



KAPUSKASING EMERGENCY PLAN

Revision Date: November 2020

KAPUSKASING EMERGENCY PLAN

TABLE OF CONTENTS

1.0	Preamble	3
2.0	Request for Assistance	4
3.0	Aim.....	4
4.0	Emergency Notification System	4
4.1	Emergency Notification Procedure	5
5.0	Declaration of a Municipal Emergency.....	6
6.0	Emergency Operations Centre (EOC)	6
7.0	Municipal Emergency Control Group (MECG)	7
7.1	Business Cycle	7
8.0	Emergency Response Plan	7
8.1	Concept of Operations	8
8.2	Activation of the Plan	8
9.0	Responsibilities	9
9.1	Group Responsibilities	9
9.2	Individual Responsibility.....	10
9.2.1	Mayor or Acting Mayor.....	10
9.2.2	Chief Administrative Officer	11
9.2.3	Local O.P.P. Detachment	11
9.2.4	Fire Chief	12
9.2.5	General Manager of Public Works	12
9.2.6	Emergency Health Services Representative.....	13
9.2.7	Telecommunications Co-ordinator	14
9.2.8	Public Information Co-ordinator	14
9.3	Key Agencies.....	14
9.3.1	School Boards	15
9.3.2	Sensenbrenner Hospital Administrator	15
9.3.3	Other Lead Agencies	15
9.4	Support and Advisory Staff	16
9.5	Individual Responsibilities.....	16
9.5.1	Clerk	16
9.5.2	Human Resources Officer.....	16
9.5.3	Treasurer	17
9.5.4	Senior Social Services Officer	17
9.5.5	Transportation Co-ordinator.....	18
9.5.6	Property Manager	18
9.5.7	Community Emergency Management Co-coordinator	18
9.5.8	Legal Services Officer.....	18
9.5.9	Emergency Site Manager	19

10.0	Plan Maintenance and Revision	20
10.1	Annual Review.....	20
10.2	Testing of Plan.....	20
10.3	Internal Procedures	20

ABBREVIATION USED IN THIS PLAN

EOC	Emergency Operation Centre
MECG	Municipal Emergency Control Group
ESM	Emergency Site Manager
OPP	Ontario Provincial Police
CEMC	Community Emergency Management Coordinator

ANNEXES

- "A" Notification List
- "B" Emergency Operations Centre Layout and Equipment
- "C" Vital Services Directory
- "D" Mutual Aid and Automatic Aid Plan and Program for the District of Cochrane
- "E" Public Warning and Public Information Procedures
- "F" Evacuation Procedures
- "G" Street Map
- "H" Declaration and Termination of an Emergency form
- "I" Emergency Plan for Animals
- "J" Kapuskasing Pandemic Plan

1.0 PREAMBLE

This plan has been prepared to provide key officials, agencies and departments within the Town of Kapuskasing with a general guideline to the initial response to an emergency and an overview of their responsibilities during an emergency.

For this plan to be effective, it is important that all concerned be made aware of its provisions and that every official, agency and department be prepared to carry out their assigned functions and responsibilities in an emergency.

The ***Emergency Management and Civil Protection Act, 2006*** is the legal authority for this plan. It states that "***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.***"

With respect to personal liability and compensation, the ***Emergency Management and Civil Protection Act*** further states that "No action or other proceeding lies or shall be instituted against a member of council, an employee of a municipality, an employee of a local services board, an employee of a district social services administration board, a minister of the Crown, a public servant or any other individual acting pursuant to this Act or an order made under this Act for any act done in good faith in the exercise or performance or the intended exercise or performance of any power or duty under this Act or an order under this Act or for neglect or default in the good faith exercise or performance of such a power or duty. 2006, c. 13, s. 1 (6); 2006, c. 35, Sched. C, s. 32 (6)."

