

KAPUSKASING EMERGENCY PLAN

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KAPUSKASING EMERGENCY PLAN

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ABBREVIATION USED IN THIS PLAN

- ▶ EOC Emergency Operation Centre
- ▶ MCG Municipal Control Group
- ▶ ESM Emergency Site Manager
- ▶ OPP Ontario Provincial Police

ANNEXES

- "A" Notification List
- "B" Emergency Operations Centre Layout and Equipment
- "C" Vital Services Directory
- "D" Cochrane District Mutual Aid Plan
- "E" Public Warning and Public Information Procedures
- "F" Evacuation Procedures
- "G" Street Map
- "H" Declaration and Termination of an Emergency form
- "I" Municipal Control Group Flow Chart

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 may declare that an emergency exists in the municipality or in any part thereof and may take such action and may make such orders as he 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 Plans Act further states that ***"No action or other proceeding for damages lies or shall be instituted against a member of council, an employee of a municipality or county, a minister of the Crown or a Crown employee for doing any act or neglecting to do any act in good faith in the implementation or intended implementation of an emergency plan or in connection with an emergency." "Where money is expected 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, a county and a local services board."***

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 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 at **(416) 314-0472/0473** or **(866) 314-0472**.

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 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 located at the Fire Hall.

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 Control Group (MCG).

Upon notification, it is the responsibility of all MCG 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 MCG 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 (Chief Administrative Officer); or**
- (b) Contacting the 911 dispatch at the Fire Hall.**

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

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

Stage 1	Operations Officer contacts	Mayor Treasurer Clerk 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:

- a) Reason for call: describe (pending) emergency situation.
- b) Status of notification: "**STAND-BY**" or "**CALL TO ASSEMBLE**".
- c) Location of Emergency Operations Centre (EOC).
- d) Special precautions to take (i.e. routes to EOC, hazards, etc.).
- e) Reminder and instructions concerning notification fan-out.
- f) 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 MCG.

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 **1-416-314-0474**.

Declaration form (**Annex H**)

Upon such declaration, the Mayor will notify:

- (a) the Public Security of Ontario
- (b) the Town Council
- (c) the public
- (d) neighbouring municipal officials (as required).

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

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

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

- (a) the Public Security of Ontario
- (b) the Town Council
- (c) the public
- (d) neighbouring municipal officials (as required).

6.0 EMERGENCY OPERATIONS CENTRE (EOC)

The MCG will report to the Emergency Operations Centre located in the Council Chambers at the Kapuskasing Municipal Office on Riverside Drive.

In the event this location cannot be used, then the secondary location will be the Kapuskasing Fire Department at 14 Byng Avenue.

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

7.0 MUNICIPAL CONTROL GROUP (MCG)

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 MCG which consists of the following officials:

- (a) Mayor, or alternate
- (b) Chief Administrative Officer, or alternate
- (c) Senior Officer in charge, or alternate of the local OPP detachment
- (d) Fire Chief, or alternate

- (e) Public Works Director, or alternate
- (f) Senior Health Officer, or alternate
- (g) Social Services Officer, or alternate
- (h) Emergency Planning Co-ordinator
- (i) Public Information Co-ordinator

Additional personnel called or added to the MCG 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 MCG.

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

7.1 BUSINESS CYCLE

Members of the MCG 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 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	Operations Officer Public Information Co-ordinator Telecommunications Co-ordinator
Treasurer	Emergency Plan Co-ordinator Senior Social Services Officer Property Management Officer
Clerk	Human Resource Officer Citizen Inquiry Supervisor
Recreation Director	Transport Co-ordinator
Public Works Director	Infrastructure
Fire Chief	Emergency Management Co-ordinator Incident Management

8.1 GROUP RESPONSIBILITIES

The actions or decisions which the members of the MCG 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 MCG 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, co-ordinating 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 Co-ordinator 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.

8.2 INDIVIDUAL RESPONSIBILITY

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

8.2.1 Mayor or Acting Mayor

The Mayor or Acting 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) Chairing meetings of the Municipal Control Group.
- (e) Ensuring the members of Council are advised of the declaration and

termination of an emergency, and are kept informed of the emergency situation.

