600

RESOURCE DIRECTORY

MENTAL HEALTH

Centre Place Centre (Mental Health & Addiction Programs) 869 - 1564
407 Centre Street
Child & Family Centre (Child & Youth)
Children's Community Network (Children's Mental Health)

Psychology North, Dr. Albert Gouge 207 - 5467

MINISTRY OF LABOUR (MOL) - Occupational Health & Safety Branch

Northern Regional Office, 159 Cedar Street, Sudbury 564-7400
Regional Program Coordinator – Douglas Cettina 807-475-1623

MINISTRY OF NATURAL RESOURCES & FORESTRY *Sudbury Fire Management Headquarters*

Headquarters 564 - 6019
Fire Operations Supervisor – Mike Calvank 564 - 6005
Fire Operations Supervisor – Bruce Duncan 564 - 6044
Acting Fire Management Supervisor – Ted Shannon 564 - 6003
*** To Report a Forest Fire** **310-3473**

MINISTRY OF NATURAL RESOURCES & FORESTRY – *Regional Operations Division*

Sudbury District Management – Contact List:

District Manager 564-7872
▪ Ross Hart

Resources Management Supervisor
▪ Paul Leale 564-7990

Resources Operations Supervisor
▪ Eric Cobb 564-7849

MINISTRY OF TRANSPORTATION – *Provincial Highways Management Division*

General Inquiry (Sudbury) **564-7722**
Richard LeClerc, Head Operation Supervisor 647 - 1807
Trevor Bartraw, Regional Operations Officer 497 - 5433

MTO Radio Room Operation Services – Thunder Bay 807 - 473 - 2044

Highway Maintenance Contractor – Emcon Services Inc. 1-844-362-6615
Robert Rulens, Road Superintendent, McKerrow Office Service Area 249-200-5593 Ext 1401

MUTUAL AID

Sudbury Fire Dispatch 705-675-3341

RESOURCE DIRECTORY

NEWSPAPERS

Mid-North Monitor - Espanola	869 - 0588
Around & About	869 - 6883
Sudbury Star - Sudbury	674 - 5271
Sudbury Star - After Hours	674 - 5276
Manitoulin Expositor	368 - 2744
Sudbury Northern Life	673 - 5667
The Sault Star	(705) 759 - 3030
The North Shore Sentinel - Thessalon	(705) 842 - 2504

ONTARIO CLEAN WATER AGENCY – ESPANOLA HUB

O.C.W.A. Local Emergency Calls - - <i>On-Line Operator/Pager</i>	626-5557
Keith Stringer, Senior Operations Manager	869 - 5578 Ext. 2225
Sewage Treatment Plant	869 - 3331
Water Treatment Plant	869 - 5348
24-Hour Emergency Line (Spills or Environmental Concerns)	
Contact Spills Action Centre	1-800-268-6060

*** Refer to O.C.W.A Contingency Plan ***

OIL DISTRIBUTORS

McDougall Energy, Little Current	368 - 2085
New North Fuels Inc., Sudbury	566 - 2920
New North Fuels Inc., Massey	865 - 2733
New North Fuels Inc., Little Current	368 - 2640

OXYGEN/ACETYLENE

Praxair Canada	566 - 5500
Medigas - Sudbury	523 - 9982
Canadian Liquid Air Ltd.	869 - 4965

POISON CENTRE (OPC)

Ontario Poison Centre (Toronto) - **Emergency Calls 24 Hrs/day 1-800-268-9017**

PROPANE

Filling Stations:	Nick's Sales and Services	869 - 1110
	Canadian Tire Corporation	869 - 3807
Propane Tank (Exchange):	UPI Energy LP	869 - 6825
	Home Hardware	869 - 2130

RESOURCE DIRECTORY

PUBLIC HEALTH SUDBURY & DISTRICTS

Public Health Sudbury & Districts - Espanola Office	222 - 9202
Sudbury Office (8:30 am - 4: 30 pm)	522 - 9200 ext 398
Adam Ranger, Environmental Support Officer - Sudbury	522 - 9200 ext 779
Burgess Hawkins, Environmental Health Division – Sudbury	522 - 9200 ext 218
Dr. Penny Sutcliffe, Medical Officer of Health - Sudbury	522 - 9200 ext 291

Public Health Emergency After-Hours On Call: 688 - 4366

PUBLIC WORKS DEPARTMENT

869 - 1751

PUMPS - PORTABLE

Garnets Rentals, Espanola	869 - 2886
2 Pumps - Espanola Public Works Department	869 - 1751
3 Pumps - Espanola Fire Department	869 - 3888

RADIO STATIONS

99.3 FM, MOOSE, Espanola	869 - 0578
94.1 FM, MOOSE, Elliot Lake	848 - 3608
100.7 FM, THE ISLAND, Manitoulin Island	368 - 1419
92.7 FM, Q92, Sudbury	566 - 4480
103.9 FM, REWIND, Sudbury	560 - 8323
105.3 KISS, Sudbury	566 - 4480
99.9 FM, CBC, Sudbury	688 - 3200
90.3 FM, CBC, Elliott Lake (Info Line)	(866) 306 - 4636
89.5 FM, CBC Sault Ste. Marie (National Radio News)	(416) 205 - 6200

RED CROSS SOCIETY

1460 Fairburn Street, Sudbury	674 - 0737
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RESTAURANTS

This section is the same as and will be found under "CATERERS" Page 36.

SALVATION ARMY

Salvation Army	673-5893
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SCHOOLS

A.B. Ellis Public School	869 - 1651
Espanola High School	869 - 1590
Sacred Heart School	869 - 4070
Ecole St. Joseph	869 - 3530
ESC Franco-Ouest	862 - 7437
Cambrian College – Espanola Campus	869 - 4113

RESOURCE DIRECTORY

SEARCH AND RESCUE (NORTH SHORE SEARCH & RESCUE)

Jeb Brown– President 869-4520 (Home)
385 Ricci Dr. 869-8587
Adam Page – Vice President

SERVICE CLUBS

Espanola Lions Club 869 - 3330
Espanola Elks Club 869 - 1931
Royal Canadian Legion 869 - 1711
Knights of Columbus 869 - 3491
Masonic Lodge 869 - 6703
Espanola Senior's Club #455 862 – 7206
Espanola Game & Fish Protection Association 862 - 0765
Helping Hands Food Bank 583 – 3045
Espanola Curling Club 869 - 2133

SPILLS ACTION CENTRE (SAC)

Spills or Environmental Concerns -- 24-hours/day 1 – 800 - 268 – 6060

ST. JOHN AMBULANCE

400 - 885 Regent Street 524-7223
Sudbury Branch 524-9338 (Fax)

TAPP-C

CAMH Intergenerational Wellness Centre 416-535-8501 Ext. 34355

TAXI & DELIVERY SERVICES

Espanola Taxi 869 – 1036
429 Mead Blvd.