.... "Where money is expended or cost is incurred by a municipality or the Crown in the implementation of an emergency plan or in connection with an emergency, the municipality or the Crown, as the case may be, has a right of action against any person who caused the emergency for the recovery of such money or cost, and for the purposes of this section, "municipality" includes a local board of a municipality and a local services board. R.S.O. 1990, c. E.9, s. 12; 1999, c. 12, Sched. P, s. 8."

Emergencies are defined as situations or the threat of impending situations abnormally affecting property and the health, safety and welfare of the community, which by their nature or magnitude require a co-ordinated response by a number of agencies under the direction of the Municipal Emergency Control Group. These are distinct from the normal, day-to-day operations carried out by the first response agencies.

While many emergencies could occur within the Town of Kapuskasing, those most likely to occur are: blizzards, transportation accidents involving hazardous materials, air or rail crashes, toxic or flammable gas leaks, electrical power blackouts, building or structural collapse, uncontrollable fires, explosions, or any combinations thereof.

2.0 REQUEST FOR ASSISTANCE

Assistance may be requested from the Province of Ontario at any time without any loss of control or authority. Such request can be done by contacting Emergency Management Ontario:

Provincial Emergency Operations Centre: 866-314-0472
416-314-0472
Fax: 416-314-6220
Email: peocdo01@ontario.ca

3.0 AIM

The aim of this plan is to make provisions for extraordinary arrangements and measures that may have to be taken to protect the health, safety and welfare of the inhabitants of the Town of Kapuskasing and/or evacuated communities when faced with an emergency.

4.0 EMERGENCY NOTIFICATION SYSTEM

The Municipal Emergency Notification System may be activated by any member of the Municipal Emergency Control Group (refer to Section 7, page 7), or other emergency service personnel by contacting the **Chief Administrative Officer** directly or through the **911** dispatch.

Upon receipt of a warning of a real or potential emergency, the responding department will immediately contact the **911** dispatch, to request that the notification system be activated.

Upon receipt of the warning, the **911** dispatch will notify, or cause to have notified all members of the Municipal Emergency Control Group (MECG).

Upon notification, it is the responsibility of all MECG officials to assemble and manage the situation using the procedures set out in this emergency plan.

Where a threat of an impending emergency exists, the MECG will be notified and placed on "standby".

The emergency notification list is attached as **Annex "A"**.

4.1 EMERGENCY NOTIFICATION PROCEDURE

A. Initiation

Notification regarding an actual or pending emergency can be initiated by:

- (a) **Directly contacting the Emergency Operations Officer; or**
- (b) **Contacting the 911 dispatch.**

If notification is initiated through the 911 dispatch, the 911 dispatch centre shall ensure that the Emergency Operations Officer (Chief Administrative Officer or his alternate) is contacted in order that the emergency notification procedure may continue.

B. Fan-Out

Kapuskasung Emergency Operations Officer initiates the emergency fan-out procedure in accordance with the following:

Stage 1	Operations Officer contacts	Mayor Emerg. Mgt Coordinators OPP Fire Chief Public Works Director Senior Health Officer Related agencies/services
Stage 2	Clerk contacts Fire Chief contacts Social Services Officer contacts	Council Members Support Staff (as required) Mutual Aid Co-ordinator Health Officer (as required)

The content of messages transferred during Emergency Notification procedures will be standardized and kept as brief as possible, and including the following:

- *Reason for call: describe (pending) emergency situation.
- *Status of notification: "**STAND-BY**" or "**CALL TO ASSEMBLE**".
- *Location of Emergency Operations Centre (EOC).
- *Special precautions to take (i.e. routes to EOC, hazards, etc.).
- *Reminder and instructions concerning notification fan-out.
- *Request to repeat message to ensure information is understood.

5.0 DECLARATION OF A MUNICIPAL EMERGENCY

When an emergency exists but has not yet been declared to exist, municipal employees may take such action(s) under this emergency plan as may be required to protect lives and property in the Town of Kapuskasing.