8.2.2 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 Co-ordinator, in consultation with MCG.
- (e) Ensuring that a communication link is established between the MCG and the ESM.
- (f) Calling out additional Town staff to provide assistance, as required.

8.2.3 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 co-ordinating 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.

8.2.4 Fire Chief

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 MCG with information and advice on firefighting and rescue matters.
- (c) Establishing an ongoing communication link with the senior fire official at the scene of the emergency.
- (d) Informing the Mutual Aid Fire Co-ordinator and/or initiating mutual aid arrangements for the provision of additional 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-fire fighting operations if necessary (i.e. rescue, first aid, casualty collection, evacuation, etc.).
- (g) Providing an Emergency Site Manager, if required.

8.2.5 Public Works Director

The Public Works Director is responsible for:

- (a) Activating the emergency notification system through the local detachment of the Ontario Provincial Police.
- (b) Providing the MCG with information and advice on engineering matters.
- (c) Liaison with the senior public works officer from the neighbouring municipality(ies) to ensure a co-ordinated 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 fire fighting 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.

8.2.6 Emergency Health Services Representative

The Emergency Health Services Representative is responsible for:

- (a) Acting as co-ordinator link for all emergency health services at the MCG.
- (b) Liaison with the Ontario Ministry of Health, Public Health Branch.
- (c) Liaison with the ambulance services representatives.
- (d) Providing advice on any matters which may adversely affect public health.
- (e) Providing authoritative instructions on health and safety matters to the public through the Public Information Co-ordinator.
- (f) Co-ordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health policies.
- (g) Ensuring co-ordination of care of bed-ridden citizens and invalids at home and in evacuee centres during an emergency.
- (h) Ensuring liaison with voluntary and private agencies, as required, for augmenting and co-ordinating public health resources.
- (i) Ensuring co-ordination of all efforts to prevent and control the spread of disease during an emergency.
- (j) Notifying the Public Works Superintendent regarding the need of potable water supplies and sanitation facilities.
- (k) Liaison with senior social services officers on areas of mutual concern regarding health services in evacuee centres.

8.2.7 Telecommunications Co-ordinator

The Telecommunications Co-ordinator 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.

8.2.8 Public Information Co-ordinator

The Chief Administrative Officer will act as the Public Information Co-ordinator during an emergency. The Public Information Co-ordinator 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"**.

8.3 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 Control Group. Responsibilities of the two agencies indicated include but are not limited to the following:

8.3.1 English-Language Public District School Board #1 and French-Language Separate District School Board #60A

The English-Language Public District School Board #1 and French-Language Separate District School Board #60A 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 MCG, depending on the nature and scope of the emergency.

8.3.2 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.

8.3.3 Other Lead Agencies

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

- (a) A representative of a Conservation Authority.
- (b) Liaison staff from provincial and federal ministries.
- (c) Any other officials, experts or representative deemed necessary by the Municipal 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).

8.4 SUPPORT AND ADVISORY STAFF

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

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

8.5 INDIVIDUAL RESPONSIBILITIES

8.5.1 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 MCG 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 MCG members' telephone numbers in the EOC.
- (e) Assuming the responsibilities of the Citizen Inquiry Supervisor.
- (f) Arranging for printing of material, as required.
- (g) Co-ordinating 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.

8.5.2 Human Resources Officer

The Human Resources Officer is responsible for:

- (a) Co-ordinating and processing requests for human resources.
- (b) Under the direction of the MCG, co-ordinating 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.

8.5.3 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 neighbouring 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.

8.5.4 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 predesignation 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.

8.5.5 Transportation Co-ordinator

The Transportation Co-ordinator is responsible for:

- (a) Co-ordinating 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 MCG 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.

8.5.6 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 MCG members and support staff.
- (d) Co-ordinating the maintenance and operation of feeding, sleeping and meeting areas of the MCG, as required.
- (e) Procuring staff to assist, as required.

8.5.7 Municipal Emergency Plan Co-ordinator

The Municipal Emergency Plan Co-ordinator is responsible for:

- (a) Acting in a resources and advisory capacity to the Emergency Municipal 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 MCG.
- (e) When required, assisting the Emergency Site Co-ordinator as appointed by the MCG in fulfilling their responsibilities.