TELEVISION STATIONS

CTV - Sudbury 674 – 8301
Channel 10/Community News Channel (Municipal Office) 869 - 1540
The Weather Network - Contact the EMO Operations Officer

TENTS/AWNINGS

Canadian Tire Corporation 869 - 3807
Fire Dept. 869 - 3888
Garnet's Rental 869 - 2886

RESOURCE DIRECTORY

TOILETS – (Portable)

Herby Enterprises Ltd. (Sudbury)	805 - 6506
Whitefish Septic Service	866 - 2671
Jim's Portable Toilets	866 - 2534

TOWN OF ESPANOLA

Municipal Office - 100 Tudhope Street	869 - 1540
Mayor – Jill Beer	869 - 1540 Ext. 2103
CAO/Treasurer – Cynthia Townsend	869 - 1540 Ext. 2102
Emergency Plan Co-ordinator – Mike Pichor	869 - 3888 Ext. 2322

TOWN SOLICITOR

Desmarais, Keenan LLP	675 - 7521
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TOW TRUCKS

Dan's Towing & Recovery 24-Hour Service	869 - 1826
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VANS, EMERGENCY RESPONSE

Espanola Fire Department FIRE EMERGENCY NO.	869 - 3888 9 - 1 - 1
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VETERINARIANS

Espanola Animal Hospital	869 - 0090
Gray Street Veterinary Services	885 - 7387
Emergency Services	692 - 4446

VICTIM SERVICES

Elly Charette, Executive Director Manitoulin Northshore Victim Services, Little Current	705-370-3378
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WATER BOTTLING

Northern Water Service – Sudbury	525 - 2353
Jennica Springs – Sudbury	566 - 4268

WELDING AND CUTTING EQUIPMENT

Public Works Department	869 - 1751
T. Bell Transport– Espanola	869 - 1041
Domtar	869 - 2020
DL Welding Mechanical	583 - 2220

X-RAY EQUIPMENT

Espanola Regional Hospital & Health Centre 1 Stationary machine 1 Portable machine	869 - 1420
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RESOURCE DIRECTORY

AREA CONTACTS

<u>District Location</u>	<u>Mayor/Reeve</u>	<u>CAO/ Clerk Administrator</u>	<u>Phone Number</u>
Baldwin	Vern Gorham	K. Bates	869 - 0225
Blind River	S. Hagman	K. Scott	356 - 2251
Bruce Mines	Lori Patteri	D. Brunke	785 - 3493
Chapleau	Michael Levesque	C. Swearngen	864 - 1330
Elliot Lake	Dan Marchisella	D. Gagnon	848 - 2287
Espanola	Jill Beer	C. Townsend	869 - 1540
Gore Bay	Dan Osborne	A. Clarke	282 - 2420
Huron Shores	Georges Bilodeau	D. Tonelli	843 - 2033
Little Current (NEMI)	Alan MacNevin	D. Williamson	368 - 3500
Nairn/Hyman	L. Falldien	B. Ketchabaw	869 - 4232
Sault Ste. Marie	C. Provenzano	M. White	759 - 5931
Sables-Spanish Rivers Township	L. Gamble	K. Sloss	865 - 2646
Spanish	J. Bishop	P. Lortie	844 - 2300
Sudbury	B. Bigger	E. Archer	671 - 2489
Thessalon	B. Rosenberg	R.P. MacLean	842 - 2217

RESOURCE DIRECTORY

SPECIALIZED SERVICES:

Occupation Health & Safety Inquiries Ministry of Labour

505 University Avenue, 19th Floor

Toronto, ON M7A 1T7

1 - 800 - 268 - 8013

Fax: (416) 326-7761

Web Site: www.hrsdc.gc.ca/eng/labour/health_safety/index.shtml

Emergency Health Services Branch

5700 Young Street, 6th, Floor

Toronto, ON M2M 4K5

1-800-461-6431

Professional & Specialized Services

8th Floor, 400 University Ave

Toronto, ON M7A 1T7

416 - 326 - 7770

(Specialized professional services within the Occupational Health and Safety Branch that provides technical expertise to each of the MOL's specialized health and safety programs.)

Radiation Protection Service

81A Resources Road

Weston, ON M9P 3T1

416 - 235 - 5922 (Emergency Planning)

Materials Testing Laboratory

Willet Green Miller Centre

Building B, 933 Ramsey Lake Rd

Sudbury, ON P3E 6B5

705 - 670 - 5695

Fax: 705-670-5698

211 NOTIFICATION AND COMMUNICATION PROTOCOL

Purpose

This information sheet provides an overview of municipal and 211 (service in Ontario) responsibilities in the event of an emergency event.¹

2-1-1 is an easy to remember phone number available throughout Ontario to support residents, municipalities, businesses and others. 211's Information & Referral professionals are available 24/7/365 to provide live answer information about Ontario's community, social, health and government services. During the response to and recovery from emergency events, 211 supports communities by providing authoritative, non-emergency information to residents (e.g. road closures, the location of evacuation centres, services, safety precautions etc.) 211 alleviates the burden of non-emergency calls to 911 and allows emergency responders to focus on response. 211 providers welcome opportunities to participate in municipal emergency exercises and training.

211 also maintains an extensive database of community, social, health and government services at www.211north.ca or www.211ontario.ca.

Responsibilities

1. **Municipal, city, town or county:**
 - Prior to an emergency event, provide 211 with the names and contact information of Community Emergency Management Coordinators (CEMCs), Emergency Information Officers (EIOs) and others authorized to notify 211 and invoke the assistance of 211. (Will need to keep updated if there are changes.)
 - Notify 211 when an event has occurred by dialing 211 or one of the contact numbers provided by the 211 contact centre.
 - Maintain a line of communication with 211 throughout the event providing authoritative, accurate information that can be relayed to the public. This can be done by phone or email.
 - Inform residents that they can call 211 for non-emergency information. This can be done through street signs, press releases, the media and other means.
 - Inform 211 when the emergency event ends.
2. **211 (service in Ontario):**
 - The 211 staff person who receives notification of an emergency event will document the information using a form that captures what, where, who, when etc. and the name and contact information of the person providing the information.
 - Answer non-emergency calls from the public 24/7/365. Ensure the network of 211 service providers in Ontario is notified, can access the most current information about the event and is available to provide support if needed.
 - Track the nature of calls received and convey relevant information to the EIO, CEMC or designated person.
 - Prepare an After Action Report and submit it to the municipality.