The Mayor or Acting Mayor of the Town of Kapuskasing, as the Head of Council, is responsible for declaring that a municipal emergency exists. This decision is usually made in consultation with other members of the MECG.

When a community declares an emergency, it must notify Emergency Management Ontario immediately at **1-866-314-0472**, and fax a copy of the declaration as soon as possible to 1-416-314-6220.

Declaration form (**Annex H**)

Upon such declaration, the Mayor will notify:

- (a) Emergency Management Ontario
- (b) Town Council
- (c) the public
- (d) neighboring municipal officials (as required).

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

- (a) the Mayor or Acting Mayor, or
- (b) Town Council, or
- (c) the Premier of Ontario.

Upon termination of a municipal emergency, the Mayor will notify:

- (a) Emergency Management Ontario
- (b) Town Council
- (c) the public
- (d) neighboring municipal officials (as required).

6.0 EMERGENCY OPERATIONS CENTRE (EOC)

The MECG will report to the Emergency Operations Centre located in the Council Chambers at the Kapuskasing Civic Centre at 88 Riverside Drive.

In the event this location cannot be used, then the secondary location will be the Kapuskasing Fire Department at 76 Brunelle Road North.

The layout and equipment of the Emergency Operations Centres are detailed in **Annex "B"**.

7.0 MUNICIPAL EMERGENCY CONTROL GROUP (MECG)

The emergency responses will be directed and controlled by officials who are responsible for providing the essential services necessary to minimize the effects of an emergency on the municipality.

This group is known as the MECG which consists of the following officials:

- (a) Chief Administrative Officer
- (b) General Manager of Protective Services/CEMC
- (c) General Manager of Public Works
- (d) Municipal Clerk
- (e) Evacuation Coordinator/Alt CEMC

Additional personnel called or added to the MECG may include:

- (a) A representative of the Ministry of Natural Resources
- (b) Liaison staff from provincial and federal ministries
- (c) Any other officials, experts or representatives as indicated in **Annex "C"**, deemed necessary by the MECG.

The Control Group may function with only a limited number of persons depending on 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.

7.1 BUSINESS CYCLE

Members of the MECG will gather at regular intervals to inform each other of actions taken and problems encountered. Frequency of meetings and agenda items will be established by the Operations Officer. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. Maps and status board will be prominently displayed and kept up to date by the Operations Officer.

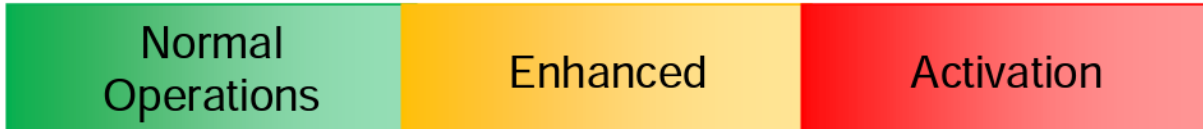
8.0 EMERGENCY RESPONSE PLAN

One of the many components of the Emergency Management Program is the establishment of a municipal emergency response plan. The Town of Kapuskasing's Emergency Response Plan establishes an operational framework to ensure that the Town is prepared to deal with all potential community hazards. It is the methodology through which the Town will mobilize its resources in the event of an emergency, coordinate the earliest possible response, and restore the municipality to a state of normalcy.

The Emergency Response Plan alone cannot guarantee an efficient, effective response to an emergency, but rather it is a tool that ensures all agencies involved in an emergency are fully aware of their respective roles and responsibilities.

8.1 CONCEPT OF OPERATIONS

The Town of Kapuskasing has adopted three operational levels to identify the nature of municipal emergency management response required in the community at any given time. They are:



Normal Operations

Normal Operations consists of the daily responsibilities that agencies must carry out to ensure readiness in the event of an emergency situation. Agencies are engaged in preparedness, training, exercise activities, review of departmental response plans and equipment checks to ensure a continuous state of readiness should the need arise.