8.5.8 Legal Services Officer (Town Solicitor)

The Legal Services Officer is responsible for:

- (a) The provision of advice to any member of the MCG 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.

8.5.9 Emergency Site Manager

An Emergency Site Manager will be appointed by the MCG 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.

9.0 PLAN MAINTENANCE AND REVISION

9.1 Annual Review

This plan will be reviewed annually and, where necessary, revised by a meeting(s) of the MCG.

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 Chief Administrative Officer forthwith, of any revisions to the annexes, administrative changes.

9.2 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 MCG. Revisions to this plan should incorporate recommendations stemming from such exercises.

9.3 Internal Procedures

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

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

KAPUSKASING EMERGENCY PLAN
ANNEX "A"
MUNICIPAL CONTROL GROUP

NOTIFICATION LIST		
TITLE	NAME	ALTERNATE
Mayor	JEAN-CLAUDE CARON 337-4250 (Mayor's Office) 335-2211 (Business) 367-2325 (Residence)	DEPUTY MAYOR Name and phone number supplied by Operations Officer or alternate
Operations Officer	YVAN BROUSSEAU Chief Administrative Officer 337-4252 (Office) 335-2133 (Residence) 335-1958 (Cellular)	MARC DUPONT Treasurer 335-2341 (Office) 335-2982 (Residence)
Public Works Director	YVES LABELLE 337-4269 (Office) 337-0017(Residence) 367-4206 (Cellular)	J.P. ROBICHAUD 335-2381 (Office) 335-2977 (Residence)
Fire Chief	GERRY DEMEULES Fire Chief 335-4225 (Office) 337-6173 (Residence) 335-1199 (Cellular)	MICHEL LAUZON Captain 335-5689 (Residence) 367-9089 (Cottage) 335-1539 (Cellular)
Ontario Provincial Police	ANDRE DUPUIS Staff Sergeant 335-2238 (Office)	ERIC STEWART Sergeant 335-2238 (Office) 335-3016 (Residence)
Health Official	DON DUROCHER Public Health Inspector 335-6101 (Business) 335-6736 (Residence) 335-1823 (Cellular) 705-267-1181 (after hours)	YVES VILLENEUVE Health Inspector (Hearst) 362-7808 (Business) 372-8659 (Cellular) 362-7312 (Residence)
Hospital Official	AL YARUSH Chief Executive Officer 337-6111 (Business) 335-6503 (Residence)	KEITH LANDRIAULT Assistant Administrator 337-6111 (Business) 335-6877 (Residence) FRANK EMPEY 337-6111 (Business) 337-6796 (Residence)
Ambulance Services	800-290-3014 (Dispatch)	SERGE RICHARD 338-2432 338-7164 (Cellular) 338-2030 (Business)
Clerk	BARBARA MAJOR 337-4254 (Office) 335-8032 (Residence) 335-0982 (Cellular)	CHANTAL RODY 337-4255 (Office) 335-9060 (Residence) 335-1068 (Cellular)

EMERGENCY NOTIFICATION LIST

1. The notification may be activated by the Chief Administrative Officer, the Fire Chief, the local senior OPP Officer or the Public Works Director.
2. Upon activation, the notification process will be carried out at once by the 911 dispatcher, who will note the detail of the message to be passed (eg. description of the emergency, instructions to remain on standby or assemble at the EOC, etc.). This dispatcher will ensure this information is passed to and understood by each person called.
3. Persons on the notification list will be called in order, starting with the Mayor.
4. If the primary person cannot be reached at any of the listed numbers, telephone the alternate.
5. If neither can be reached, go on to the next appointment on the list.
6. Once the end of the list has been reached, try again to reach those who were not available on the first attempt.
7. Note the each time each person was reached.

KAPUSKASING EMERGENCY PLAN

ANNEX "B" EMERGENCY OPERATIONS FACILITIES

The following is a list of facilities that may be used by the Kapuskasing Municipal Control Group in the event of an emergency.