¹ An Emergency event may be declared or undeclared e.g. weather, health alert, fire, industrial or road accident, infrastructure failure etc.

a) Emergency Operations Centre - EOC

The Emergency Operations Centre is located at **Espanola Fire Hall at 592 Second Avenue.**

#1 – Alternate Emergency Operations Centre will be located at **Espanola Regional Hospital, 825 McKinnon Drive**

#2 – Alternate Emergency Operations Centre will be located at **Webbwood Public Library, 16 Main Street**

NOTE: *A site command location will be declared at the discretion of the Emergency Management Coordinator depending on the nature of the emergency.*

The alternate Emergency Operations Centre for Domtar will be located at Espanola Fire Department, 592 Second Street.

b) Equipment

The equipment required for the Emergency Operations Centre is organized in a kit form. The kit is located in the EOC storage closet. The Emergency Management Coordinator is responsible for inspecting the kit on a regular basis and for ensuring that kit contents are all in working order.

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

<u>Item</u>	<u>Location</u>
Fax Machine	EOC/and alternate sites
Television	EOC/and alternate sites
Telephones	EOC/and alternate sites
White Boards	EOC/and alternate sites
Ham Radio	EOC/and alternate sites
Flip Charts	EOC/and alternate sites
Internet Access	EOC/and alternate sites

Upon activation of this Emergency Response Plan, it will be important to coordinate the release of accurate information to the news media, issue authoritative instructions to the public, and respond to or redirect individual requests for, or reports on, information concerning any aspect of the emergency.

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

- **Emergency Information Coordinator:** Cheryl Kennelly
- **Media Relations:** Paula/Cynthia
- **Citizen Inquiry Coordinator:** Traci Denault-Roque

The local Emergency Information Centre (EIC) will be located in the Espanola Municipal Office. In the event that this centre cannot be used, the secondary location will be the Complex.

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 Municipal Emergency Control Group. This area, if established, will be staffed as determined by the Media Relations spokesperson.

The Citizen Inquiry Coordinator's section is located in the Municipal Office.

1. Emergency Information Coordinator

The Emergency Information Coordinator reports to the CAO/Treasurer and is responsible for:

- Establishing a communication link with the Media Relations, the Citizen Inquiry Coordinator and any other 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 EIC is set up and staffed, if required;
- Ensuring liaison with the MCEG 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;
 - Municipal Emergency Control Group;
 - Media Relations Spokesperson;
 - Police Public Relations Officer;
 - Neighbouring Communities;
 - Citizen Inquiry Coordinator;
 - Any other appropriate persons, agencies or businesses.
- Providing direction and regular updates to the Citizen Inquiry Coordinator to ensure that the most accurate and up-to-date information is disseminated to the public;
- Ensuring that the media releases are approved by the CAO/Treasurer (in consultation with the Mayor) prior to dissemination, and distributing hard copies of the media release to the EIC, the MCEG, Citizen Inquiry Coordinator and other key persons handling inquiries from the media;
- Monitoring news coverage, and correcting any erroneous information;
- Maintaining copies of media releases and newspaper articles pertaining to the emergency;
- Maintain a personal log of all actions taken.

2. Media Relations

The Media Relations Spokesperson will be appointed by the Municipal Emergency Control Group and is responsible for:

- Giving interviews on behalf of the Town of Espanola's Council;
- Establishing a communication link and regular liaison with the Emergency Information Coordinator at the EOC;
- Redirecting all inquiries about decisions made by the MCEG and about the emergency as a whole, to the Emergency Information Coordinator;
- Coordinating media photograph sessions at the scene when necessary and appropriate;
- Coordinating on-scene interviews between the emergency services personnel and the media;
- Maintain a personal log of all actions taken.

3. Citizen Inquiry Coordinator

The Citizen Inquiry Coordinator is responsible for:

- Establishing a Citizen Inquiry Service, including the appointment of personnel and designation of telephone lines;
- Informing the Emergency Information Coordinator of the establishment of the Citizen Inquiry Service and designated telephone number(s);
- Informing the affected emergency services, the MCEG of the establishment of the Citizen Inquiry Service and designated telephone numbers;
- Ensuring liaison with the Emergency Information Coordinator to obtain current information on the emergency;
- Responding to, and re-directing inquiries and reports from the public based upon information from the Emergency Information Coordinator. (Such information may be related to school closings, access routes or the location of evacuee centres.);
- Responding to and redirecting inquiries pertaining to the investigation of the emergency, deaths, injuries or matters of personnel involved with or affected by the emergency to the appropriate emergency service;
- Responding to and redirecting inquiries pertaining to persons who may be located in evacuation and reception centres to the registration and inquiry telephone number(s);
- Procuring staff to assist, as required;
- Maintain a personal log of all actions taken.

1. GENERAL

- 1.1 If the evacuation of any residents of the Town of Espanola is necessary, for whatever reason, the surrounding communities of Webbwood, Massey, Little Current, Nairn and Sudbury will be the reception municipalities.
- 1.2 Should the situation arise, the evacuation routes are:
 - (a) Highway 17 east to Nairn and Sudbury
 - (b) Highway 17 west to Webbwood and Massey
 - (c) Highway 6 south to Little Current and Manitoulin Island
 - (d) Huron Central Railway line running west to Webbwood and Massey, east to Nairn and Sudbury
 - (e) A certain number of evacuees may be evacuated by air from the small landing strip located 3-1/2 miles west of Espanola, on Lee Valley Road - 2600 ft. turf - VFR only - 46 15N 81 51W
 - (f) Lee Valley Road west to Webbwood/Massey
 - (g) (Old Nairn Road) Jacklin Road east through to Highway 17
 - (h) Old Webbwood Road (to the west - Webbwood and Massey)
 - (i) Bass Lake Road (south on Mead Street - then via Pleasant Valley to Webbwood and/or Massey)

2. IMPLEMENTATION

1. This evacuation procedure will be implemented when evacuation is considered necessary by the **MAYOR** or his **ALTERNATE**.

3. EVACUATION WARNING

1. When authorized by the Mayor, evacuation warning will be by the use of portable loud hailers; on the fire trucks & police cruisers as well as having messengers go door-to-door.

Residents should listen to their radio stations for further instructions.