Enhanced

At the Enhanced Level, there is an indication of a highly probable hazardous condition and a strong potential for property damage or loss of life. During this operational level, the MECG is meeting regularly in anticipation of the Town's Emergency Response Plan being activated.

Activation

Activation indicates that extremely hazardous conditions are imminent or occurring requiring the activation of the Town's Emergency Response Plan. During this level, the Emergency Operations Centre may be partially or fully activated as per article 8.2.

As information about an incident is gathered and the situation is better understood, the level may be modified.

8.2 ACTIVATION OF THE PLAN

The Town of Kapuskasing's Emergency Response Plan can be activated by:

- i) The MECG or the most senior on scene official (Police, Fire, Paramedic Services, Public Works) of the agency most directly involved in the response and/or mitigation of an emergency. The request for activation will be based on the size, seriousness, or complexity of the emergency and the response capability of that agency.

9.0 RESPONSIBILITIES

Upon notification of an emergency, for the purpose of this plan, the following Town employees shall assume the roles and responsibilities:

MUNICIPAL EMPLOYEE TITLE	RESPONSIBILITIES
Chief Administrative Officer and/or alternate	Operations Officer Public Information Coordinator Telecommunications Coordinator
Treasurer and/or alternate	Senior Social Services Officer Property Management Officer
Clerk and/or alternate	Emergency Plan Coordinator Human Resource Officer Citizen Inquiry Supervisor
Recreation Director and/or alternate	Transport Coordinator
General Manager of Public Works and/or alternate	Infrastructure
Fire Chief and/or Community Emergency Management Coordinators	Incident Management Operations Officer Evacuation Coordinator

9.1 GROUP RESPONSIBILITIES

The actions or decisions which the members of the MECG are likely to be responsible for are:

- (a) Calling out and mobilizing their emergency service, agency and equipment.
- (b) Co-ordinate 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.
- (c) Determining if the location and composition of the MECG are appropriate.
- (d) Advising the Mayor as to whether the declaration of an emergency is recommended.
- (e) Advising the Mayor on the need to designate all or part of the Town as an emergency area.
- (f) Ensuring that an Emergency Site Manager (ESM) is appointed.
- (g) Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger.

- (h) Discontinuing utilities or services provided by public or private concerns (i.e. hydro, water, gas, closing down the business sectors, including the Mall and Circle).
- (i) Arranging for services and equipment from local agencies not under municipal control (i.e. private contractors, volunteer agencies, service clubs).
- (j) Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under municipal control, as considered necessary.
- (k) Determining if additional volunteers are required and if appeals for volunteers are warranted.
- (l) Determining if additional transport is required for evacuation or transport of persons and/or supplies.
- (m) Ensuring that pertinent information regarding the emergency is promptly disseminated to the media and the public by the Public Information Coordinator and Citizen Inquiry Supervisor.
- (n) Determining the need to establish advisory group(s) and/or sub-committees.
- (o) Authorizing expenditure of money required to deal with the emergency.
- (p) Notifying the service, agency or group under their direction, of the termination of the emergency.
- (q) Maintaining a log outlining decisions made and action taken, and submitting a summary of the log to the Chief Administrative Officer within one week of the termination of the emergency, as required.
- (r) Participating in the debriefing following the emergency.

9.2 INDIVIDUAL RESPONSIBILITY

The following sections indicate specific responsibilities according to position/agency:

9.2.1 Mayor

The Mayor is responsible for:

- (a) Declaring an emergency to exist within the designated area.
- (b) Declaring that the emergency has terminated.
(Note: Council may also terminate the emergency).
- (c) Notifying the Solicitor General of Ontario of the declaration of the emergency, and termination of the emergency.
- (d) Ensuring that the members of Council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation.