KAPUSKASING CIVIC CENTRE

Office/Meeting Space	Rest Areas etc.	Communications	Parking	Equipment	Comments
Second floor - Council Chambers seats approx. 100 - 150 persons. Extra meeting rooms available	2 mens washrooms 2 ladies washrooms Shower facilities	3 phone lines (337-4252) (335-2341) (335-4250) Fax line (337-1741)	Space for approx. 50 - 75 vehicles	2 kitchens on both upper & lower floor Computers Photocopiers Tables & chairs	Air Conditioner

KAPUSKASING FIRE HALL

Office/Meeting Space	Rest Areas etc.	Communications	Parking	Equipment	Comments
Second floor - Meeting rooms Seats Approximately 40 people Two offices	3 washrooms 2 shower facilities	2 phone lines (335-4225) 2 phone lines (911)	Space for 50-75 vehicles (approx.)	2 kitchen areas (one on second floor and one in basement) Auxiliary power supply Photocopier Computer Tables & chairs	Air Conditioner

EMERGENCY & MEDICAL ASSISTANCE

Ambulance.....	911 or 337-6111
Sensenbrenner Hospital.....	337-6111
North Centennial Manor.....	335-6125
Extendicare Nursing Home.....	335-6633 or 335-8337

GAS STATIONS

Brandi's Gas Bar	335-6555
Esso	335-3345
Shell	337-1019

GUENETTE FUNERAL HOME.....	335-2433
After Hours.....	335-6893

GENERAL CONTRACTORS

Nadeau Haulage.....	335-8285
Tremblay Construction.....	335-4491/4433
Maurice Lebrun.....	335-2490
Lachance Construction.....	335-3021/3442
Gates Grading	337-6794
Washington Group	335-3800
D & G Enterprise	335-2300/0401
Komatsu Rents	335-3622

DANGEROUS GOOD INFORMATION CENTRE

Canutec.....	1-613-996-6666
Toronto Emerg. Number for Chemicals	1-416-925-9483
Environmental Spill Reporting	1-800-268-6060

GOVERNMENT MINISTRIES

Ministry of the Environment.....	Zenith 33220
Water Pollution Plant.....	335-4992
Terry Riopelle.....	335-8375 cell 335-0249
Pat Desbiens.....	335-5011 cell 335-0248
Ted Czuba.....	335-6518 cell 335-1338

Ministry of the Solicitor General:

Office of the Fire Marshal.....	1-800-565-4734
Regional Manager.....	1-705-675-4550

Ministry of Natural Resources.....	335-6191
	Zenith 73000

Emergency Measures Ontario	866-314-0472
	416-314-0472

Ministry of Transport	
Patrol Supervisor.....	335-3887
Patrol Yard.....	335-2684/2644
MEDIA	
Moose Radio Station (CKAP).....	335-2379
On Air Line.....	335-8555
After hours.....	335-8259
	335-2541
Bracebridge (Head Office)	1-705-646-0487
CKGN (Radio Communautaire Kapnord).	335-5915
After Hours	337-1523
On Air Line	335-8165
Radio de L'Épinette Noire (Hearst).	1-705-372-1011
CBC Radio (Sudbury).....	1-800-461-1138
CHYK Radio (Timmins).....	1-705-267-6070
CFCL Radio (Timmins).....	1-705-264-4211
CKGB Radio (Timmins).....	1-705-264-2351
MCTV Television	
Timmins.....	1-705-264-4211
Sudbury.....	1-705-674-0711
NATURAL GAS	
Union Gas.....	335-2373
After Hours Call Paging.....	335-8262
Manager (Alain Dumais).....(h)335-4452	(Cell) 335-1100
Emergencies	1-877-969-0999
TCPL emergency	1-888-982-7222
NORTHERN TELEPHONE.....	
After Hours - call Operator	335-6097
	-0-
POLICE SERVICES	
Ontario Provincial Police.....	911 or 335-2238
After Hours.....	1-888-310-1122
PHARMACIES	
Rexall Drug Store.....	337-1777
After Hours.....	335-5270
Shoppers Drug Mart.....	335-2249
After Hours.....	367-2034
Your Independent Grocer	337-4920
After Hours	335-3842
Walmart	335-6111