4. SEQUENCE OF EVACUATION PROCEDURES

1. Because the emergency incidents that may take place in the Town of Espanola, can vary from little or no warning, i.e. dangerous gas explosion, to forecasting the condition, i.e. forest fires, the following procedure is recommended:
 - (a)
 - (i) In the event there is little or no warning, the Mayor or alternate will order the evacuation of the particular area.
 - (ii) The Mayor or alternate will request the radio and TV media and also, Community News Channel, LED Message Board, Town's website and Facebook page, to assist in alerting the residents that they are to evacuate.
 - (iii) The Fire Department will sound the evacuation warning and assist in the evacuation.
 - (iv) The Ontario Provincial Police will be requested to carry out their responsibilities.
 - (v) The CEMC will initiate the telephone fan-out to the surrounding municipalities.
 - (b) In a forest fire situation and flood forecasting, the following will apply:
 - (i) The Area Office of the Ministry of Natural Resources & Forestry will alert the Mayor or alternate, to the situation.

- (ii) In the event evacuation is required, the Ministry of Natural Resources & Forestry, through the Area Office will notify the mayor, or his alternate, of the order to evacuate.

5. TRANSPORTATION

1. Transportation of evacuees will be by private motor vehicles.
2. Residents without cars should endeavour to travel with neighbours. If unable to arrange transportation, the Transportation Officer is to be contacted. Should time permit, commercial and school buses, available in the area, will be pressed into service.
3. The CEMC, or alternate, should ensure the Transportation Officer has compiled a list of commercial buses and school buses.

6. RECEPTION

1. The CAO/Treasurer, or alternate, will contact the CAO/Clerk of the reception municipalities requesting accommodation for those residents of Espanola who are being evacuated and, if possible, indicate the numbers and estimated time of arrival.

7. FOREST FIRE OR FLOOD

1. In the event of a forest fire or flood situation, only the Ministry of Natural Resources & Forestry, through the Area Office, can cancel a forest fire or flood emergency, or activate steps for the return of evacuees to Espanola.
2. For other emergencies, the Mayor, or alternate, can cancel the emergency when necessary and activate steps for the return of residents to their homes.
3. **Ministry of Natural Resources & Forestry will:**
 - (i) Issue the preliminary alert in a forest fire/flood situation.
 - (ii) Recommend evacuation to the Mayor or alternate who will order a state of emergency.

8. PUBLIC HEALTH SUDBURY & DISTRICTS

PURPOSE:

To provide Public Health Sudbury & Districts with a response plan which will ensure a timely response to reports of an infectious disease outbreak or a * health hazard in the community as defined in the Health Protection and Promotion Act.

**Health Hazard* means: a) a condition of a premises; b) a substance, thing, plant or animal other than man; c) a solid, liquid, gas or combination of any of them, that has or that is likely to have an adverse effect on the health of any person. (Health Protection and Promotion Act.)

AUTHORITY:

In emergency situations with definite or potential public health implications, the Board of Health of Public Health Sudbury & Districts has legislated authority under the Health Protection and Promotion Act to provide an appropriate response to a reported infectious disease outbreak and to prevent, eliminate and decrease the effects of health hazards in the health unit area. The Board is also responsible for carrying our work concerning private sewage systems under the Ontario Building Code and Public Health By-Laws.

In an emergency situation all activities of the Medical Officer of Health and staff under his direction, with respect to the elimination of health hazards or of communicable disease, will be

carried out in accordance with public health legislation, and only when the Medical Officer of Health is of the opinion that such measures are necessary.

With the exception of communicable disease where the Ministry of Health is the lead Ministry, the emergency response of the Public Health and staff will be secondary to the services of police, fire, ambulance, and acute health care facilities, and other government Ministries.

GENERAL ROLE AND RESPONSIBILITIES:

The role of Public Health Sudbury & Districts in an emergency/disaster situation will closely parallel the day-to-day role as guardian of public health. The major activities will be in infectious disease control.

PUBLIC HEALTH RESPONSIBILITIES IN THIS CONTEXT ARE:

- i) Continue the delivery of established public health programs and services and, where this is not possible, carry this out on a priority or modified basis;
- ii) Assess the emergency situation and its immediate and latent impact on public health; Institute specific control measures and allocated Health Unit resources, where necessary, for the
- iii) Purpose of preventing, eliminating and decreasing any health threat to the community, e.g.: immunization, control orders;
- iv) Interpret and monitor public health standards, e.g.: water contamination, public health legislation;
- v) Promote public health through education and information and provide guidance on public risk avoidance;
- vi) Communicate Public Health Sudbury & Districts after hour's telephone number to appropriate agencies, and with municipal, provincial and federal levels of government in order to facilitate the above activities.

RESPONSIBILITIES OF MEDICAL OFFICER OF HEALTH:

- i) To ensure the development, annual review and periodic revision of the Health Unit Emergency Response Plan.
- ii) The Medical Officer of Health (or designated alternate) will attempt to determine the nature of the emergency from the information on hand, and decide on the degree of response required by Public Health Sudbury & Districts.
- iii) Will provide information and advice on public health issues to municipal emergency control groups and to the general public as required.

9. REPORTING A HEALTH HAZARD OR AN INFECTIOUS DISEASE TO PUBLIC HEALTH SUDBURY & DISTRICTS:

Regular Hours: Call 705 - 522 - 9200 (Monday to Friday - 8:30 to 4:30 p.m.)
After Hours/Weekends: Public Health in Sudbury Call 705 - 688 - 4366

This will include the reporting of an infectious disease by hospitals, institutions and physicians, or the reporting of a community emergency by the fire departments, police and various government Ministries/Agencies.

(a) Public Information:

The CAO/Treasurer will act as the Information Officer. He/she will be responsible for:

- (i) Ensuring that local residents know the warning signal and evacuation procedures.
- (ii) Prepare all outgoing public announcements for release by the Mayor.
- (iii) Establish a Registration and Information Centre.

(b) Transportation:

The Public Works Manager will:

- (i) Maintain an inventory of local transportation facilities.
- (ii) Establish liaison with local Ministry of Transportation representatives, Huron Central Railway, and commercial vehicle managers.
- (iii) Make all necessary arrangements for the movement of people by road or rail, including the co-ordination of road transport convoys, assembly areas and the provision of directing route signs.