9.2.2 Chief Administrative Officer

The Senior Administrative Officer for the Town of Kapuskasing is responsible for:

- (a) Activating the emergency notification system through the local detachment of the OPP.
- (b) As the Operations Officer, co-ordinate all operations within the Emergency Operations Centre, including the scheduling of regular meetings.
- (c) Advising the Mayor on policies and procedures, as appropriate.
- (d) Approving, in conjunction with the Mayor, major announcements and media releases prepared by the Public Information Coordinator, in consultation with MCEG.
- (e) Ensuring that a communication link is established between the MCEG and the ESM.
- (f) Calling out additional Town staff to provide assistance, as required.

9.2.3 Local OPP Detachment

The Senior OPP Officer of the local detachment is responsible for:

- (a) Notification of necessary emergency and municipal services, as required.
- (b) The establishment of a site command post with communication to the EOC.
- (c) Establishing an ongoing communication link with senior police official at the scene of the emergency.
- (d) The establishment of an inner perimeter within the emergency area.
- (e) The establishment of an outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel.
- (f) The provision of traffic control to facilitate the movement of emergency vehicles.
- (g) Alerting persons endangered by the emergency and coordinating evacuation procedures.
- (h) The designation and opening of evacuee centres, as required.
- (i) Liaison with the Social Services Officer regarding the establishment and operation of evacuation and reception centres.
- (j) The protection of life and property and the provision of law and order.
- (k) The provision of police service in evacuee centres, morgues, and other facilities, as required.
- (l) Notifying the coroner of fatalities.
- (m) Liaison with other municipal, provincial, and federal police agencies, as required.
- (n) Providing an Emergency Site Manager, if required.

9.2.4 Fire Chief and/or CEMC

The Fire Chief is responsible for:

- (a) Activating the emergency notification system through the local detachment of the Ontario Provincial Police force.
- (b) Providing the MECG with information and advice on firefighting and rescue matters.
- (c) an ongoing communication link with the senior fire official at the scene of the emergency.
- (d) Informing the Mutual Aid Fire Coordinator and/or initiating mutual aid arrangements for the provision of additional firefighting manpower and equipment, if needed, detailed in **Annex "D"**.
- (e) Determining if additional or special equipment is needed and recommending possible sources of supply (i.e. breathing apparatus, protective clothing, etc.).
- (f) Providing assistance to other municipal departments and agencies and being prepared to take charge of or contribute to non-firefighting operations if necessary (i.e. rescue, first aid, casualty collection, evacuation, etc.).
- (g) Providing an Emergency Site Manager, if required.
- (h) Chairing meeting of the Municipal Emergency Control Group.

9.2.5 General Manager of Public Works

The General Manager of Public Works is responsible for:

- (a) Activating the emergency notification system through the local detachment of the Ontario Provincial Police.
- (b) Providing the MECG with information and advice on engineering matters.
- (c) Liaison with the senior public works officer from the neighboring municipality(ies) to ensure a coordinated response.
- (d) The provision of engineering assistance.
- (e) The construction, maintenance and repair of Town roads.
- (f) The maintenance of sanitary sewage and water system.
- (g) The provision of equipment for emergency pumping operations.
- (h) Liaison with Fire Chief concerning emergency water supplies for firefighting purposes.
- (i) The provision of emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health.
- (j) Discontinuing any public works service or utility to any consumer, as required, and restoring these services when appropriate.
- (k) Liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions.
- (l) Providing public works vehicles and equipment as required by any other emergency services.

- (m) Maintaining liaison with conservation and environmental agencies and being prepared to take preventative action.
- (n) Providing an Emergency Site Manager, if required.