PUBLIC WORKS.....		337-4268
After Hours.....	911 or	367-4206
Director of Public Works (Y. Labelle)	(H)	337-0017
Fuel/gas supply (A.H.Couture-Shell)		335-3932
After Hours.....		335-9018
SPRUCE FALLS INC/TEMBEC.....		337-1311
SCHOOL BOARDS		
District School Board ONE.....		705-360-1151
Conseil Scolaire Catholique Grandes Rivières		335-6091
SCHOOLS		
Diamond Jubilee Public School.....		335-2811
Kap. District High School.....		335-6164
André Cary School.....		335-6197
Le Coeur du Nord		335-2199
Jeanne Mance.....		335-4514
Jacques Cartier.....		335-4013
St. Patrick.....		335-3241
Cité des Jeunes.....		335-6057
TRANSPORTATION		
Bluebird Bus Line.....		335-3341
Rachel Robichaud Enterprises		335-6439
Handi-Trans.....		335-2555
Bluebird Taxi.....		335-2388
Lacroix Bus Line	1-705-	362-5279
Dupont Taxi		335-5491
CLERGY		
Baptist Church.....		335-3240
Elim Pentecostal.....		335-8847
Gospel Hall.....	335-5422/	335-8058
Immaculée Conception.....	335-3915/	335-3473
Kingdom Hall.....		335-6750
Notre Dame des Victoires (Val Albert)		335-3407
St. John's Presbyterian.....		335-5338
St. Mark's Anglican.....		335-2921
St. Patrick Church.....	335-4673 or	335-8647
United Church.....	335-2904 or	335-3566
Word of Life		337-5144
WEATHER OFFICE.....		337-0008

KAPUSKASING EMERGENCY PLAN

"ANNEX D" MUTUAL AID ASSISTANCE

MOBILIZING PROCEDURES

Where telephone communications are the only means available for mobilizing of fire protection in the event of an emergency, the Fire Chief of the requesting department will call directly for assistance to the department known as his "First Help Call", using the District code Word and then notifying the District Fire Coordinator of this request. Any further calls for assistance are to be made to the District Fire Coordinator who will assign the assistance and arrange any cover-up where needed in accordance with the Running Assignment. All apparatus and manpower responding to an emergency under this Plan will operate under the control of the Fire Chief of the requesting Fire Department.

IF YOUR DEPARTMENT NEEDS ASSISTANCE

1. Communicate directly with the First Help Call Fire Department listed in the running assignment.
2. Identify yourself.
3. Use District Code Word "BEAVER".
4. Give location of the emergency.
5. Give the particulars of the nature of the emergency if possible.
6. Try to be specific in your request for assistance. (What help do you need?)
7. Try to give the best routes to the emergency, where to locate on arrival, the location of additional water supplies, who to report to on arrival.

THE FIRE COORDINATOR (OR HIS ASSISTANT)

1. shall be notified immediately of all activations;

- 2. will notify the appropriate Fire Coordinator when Inter-District Emergency Fire Service Plan is activated;
- 3. will notify all Fire Departments involved, when the emergency is terminated;
- 4. shall submit all activation reports to the Fire Marshal.

DISTRICT CODE WORD: "BEAVER"

DISTRICT FIRE COORDINATOR

Fire Chief: MIKE PINTAR
 Fire Department Headquarters: 133 Cedar Street South
 Timmins, Ontario
 P4N 2G9
 Office: (705-264-4338)
 Emergency: 911

OFM INVESTIGATOR

Sudbury Regional Office: 705-675-4550
 Holidays and weekends - Call Sudbury Fire Department 705-674-8160

RUNNING ASSIGNMENT

Fire Department: KAPUSKASING TOWN
 Fire Chief: CLAUDE CLAVELLE
 Location: 14 Byng Avenue
 Department Phone: 335-4225
 Emergency Phone: 911
 Radio Call Sign: XJJ 230
 Radio Frequency(ies): 154.07 MHz
 154.28 MHz
 154.43 MHz
 Manpower: Full time ▶ 4
 Volunteer ▶ 20
 Location Code: 5666

	RADIO CALL SIGN	TELEPHONE NO.
FIRST HELP CALL: Val Rita-Harty Township	XJK 626	335-3500
SECOND HELP CALL: Moonbeam Township	XJM 493	367-1111
THIRD HELP CALL: Opasatika Township	XLQ 349	369-4141