EVACUATION PROCEDURES

EVACUATION PLAN – SECTORS 1 TO 8

<u>SECTOR 1</u>	<ul style="list-style-type: none"> ▪ North of Second Street ▪ West of Mead Blvd. & Spanish River Drive
INFRASTRUCTURE:	<ul style="list-style-type: none"> <input type="checkbox"/> Public Works Department <input type="checkbox"/> Fire Department <input type="checkbox"/> Ecole St. Joseph <input type="checkbox"/> St. Jude’s Parish <input type="checkbox"/> Bell Communications Office <input type="checkbox"/> Water Tower <input type="checkbox"/> Hydro Office & Sub-station <ul style="list-style-type: none"> ↳ 44 KV Power Line Feed <input type="checkbox"/> Sewage Treatment Plant <input type="checkbox"/> Apartment Complexes <input type="checkbox"/> Community Living (Haig St.) <ul style="list-style-type: none"> 6 Residents <input type="checkbox"/> Golf Club
<p><u>PRIMARY</u> EVACUATION LOCATIONS:</p> <p>Will evacuate initially to <u>Sector 2</u> utilizing the Recreation Complex & High School for staging area</p>	
<p><u>SECONDARY</u> EVACUATION LOCATIONS:</p> <p>Secondary evacuation possibly Ministry of Natural Resources & Forestry/Service Ontario, Curling Club, Bowling Alley and Masonic Hall</p>	
<p>*Approximately 536 Homes in Sector 1</p> <p>*Approximately 1000 Residents in Sector 1</p>	

<p><u>SECTOR 2</u></p>	<ul style="list-style-type: none"> ▪ North of Second Street & North of Duplessis Road ▪ East of Mead Blvd. & Spanish River Drive
<p>INFRASTRUCTURE:</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Ontario Provincial Police <input type="checkbox"/> Municipal Office & Court House <input type="checkbox"/> Domtar & Effluent <input type="checkbox"/> Giant Tiger <input type="checkbox"/> Bridges ⇒Highway ⇒Rail Line ⇒Dam <input type="checkbox"/> United Church <input type="checkbox"/> High School/Public School <input type="checkbox"/> Sacred Heart School <input type="checkbox"/> Recreation Complex <input type="checkbox"/> Ministry of Natural Resources & Forestry/Service Ontario <input type="checkbox"/> North Shore Search & Rescue <input type="checkbox"/> Enbridge (Natural Gas) <input type="checkbox"/> Curling Club <input type="checkbox"/> Bowling Alley <input type="checkbox"/> Banks (TD & Royal, Credit Union, Desjardins) <input type="checkbox"/> UPI <input type="checkbox"/> Circle K Convenience Store (Esso Gas) <input type="checkbox"/> Apartment Complexes <input type="checkbox"/> Community Living (Day Services) <input type="checkbox"/> Masonic Hall <input type="checkbox"/> Cambrian College <input type="checkbox"/> Old Hospital (Domtar Building) <input type="checkbox"/> Lighthouse (Downtown Core) <input type="checkbox"/> Espanola Animal Hospital <input type="checkbox"/> Gray Street Veterinary Services
<p><u>PRIMARY</u> EVACUATION LOCATIONS:</p> <p>Will evacuate initially to the <u>Mall</u></p>	
<p><u>SECONDARY</u> EVACUATION LOCATIONS:</p> <p>Secondary will evacuate to possibly Golf Course, Hospital, Anishinabe Spiritual Centre, Service Clubs</p>	
<p>*Approximately 334 Homes in Sector 2</p> <p>*Approximately 1000 Residents in Sector 2</p>	

<p><u>SECTOR 3</u></p>	<ul style="list-style-type: none"> ▪ South of Second Street ▪ West of Avery Drive to Barber Street/Queensway Intersection to Darkie Creek
<p>INFRASTRUCTURE:</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Hospital <input type="checkbox"/> Community Living (Queensway – 6 Residents) <input type="checkbox"/> Ball Fields <input type="checkbox"/> Ski Hill Club <input type="checkbox"/> Power Transmission Lines <ul style="list-style-type: none"> ↳ 44 KV Power Line Feed <input type="checkbox"/> Calvary Baptist Church <p><i>*HAZARDS → Black/Darkie Creek</i></p>
<p><u>PRIMARY</u> EVACUATION LOCATIONS:</p> <p>Will evacuate initially to the <u>Recreation Complex</u></p>	
<p><u>SECONDARY</u> EVACUATION LOCATIONS:</p> <p>Evacuate to Service Clubs</p>	
<p>*Approximately 622 Homes in Sector 3</p> <p>*Approximately 1500 Residents in Sector 3</p>	

EVACUATION PLAN

<p><u>SECTOR 4</u></p>	<ul style="list-style-type: none"> ▪ South of Second Street ▪ East of Avery Drive ▪ Down Hwy 6 to Darkie/Black Creek
<p>INFRASTRUCTURE:</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Nick’s Propane <input type="checkbox"/> Canadian Tire Propane & Store <input type="checkbox"/> Home Hardware <input type="checkbox"/> Tanner’s Independent Grocer <input type="checkbox"/> FreshCo <input type="checkbox"/> Petro Canada <input type="checkbox"/> Switch Station (Electrical Sub) <ul style="list-style-type: none"> ↳ 44 KV Power Line Feed <input type="checkbox"/> Pentecostal Church <input type="checkbox"/> Lift Station <input type="checkbox"/> Emergency Medical Services Base <input type="checkbox"/> Apartment Complexes <input type="checkbox"/> Marshall’s Motel <input type="checkbox"/> Garnet’s Rental-All <input type="checkbox"/> Mall <input type="checkbox"/> Trailside Sports <input type="checkbox"/> Penage Lake Road
<p><u>PRIMARY</u> EVACUATION LOCATIONS:</p> <p>Will evacuate initially to the <u>Recreation Complex</u></p>	
<p><u>SECONDARY</u> EVACUATION LOCATIONS:</p> <p>Service Clubs and Anishinabe Spiritual Centre</p>	
<p>*Approximately 600 Homes in Sector 4</p> <p>*Approximately 1500 Residents in Sector 4</p>	

EVACUATION PLAN

<p><u>SECTOR 5</u></p>	<p>▪ North of Spanish River</p>
<p>INFRASTRUCTURE:</p>	<ul style="list-style-type: none"><input type="checkbox"/> Highway 6 & 17 Intersection<input type="checkbox"/> Rail Line (main)<input type="checkbox"/> Power Station and Transmission Line<input type="checkbox"/> Natural Gas Line Feed (Enbridge)<input type="checkbox"/> Veteran’s Transportation<input type="checkbox"/> Jacklin Road<input type="checkbox"/> One Apartment Building (Old Webbwood Road)
<p><u>PRIMARY</u> EVACUATION LOCATIONS:</p> <p>Evacuate to <u>Recreation Complex</u> initially</p>	
<p><u>SECONDARY</u> EVACUATION LOCATIONS:</p> <p>Service Clubs or Out of Town – if possible</p>	
<p>*Approximately 54 Homes (in Espanola) in Sector 5</p> <p>*Approximately 100 Residents in Sector 5</p>	