9.2.6 Emergency Health Services Representative

The Medical Officer of Health or alternate is responsible for:

- a) **Liaison:** ensure liaison with the Ontario Ministry of Health and Long Term Care (MOHLTC), Public Health Branch.
- b) **Monitoring of water supplies:** including approval of sources, advice on treatment methods, monitoring to prevent pollution of selected sources, and sampling of the distribution system to ensure quality.
- c) **Food safety:** including ensuring the sanitary control of food supplies at the point of supply, during distribution, packaging and processing, providing advice on potentially safe or contaminated foods, and providing information on mass feeding including storage, food handling, personal sanitation and refuse disposal.
- d) **Evacuation centers:** in the event of mass evacuation to a central location, the Health Unit will monitor and provide information on the provision of sanitary facilities, the safety of the water supply and the food service system. The Health Unit will also provide surveillance for communicable disease illness and outbreaks.
- e) **Waste disposal:** including advice on the disposal of all sanitary waste and monitoring of disposal of refuse.
- f) **Communicable Diseases:** provide information and direction on communicable diseases including such areas as follow up, immunization, and isolation. Provide public health management of cases of reportable diseases.
- g) **Disease-related emergencies:** in the event of a disease-related emergency or pandemic, ensure coordination of all efforts and response to control and prevent the spread of disease, according to MOHLTC policies.
- h) **Mass Casualties:** in the event of mass casualties, monitor the situation to ensure the early and sanitary disposition of human remains in order to eliminate the spread of disease.

Information and advice on pest control, personal sanitation, emergency cleanups and disinfections, waste disposal and food and water safety will be provided to the public as required.

The Health Unit will provide advice, in consultation with other agencies, to the public and to local physicians with regards to health consequences, both acute and long term, of exposure to toxic chemicals.

The Health Unit will perform closure and placarding of public and commercial facilities because of health hazards.

Although Health Unit staff cannot become involved in the provision of First Aid, triage or other medical functions, as employees of the Health Unit are under the direction of the Medical Officer of Health, all

local staff not required during an emergency to perform Health Unit work, could be utilized as volunteers under the direction and responsibility of the local municipality or hospital.

9.2.7 Telecommunications Coordinator

The Telecommunications Coordinator is responsible for:

- (a) Activating the emergency notification system of the local radio stations and television networks.
- (b) Initiating the necessary action to ensure the telephone system at the municipal offices functions as effectively as possible, as the situation dictates.
- (c) Ensuring that the emergency communications centre is properly equipped and staffed, and working to correct any problems which may arise.
- (d) Maintaining an inventory of municipal and private sector communications equipment and facilities within the municipality which could, in an emergency, be used to augment existing communications system.
- (e) Making arrangements to acquire additional communications resources during an emergency.

9.2.8 Public Information Coordinator

The Chief Administrative Officer will act as the Public Information Coordinator during an emergency. The Public Information Coordinator is responsible for the dissemination of news and information to the media and the public as described in the public information plan detailed in **Annex "E"**.

9.3 KEY AGENCIES

In an emergency, a number of key agencies including the local school boards and Sensenbrenner Hospital may be required to work with the Municipal Emergency Control Group. Responsibilities of the two agencies indicated include but are not limited to the following:

9.3.1 School Boards

The School Boards are responsible for:

- (a) The provision of any school (as appropriate and available) for use as an evacuation or reception centre.
- (b) Upon being contacted by the Senior Social Services Officer or designate, providing representative(s) from each School Board to coordinate and provide direction with respect to the maintenance, use and operation of the facilities being utilized as evacuation or reception centres.
- (c) In the event of an emergency during school hours, the principal(s) of the affected school(s) (until directed otherwise) is/are responsible for
 - i) implementing the school "Stay-Put" Emergency Plan; or
 - ii) Implementing the school "Evacuation" Plan;As advised by the MCEG, depending on the nature and scope of the emergency.

9.3.2 Sensenbrenner Hospital Administrator

The Sensenbrenner Hospital Administrator is responsible for:

- (a) Implementing the hospital emergency plan.
- (b) Liaison with the Medical Officer of Health and local ambulance representatives with respect to hospital and medical matters, as required.
- (c) Evaluating requests for the provision of medical site teams/ medical triage teams.
- (d) Liaison with Ministry of Health, as appropriate.