VEHICLE IDENT. NO.	RESPONSE VEHICLE		HOSE		LADDERS (metres)	OTHER APPARATUS AND EQUIPMENT
	Pump Cap.	Tank Cap.	65 mm	38 mm		
KAPUSKASING UNIT 1	4000	4500	270	240	17	8 - Self contained breathing apparatus 6 - Spare air cylinders 1 - Smoke ejector 1 - Portable generator
KAPUSKASING UNIT 2	3000	3000	360	240	17	2 - Self contained breathing apparatus 4 - Spare air cylinders 1 - 6800 L portable water tank
KAPUSKASING UNIT 3	4000	---	90	210	47	1 - 30m aerial truck
KAPUSKASING UNIT 4	---	---	---	---	03	1 - Rescue truck 4 - Self contained breathing apparatus 8 - Spare air cylinders 2 - Smoke ejectors 1 - Hydraulic rescue system 1 - Rescue saw 1 - Air chisel
FIRE STATION						1 - 2200 L/min trailer pump 1 - Cascade/compressor system 10 - 22.5L foam 40 - 38mm fire hose 35 - 65mm fire hose

VEHICLE IDENT. NO.	RESPONSE VEHICLE		HOSE		LADDERS (metres)	OTHER APPARATUS AND EQUIPMENT
	Pump Cap.	Tank Cap.	65 mm	38 mm		
VAL RITA UNIT 1	3000	4000	360	240	17	<ul style="list-style-type: none"> 2 - Self contained breathing apparatus 4 - Spare air cylinders 1 - 1100 L/min portable pump 1 - 6780 L pot-a-tank
VAL RITA UNIT 2	3000	4000	360	240	17	<ul style="list-style-type: none"> 2 - Self contained breathing apparatus 4 - Spare air cylinders 1 - Basic rescue kit 1 - Rescue saw 1 - 6780 L portable water tank 1 - 1500 W portable generator

KAPUSKASING EMERGENCY PLAN

ANNEX "E"

EMERGENCY PUBLIC INFORMATION PLAN

1.0 PREAMBLE & ADMINISTRATION

1. Upon implementation of the Kapuskasing Emergency Plan, it is important to co-ordinate 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 an emergency.
2. In order to fulfil these functions during an emergency, the following positions shall be established:
 - (a) A Public Information Co-ordinator (Chief Administrative Officer).
 - (b) An on-scene media spokesperson; and
 - (c) A Citizen Inquiry Supervisor.
3. The media information centre will be located at the Civic Centre
4. Depending on the nature of the emergency, it may be necessary to establish a media information area adjacent to the emergency site. This area, if established, will be staffed by a site media spokesperson appointed by the Emergency Site Manager.
5. The Citizen Inquiry Section is located in the Emergency Operations Centre, under the direction of the Emergency Operations Officer (Chief Administrative Officer).

2.0 RESPONSIBILITIES

2.1 Public Information Co-ordinator

The Public Information Co-ordinator is responsible for:

- (a) Establishing a communication link with the site media spokesperson, the Citizen Inquiry Supervisor and any other media co-ordinators (ie. provincial, federal, private industry, etc.) involved in the incident, and will ensure that all information released to the media and public is consistent and accurate.

- (b) Ensuring that an area to host various media is set up and staffed.
- (c) Liaison with the MCG to obtain up-to-date information for media releases, co-ordinate individual interviews and organize press conferences.
- (d) Ensuring that the following are advised of the telephone number of the media centre:
 - Media;
 - Municipal Control Group;
 - Switchboard (Town Hall and 911 Centre);
 - Police Public Relations Officer;
 - Neighbouring municipalities;
 - Citizen Inquiry Supervisor; and
 - Any other appropriate persons, agencies or businesses.
- (e) Providing direction and regular updates to the Citizen Inquiry Supervisor to ensure that the most accurate and up-to-date information is disseminated to the public.
- (f) Ensuring the media releases are approved (in consultation with the Mayor) prior to disseminating hard copies of media releases to the Public Information Centre, the MCG, the Citizen Inquiry Supervisor and other key persons handling inquiries from the media.
- (g) Monitoring news coverage, and correcting any erroneous information.
- (h) Maintaining copies of media releases and newspaper articles pertaining to the emergency.