EVACUATION PLAN

<p><u>SECTOR 6</u></p>	<ul style="list-style-type: none"> ▪ Lee Valley Road →Alternate Route← Way-out of Town
<p>INFRASTRUCTURE:</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Trailer Park <input type="checkbox"/> Beauchamp Subdivision <input type="checkbox"/> Airport <input type="checkbox"/> T-Bell Transport <input type="checkbox"/> Power Transmission Lines
<p><u>PRIMARY</u> EVACUATION LOCATIONS: Evacuate to <u>Recreation Complex</u> initially</p>	
<p><u>SECONDARY</u> EVACUATION LOCATIONS: Service Clubs or out Lee Valley Road – if possible</p>	
<p>*Approximately 72 Homes on Lee Valley Road 40 Homes in Beauchamp Subdivision – in Sector 6</p> <p>*Approximately 400 Residents in Sector 6</p>	

EVACUATION PLAN

<p><u>SECTOR 7</u></p>	<ul style="list-style-type: none">▪ Bass Lake Road & Pleasant Valley Road →Alternate Route←
<p>INFRASTRUCTURE:</p>	<ul style="list-style-type: none"><input type="checkbox"/> Water Treatment Plant<input type="checkbox"/> Dump<input type="checkbox"/> Dead-end road past Pleasant Valley<input type="checkbox"/> Apsey Lake may provide access
<p><u>PRIMARY</u> EVACUATION LOCATIONS: Evacuate to <u>Recreation Complex</u> initially</p>	
<p><u>SECONDARY</u> EVACUATION LOCATIONS: Out Pleasant Valley Road – if possible</p>	
<p>*Approximately 150 Homes – in Sector 7 *Approximately 300 Residents in Sector 7</p>	

EVACUATION PLAN

<p><u>SECTOR 8</u></p>	<ul style="list-style-type: none"> ▪ Hwy 6 – South of Black/Darkie Creek →Alternate Route←
<p>INFRASTRUCTURE:</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Anishinabe Spiritual Centre <input type="checkbox"/> Clear Lake Motel <input type="checkbox"/> Kingdom Hall <input type="checkbox"/> Hwy 6 – Alternate Route <input type="checkbox"/> Apsey Lake Resort <input type="checkbox"/> Apsey Lake M.N.R.F. Storage Facility <input type="checkbox"/> Power Lines
<p><u>PRIMARY</u> EVACUATION LOCATIONS: Evacuate to <u>Recreation Complex</u> initially</p>	
<p><u>SECONDARY</u> EVACUATION LOCATIONS: M.N.R.F. compound <u>or</u> South to Birch Island <u>or</u> Little Current</p>	
<p>*Approximately 100 Homes – in Sector 8 *Approximately 200 Residents in Sector 8</p>	

EVACUATION PLAN

NORTH SECTORS

1 & 2

Initially evacuate to the Mall - Overflow to
Canadian Tire & Tanner's Independent Grocer

SOUTH SECTORS

3 & 4

Initially evacuate to Recreation Complex & High
School
Secondly to Sacred Heart School and or Domtar

EAST SECTORS

2 & 4

Initially evacuate to Ball Fields & Hospital

WEST SECTORS

1 & 3

Initially evacuate to the Mall,
Canadian Tire & Tanner's Independent Grocer

FULL TOWN EVACUATION: ⇨ SUBBURY OR LITTLE CURRENT

1. AIM

1. This Reception Plan details procedures for all tasks envisaged in the reception of evacuees from other communities for whatever reason.

2. IMPLEMENTATION

1. This Reception Plan will be implemented by the Mayor of Espanola when the reception of evacuees from other communities is considered necessary by the appropriate authorities.

3. TASKS

1. In the event that reception of evacuees from other communities becomes necessary, the Town of Espanola's task will be to:
 - (a) Establish and maintain additional services throughout the reception phase.
 - (b) Maintain effective liaison with Federal, Provincial and commercial agencies.
 - (c) Provide for the health and welfare of evacuees.
 - (d) Make the necessary provision for the return of evacuees to their rehabilitation, with provincial authorities.

4. DUTIES AND RESPONSIBILITIES OF THE WELFARE SUB-COMMITTEES:**(a) Welfare Officer:**

The Welfare Officer will be responsible for the care of evacuees accepting hospital cases and will co-ordinate and direct the activities of the five welfare sub-committees -- registration and inquiry, feeding, lodging and personal services.

The welfare team will carry out their function in the Welfare Centre (to be determined according to the type of incident). They will keep the Welfare Officer advised for the necessary record keeping.

(b) Registration and Inquiry

The Registration and Inquiry Manager will:

- i) Ensure all evacuees are registered prior to welfare servicing.
- ii) Prepare situation reports for the Welfare Officer.
- iii) Record the lodging location of evacuees.
- iv) Obtain reception information of evacuees admitted to hospital.
- v) Provide facilities for local public inquiries.
- vi) Disseminate necessary information to Welfare Centre Managers and evacuees.

(c) Feeding:

The Feeding Manager will:

- i) Establish and maintain liaison with the Supply Officer and restaurant managers.
- ii) Arrange for the feeding of evacuees and reception committee members and staff.

(d) **Clothing:**

The Clothing Manager will make provisions for the immediate clothing needs of evacuees.

(e) **Lodging:**

The Lodging Manager will:

- i) Ensure the congregate lodging facilities are opened.
- ii) Secure and billet evacuees in private homes.
- iii) Make recommendations for additional buildings required for the purposes other than lodging, i.e. for welfare centres, food and clothing depots, emergency hospitals, assembly areas, etc.
- iv) Advise the Registration & Inquiry Manager of the locations and capacity of suitable available accommodation.

(f) **Personal Services:**

Will provide personal guidance on the basis of particular needs of individuals, families and special groups.

(g) **Contacts and Resources:**

Members of the Reception Committee should compile a list of contacts and resources.