9.3.3 Other Lead Agencies

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

- (a) A representative of federal and/or provincial government ministry/agency.
- (b) Liaison staff from provincial and federal ministries.
- (c) Any other officials, experts or representative deemed necessary by the Municipal Emergency Control Group.
- (d) The Canadian Red Cross agency for disaster relief and assistance related to evacuations. (Registration and inquiry to help reunite families and locate missing persons. Assistance with immediate basic needs such as provision of lodging, food, personal services and emergency clothing).

9.4 SUPPORT AND ADVISORY STAFF

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

- (a) Clerk.
- (b) Treasurer
- (c) Recreation Director.
- (d) Legal Services Officer.

9.5 INDIVIDUAL RESPONSIBILITIES

9.5.1 Clerk

The Clerk is responsible for:

- (a) Assisting the Chief Administrative Officer as required.
- (b) Ensuring all important decisions made and actions taken by the MECG are recorded.
- (c) Upon direction from the Chief Administrative Officer, notifying the required support and advisory staff of the emergency, and the location of the Emergency Operations Centre.
- (d) Initiating the opening, operation and staffing of switchboard at the municipal offices, as the situation dictates, and ensuring operators are informed of MECG members' telephone numbers in the EOC.
- (e) Assuming the responsibilities of the Citizen Inquiry Supervisor.
- (f) Arranging for printing of material, as required.
- (g) Coordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required.
- (h) Upon direction by the Mayor, ensuring that all Council members are advised of the declaration and termination of declaration of the emergency.
- (i) Upon direction by the Mayor, arranging a special meeting(s) of Council, as required, and advising Council members of the time, date and location of the meeting.
- (j) Procuring staff to assist, as required.

9.5.2 Human Resources Officer

The Human Resources Officer is responsible for:

- (a) Coordinating and processing requests for human resources.
- (b) Under the direction of the MECG, coordinating offers of, and appeals for, volunteers.
- (c) Selecting the most appropriate site(s) for registration of human resources.
- (d) Ensuring records of human resources and administrative detail, that

- may involve financial liability, are completed.
- (e) When volunteers are involved, ensuring that a Volunteer Registration Form is completed, and a copy of the form is retained for Town records.
- (f) Ensuring identification cards are issued to volunteers and temporary employees, where practical.
- (g) Arranging for transportation of human resources to and from site(s).
- (h) Obtaining assistance, if necessary, from Employment and Immigration Canada, as well as other government departments, public and private agencies and volunteer groups.

9.5.3 Treasurer

The Treasurer is responsible for:

- (a) The provision of information and advice on financial matters as they relate to the emergency.
- (b) Liaison, if necessary, with the Treasurer of neighboring municipalities.
- (c) Ensuring that records of expenses are maintained for future claim purposes.
- (d) Ensuring the prompt payment and settlement of all legitimate invoices and claims incurred during an emergency.

9.5.4 Senior Social Services Officer

The Senior Social Services Officer is responsible for:

- (a) 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.
- (b) Supervising the opening and operation of temporary and/or long term evacuee centres, and ensuring they are adequately staffed.
- (c) Liaison with the OPP with respect to the pre-designation of evacuee centres which can be opened on short notice.
- (d) Liaison with the Medical Officer of Health on areas of mutual concern regarding operations in evacuee centres.
- (e) Ensuring that a representative of each School Board is notified when a facility(ies) is/are required as evacuee reception centre(s), and that staff and volunteers utilizing the school facility(s) take direction from the Board representative(s) with respect to its/their maintenance, use and operation.
- (f) Liaison with the North Centennial Manor and Extendicare Nursing Home, as required.

9.5.5 Transportation Co-coordinator

The Transportation Coordinator is responsible for:

- (a) Coordinating the acquisition, distribution and scheduling of various modes of transport (i.e. school buses, trains, and trucks) for the purpose of transporting persons and/or supplies, as required, by members of the MECG and the support and advisory staff.
- (b) Procuring staff to assist, as required.
- (c) Ensuring that a record is maintained of drivers and operators involved.