2.2 Site Media Spokesperson

The Site Media Spokesperson is responsible for:

- (a) Establishing and co-ordinating a media information centre in a safe, appropriate location, at or near the site, for the media to assemble.
- (b) Establishing a communication link and regular liaison with the Public Information Co-ordinator at the EOC.
- (c) Redirecting all inquiries regarding decisions made by the MCG and the emergency as a whole, to the Public Information Co-ordinator.

- (d) **Advising the following persons and agencies of the local and telephone number(s), as available, of the site Media Information Centre:
Emergency Site Manager;
Police Public Relations Officer;
Emergency Personnel at scene (where possible);
Public Information Co-ordinator;
Media; and
Any other appropriate personnel or agencies.**
- (e) **Ensuring that media arriving at the site are directed to the Site Information Centre.**
- (f) **Where necessary and appropriate, co-ordinating media photograph sessions at the scene.**
- (g) **Co-ordinating on-scene interviews between emergency services personnel and the media.**

2.3 Citizen Inquiry Supervisor

The Citizen Inquiry Supervisor is responsible for:

- (a) **Establishing a Citizen Inquiry Service, including the appointment of personnel and designation of telephone lines.**
- (b) **Informing the Public Information Co-ordinator of the establishment of the Citizen Inquiry Service and designated telephone number(s).**
- (c) **Apprising the affected emergency services, the MCG and municipal switchboard of the establishment of the Citizen Inquiry Service and designated telephone number(s).**
- (d) **Liaison with Public Information Co-ordinator to obtain current information on the emergency.**
- (e) **Responding to and re-directing inquiries and reports from the public based upon information from the Public Information Co-ordinator. Such information may be related to school closings, access routes or the location of evacuee centres.**

- (f) 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.
- (g) Responding to and re-directing inquiries pertaining to persons who may be located in evacuation or reception centres to the registration and inquiry telephone number(s).
- (h) Procuring staff to assist, as required.

3.0 PUBLIC INFORMATION AND INQUIRY

1. Generally speaking, information concerning an emergency situation will be communicated to the public through a number of means, depending on availability. These include: newspaper, radio, television/cable, public addressing system, telephone, and individual visitation.
2. Where appropriate, public meetings will be held at pre-advertised locations to provide information to members of the public concerning an emergency situation. Such meetings will be co-ordinated through the Municipal Control Group, including the Public Information Co-ordinator (Chief Administrative Officer).

4.0 PUBLIC WARNING AND PUBLIC INFORMATION PROCEDURES

4.1 General

- (1) This procedural sequence outlines the methods of ALERTING the public and providing adequate, accurate public information.
- (2) Public alerting is the first responsibility of the Mayor and must be done quickly, warning first those near or in the real or potential emergency area, and finally those who may otherwise be affected.

4.2 Alerting the Public

The public is divided into three (3) areas:

- (a) Area 1 - immediate emergency area.
- (b) Area 11 - potential spill-over area.
- (c) Area 111 - reception area.

4.3 Danger Area Alerting

- (a) 24 Hours Basis:
 - i) Notify required media as listed in Annex "C".
 - ii) Put police cruisers and/or fire trucks sounding sirens in vicinity of danger area.
 - iii) Walk into danger area and knock on doors to alert residents if required.

4.4 Spill-Over Area Alerting

Same as for danger area, accent on public system.

4.5 Reception Area Alerting

Use radio/tv stations in lieu of sirens, etc.

4.6 Information to be Provided

The following is the information to be contained public alerts:

- (1) Nature of danger.
- (2) Immediate action by the public.
- (3) How to obtain further details.

5.0 PUBLIC INFORMATION PROCEDURES

- 1. All public information must be approved for release by the Mayor after screening by the Chief Administrative Officer.
- 2. All releases will be written with sufficient copies for news media and operation files.

3. All releases will include:
 - (a) Current basic situations.
 - (b) Required action by public.
 - (c) Additional data for safety and control of the public.