5. IMPLEMENTATION AND SEQUENCE OF RECEPTION PROCEDURES

1. ALERT

- (a) The CAO/Treasurer of Espanola will be alerted by the CAO/Clerk of the community to be evacuated, of the possible evacuation.
- (b) The CAO/Treasurer will:
 - i) Alert the Mayor of Espanola, if not already alerted.
 - ii) Advise all members of the Reception Committee to prepare for the reception and care of evacuees.
 - iii) Also advise the CEMC or alternate.

2. ADVISE

- (a) When the evacuation commences, the Mayor or Reeve of the evacuated community will advise the Mayor of Espanola and provide the following information:
 - i) Time of departure and arrival in Espanola
 - ii) Method of travel.
 - iii) Evacuation route.
 - iv) Number of evacuees to be expected.
 - v) Special instruction i.e. aged infirm hospital cases, etc.
- (b) The Mayor of Espanola will:
 - i) Notify the CAO/Treasurer and OPP; and, direct the implementation of the reception procedures, will also notify the CEMC or alternate.
 - ii) Issue all necessary public announcements and deal with all news media inquiries.

EVACUATION/RECEPTION CENTRES

Recreation Complex

Elks Hall

Ecole St. Joseph

Espanola Mall

Golf Club

Masonic Hall

Anishinabe Spiritual Centre
1091 Anderson Lake Road

Various Church Halls

A.B. Ellis Public School

Knights of Columbus

Sacred Heart School

Canadian Legion

Espanola High School

1. AIM

1. This section helps identify indicators of when a request for or help from Public Health may be required.

2. IMPLEMENTATION

1. Public Health emergencies will be implemented through Public Health Sudbury & Districts, with possible consultation with the Mayor and/or CEMC, as required.

3. SAMPLE INDICATION FOR AFTER-HOUR EMERGENCY CALLS

- Request/need Medical Officer of Health
- Institutional outbreaks
- Suspected food poisoning incidents
- Information or action on urgent reportable communicable diseases
- Reporting of adverse water results that fall under Ministry of Environment Regulated Supplies
- Request for rabies vaccine
- Human involvement with a rabid or suspect rabid animal (all other animal bites can be considered routine and sent to the Public Health Unit office during working hours)
- Enactment of Emergency Response Plan
- Calls from the public regarding perceived public health emergencies
- Emergency calls from the Ministries of Health or Environment, Canadian Food Inspection Agency, or Fire and Police concerning an occurrence deemed by the caller to constitute an emergency. This may include a fire in a food premises, accidental spill of a contaminant or a food product, an emergency food recall, or bioterrorism
- Calls from the Public Health Laboratory regarding unsatisfactory test results
- Information regarding needle stick exposures

ANNEX G:

Town of Espanola

THIS MUTUAL ASSISTANCE AGREEMENT

Made this ____ day of _____, 20 ____.

BETWEEN:

THE TOWN OF ESPANOLA

- and -

THE MUNICIPALITY OF _____

OF THE SECOND PART

WHEREAS the *Municipal Act, 2001*, and the *Emergency Management and Civil Protection Act, RSO 1990, Section 13 (3)*, provide that the Council of a municipality or county may make an agreement with another municipality or county for the provision of any personnel, service, equipment or material during an Emergency;

AND WHEREAS when an emergency interrupts normal work operations, a municipality, as sanctioned by the *Municipal Act 2001*, may meet its legal obligations utilizing qualified staff from another municipality who are empowered to conduct similar business in their own jurisdictions,

AND WHEREAS the parties wish to provide for mutual aid and assistance to each other through the provision of personnel, services, facilities, equipment or material to one or the other within the meaning of the *Municipal Act, 2001*, and the *Emergency Management & Civil Protection Act*;

AND WHEREAS THE PARTIES HAVE Emergency Plans pursuant to the *Emergency Management & Civil Protection Act*;

NOW THEREFORE in consideration of the mutual covenants herein contained, the parties agree as follows:

1. Authorization to Request/Offer Assistance

1.1 Each party hereby authorizes its Chief Administrative Officer (hereinafter "CAO"), or such other senior officer of the party as the party has designated by by-law, to request assistance, accept offers to provide, or to offer to provide assistance pursuant to this Agreement on behalf of that party.

2. Requests for Assistance

2.1 The parties agree that in an Emergency, a Requesting Party may request assistance in the form of qualified personnel, services, facilities, equipment, or material from the other party.

2.2 The request for assistance shall be made by the CAO of the Requesting Party to the CAO of the Assisting Municipality. The CAO may make the initial request for assistance orally. However, any request for assistance made orally shall be confirmed in writing by the Requesting Party within three (3) days of the initial oral request. The Assisting Municipality may provide assistance to the other party upon receipt of the oral request.

2.3 The request for assistance shall be confirmed in writing as soon as reasonably practicable by the Requesting Party in accordance with Schedule "A" attached hereto. The written request shall set out in detail the specific personnel, services, facilities, equipment or material that has been requested as assistance, and which the Assisting Municipality has agreed to provide. The Assisting Municipality may request such reasonable additional information as it considers necessary to

confirm the existence of the Emergency and to assess the type, scope, nature and amount of assistance to be provided.

2.4 The Assisting Municipality shall respond to the request within one (1) day, and may in its sole discretion determine the type and scope, nature and amount of assistance it will provide. The Assisting Municipality shall confirm in writing the assistance it has agreed to provide.

2.5 The parties may by mutual agreement amend the assistance to be provided to the Assisted Municipality under this Agreement. Amendments to the scope, type, nature or amount of assistance shall be confirmed in writing by the Requesting Party within three (3) days of being agreed upon.

3. Limitations on Assistance Provided

3.1 Nothing in this Agreement shall require or obligate or be construed to require or obligate a party to provide assistance. Each party shall retain the right to refuse the request to provide assistance, and the right to offer options to the assistance that has been requested.

3.2 No liability shall arise against the Assisting Municipality if it fails, for any reason whatsoever, to respond to a request for assistance made under this Agreement.

3.3 When assistance has been offered or provided by the Assisting Municipality, the Assisting Municipality shall not be obligated to provide any further assistance or to do anything or take any action beyond that which is specifically agreed to by the acceptance of the request for assistance.

3.4 Nothing in this Agreement shall prevent the Assisting Municipality, in its sole discretion, from withdrawing any or all assistance provided to the Assisted Municipality. Any withdrawal of assistance by the Assisting Municipality shall be made only upon at least forty-eight (48) hours notice to the Assisted Municipality, unless the Assisting Municipality is responding to an actual or pending Emergency within its own geographical boundaries, in which case it may withdraw assistance from the Assisted Municipality without notice.