9.5.6 Property Manager

The Property Manager is responsible for:

- (a) Opening and maintaining the municipal offices.
- (b) Providing security for the municipal offices, as required.
- (c) Providing identification cards to MECG members and support staff.
- (d) Coordinating the maintenance and operation of feeding, sleeping and meeting areas of the MECG, as required.
- (e) Procuring staff to assist, as required.

9.5.7 Community Emergency Management Co-coordinator

The Municipal Emergency Plan Coordinator is responsible for:

- (a) Acting in a resources and advisory capacity to the Emergency Municipal Emergency Control Group, and other emergency and support staff on emergency planning matters, as required.
- (b) Providing guidance and assistance to the various sub-committees, groups, department and personnel involved at the Emergency Operations Centre, and any other location, as required.
- (c) Co-ordination and preparation of the report on the emergency and the post emergency debriefing, as required.
- (d) Liaising with other agencies, as required by the MECG.
- (e) When required, assisting the Emergency Site Coordinator as appointed by the MECG in fulfilling their responsibilities.
- (f) Chairing meeting of the Municipal Emergency Control Group, if required.

9.5.8 Legal Services Officer (Town Solicitor)

The Legal Services Officer is responsible for:

- (a) The provision of advice to any member of the MECG on matters of a legal nature as they apply to the actions of the Town of Kapuskasing

in its response to the emergency, as required.

9.5.9 Emergency Site Manager

An Emergency Site Manager will be appointed by the MECG from one of the lead agencies responding to the emergency.

A senior officer of the police force or fire department, or other officials will be appointed depending on the nature of the emergency.

Once appointed, the Emergency Site Manager will be responsible for directing the activities of all agencies at the scene, and will be relieved of all other responsibilities.

The Emergency Site Manager is responsible for:

- (a) Ensuring access to the site is limited to essential personnel, and that the site is appropriately organized.
- (b) Establishing and maintaining communications.
- (c) Deciding what is the aim of the emergency response (i.e. Can the problem be solved, or should you allow the event to run its course and simply act to preserve life or property? Do you fight the emergency or flee from it?).
- (d) Defining priorities, because resources are limited. In doing this, it is helpful to remember what the aim is.
- (e) Administration and logistics - food, fuel sanitation, rest areas, etc.
- (f) Acquire information about the emergency and the actions which are being taken to bring it under control, and make sure that information is disseminated to the appropriate agencies.
- (g) Establishing a meeting and briefing cycle where all agencies involved with the site operations meet to exchange information, make decisions and ensure all information is disseminated.
- (h) Establishing and maintaining communications, ensuring that information flows from the site to the EOC, and direction from the EOC is transmitted to the site.
- (i) Learning what resources are available within the municipality and from other sources.
- (j) Maintaining a reserve of resources and manpower to deal with the unexpected.
- (k) Arranging shifts, and ensuring rest schedules are enforced in a protracted operation.

10.0 PLAN MAINTENANCE AND REVISION

10.1 Annual Review

This plan will be reviewed annually and, where necessary, revised by a meeting(s) of the MCEG/Emergency Management Committee.

Each time this plan is revised, it must be forwarded to Council for approval. However, revisions to the annexes and minor administrative changes can be made without resubmitting the plan to Council each time.

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

10.2 Testing of Plan

An annual exercise will be conducted in order to test the overall effectiveness of this emergency plan and provide training to the MCEG. Revisions to this plan should incorporate recommendations stemming from such exercises.

10.3 Internal Procedures

Each service involved with this emergency plan will prepare functional emergency procedures or guidelines how it will fulfill its responsibilities during an emergency. Each service will ensure that it designates a member of its staff to maintain and revise its own emergency procedures or guidelines.