3.5 The Assisted Municipality may determine in its sole discretion that its requirement for assistance has ceased and shall notify the Assisting Municipality of this in writing.

4. Term and Termination

4.1 This Agreement shall be in effect from the date on which the second Party signs the Agreement.

4.2 Despite any other section of this Agreement, either party may terminate this Agreement upon at least sixty (60) days written notice to the other party.

5. Costs

5.1 The parties agree that any and all *direct and indirect* costs for assistance are to be paid by the Assisted Municipality. The Assisted Municipality shall be responsible to pay for any and all actual costs incurred by the Assisting Municipality in providing the assistance. Such costs shall include: all wages, salaries, overtime, shift premium, and similar charges and expenses incurred in providing the assistance including those wages, salaries, overtime and shift premium charges incurred resulting from staffing requirements in its home jurisdiction during the period of the assistance, providing all such costs are reasonable in the circumstances. However, such costs shall not include the Assisting Municipality's cost of employment benefits which includes, for the purposes of this Agreement, Canada Pension Plan, Employment Insurance, OMERS contributions, and/or contributions made to life insurance, health, dental, and/or disability plans or policies.

5.2 The Assisted Municipality shall also be responsible for all actual operating costs for all personnel, services, facilities, equipment, machinery or material furnished, including, but not limited

to, costs of fuel, repairs, parts and any and all other items directly attributable to the operation of equipment and machinery, services, facilities and material furnished as assistance to the Assisted Municipality under this Agreement. The Assisted Municipality shall be responsible for the cost of replacing equipment or material furnished by the Assisting Municipality if damaged beyond reasonable repair.

5.3 The Assisting Municipality shall provide to the Assisted Municipality, if practical, an estimate of the cost or providing the assistance.

6. Payment

6.1 Payment by the Assisted Municipal for costs incurred for the Assistance provided shall be subject to the Assisted Municipality's receipt of an invoice from the Assisting Municipality. Such invoice shall set out in sufficient detail the costs actually incurred by the Assisting Municipality in providing assistance, and where practically available, receipts for disbursements shall be forwarded in support of the invoice.

6.2 The Assisted Municipality shall remit payment of the amount owing for the assistance provided within *thirty (30)* days of the receipt of the Assisting Municipality's invoice.

6.3 Any amount remaining unpaid and outstanding after the *thirty (30)* day period referred to in sub-section 6.2 of this Agreement shall bear interest at the rate stipulated in the Assisting Municipality's invoice, which rate shall not exceed the Bank of Canada bank rate at the date of the invoice plus two (2) per cent per annum until paid.

7. Indemnity

7.1 The Assisted Municipality shall indemnify and save harmless the Assisting Municipality from all claims, costs, all manner of action or actions, cause and causes of action, accounts, covenants, contracts, demands or other proceedings of every kind or nature whatsoever at law or in equity arising out of this Agreement and out of assistance provided pursuant to this Agreement. The indemnity herein provided shall include all costs, including but not limited to duties, dues, accounts, demands, penalties, fines and fees.

8. Liaison and Supervision

8.1 The Assisting Municipality shall have the right, to be exercised in its sole discretion, to assign an employee or agent (the "Liaison Officer") of the Assisting Municipality to the Emergency Control Group of the Assisted Municipality. The Liaison Officer shall provide a liaison between the Assisting Municipality and the Emergency Control Group of the Assisted Municipality. The parties acknowledge that the purpose of the Liaison Officer shall be to permit communication between the Assisted and Assisting Municipalities. Subject to the *Municipal Freedom of Information and Protection of Privacy Act*, the Liaison Officer shall be permitted to inform the Assisting Municipality on the status of the Emergency and the actions taken by the Assisted Municipality.

The Liaison Officer shall have the right to obtain information about the Emergency and the use of the assistance provided in order to report to the Assisting Municipality during and after the duration of the assistance provided and the Emergency. The Assisting Municipality shall keep confidential and not disclose any information concerning the emergency or the assistance provided without the prior consent of the Assisted Municipality.

9. Information Sharing

9.1 Subject to the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), the parties agree to share with each other, information lists or databases detailing the amount, type, capability, and characteristics of personnel, services, facilities, equipment or material in the possession of each party, which may be available to the requesting party under this agreement.

Such sharing of information shall occur upon the execution of this Agreement and the parties, on mutual agreement, shall update these information lists from time to time.

10. Food and Lodging

10.1 For the duration of the assistance provided under this Agreement, the Assisted Municipality shall be responsible for providing all food, lodging and accommodation required by the personnel furnished pursuant to this Agreement. Where food and lodging cannot be provided in-kind, the Assisted Municipality shall pay a reasonable *per diem* to personnel for any food and lodging purchased by personnel of the Assisting Municipality. The per diem shall be no less than the Assisted Municipality pays to its own employees as a matter of policy or agreement.

11. Governing Law

11.1 The parties agree to be governed by the laws of the Province of Ontario and Canada.

12. Arbitration

12.1 The parties herein agree that in the event of any dispute arising under or pursuant to this Agreement, which dispute cannot be resolved by the mutual agreement of the Parties' CAOs, the CAOs shall refer the dispute to the respective Chairs of the Parties for resolution. In the event that the Chairs cannot resolve the dispute, either Party may, on providing ninety (90) days' written notice to the other, refer the dispute to a third-party arbitrator of their mutual choice for resolution. Such arbitration shall be conducted pursuant to the *Arbitration Act, 1991, S.O. 1991 c. 17*, as amended.

IN WITNESS WHEREOF the parties have executed this Agreement.

) **THE TOWN OF ESPANOLA**

)

) Mayor

)

) CEMC

)

) CAO

)

) **THE MUNICIPALITY OF**

)

) Mayor

)

) CEMC

)

) CAO

)

SCHEDULE "A"

MUTUAL ASSISTANCE AGREEMENT

I, _____, Chief Administrative Officer/Treasurer, Town of Espanola, duly authorized to do so by the Council of The Town of Espanola, do hereby request of The Municipality of _____, to provide assistance in the form of:

- _____ PERSONNEL
- _____ SERVICES AND FACILITIES
- _____ EQUIPMENT
- _____ MATERIAL

AS IS MORE PARTICULARLY SET OUT IN DETAIL AS FOLLOWS:

-
-
-
-
-
-
-
-

The above confirms the assistance verbally requested on _____, and which assistance The Town/Municipality of _____ has agreed to provide:

-
-

Dated at _____ this _____ day of _____, 20_____.

Chief Administrative Officer/Treasurer
Town of Espanola