4. All releases shall be numbered, timed, and logged by the Chief Administrative Officer.

KAPUSKASING EMERGENCY PLAN

ANNEX "F" EVACUATION PROCEDURES

Kapuskasing, due to its geographical location, will only be able to evacuate the residents by air, rail, and/or by road which consists of Highway 11 East or West.

In the event of an evacuation, the Canadian Red Cross is available to assist with the emergency/evacuation centre(s), assembly area/facility and/or shelter(s) by means of evacuee registration, provide aid/assistance to meet basic needs of evacuees, provide assistance to address gaps in assistance provided through the municipality and other essential needs for the emergency.

MUNICIPAL RESPONSIBILITIES

EMERGENCY MANAGEMENT. As provided in this plan, first responders to an emergency scene will assess the situation and advise the Operations Officer for the Town of Kapuskasing, if required. The Operations Officer will then invoke the emergency notification system to inform members of the Municipal Control Group of the call to assemble or stand-by status.

CO-ORDINATION OF ASSISTANCE EFFORTS. Should an emergency situation escalate beyond the capabilities of the community and a need to evacuate the residents of Kapuskasing becomes necessary, assistance may be requested from one or more of the following:

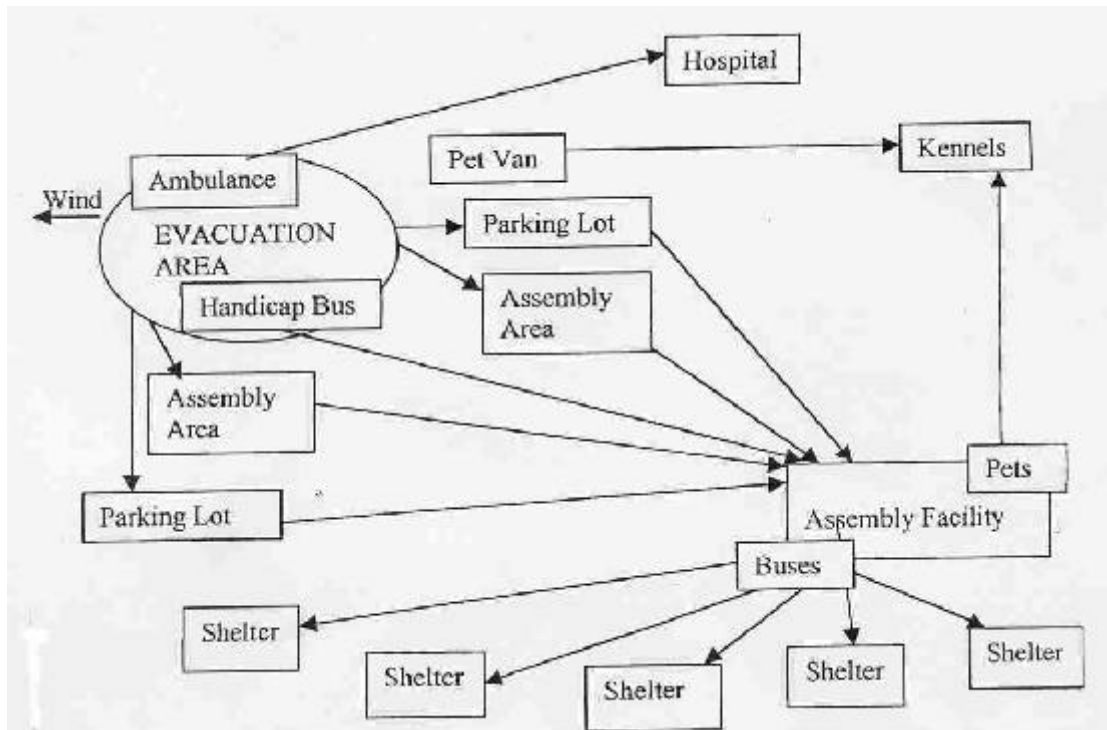
- ▶ Adjacent municipalities, emergency response agencies.
- ▶ The Kapuskasing Airport.
- ▶ The Ontario Northland Railway.
- ▶ Transportation agencies within the municipality.

It is the responsibility of the emergency management personnel (MCG and Emergency Site Manager) to co-ordinate the requesting and employment of outside assistance efforts.

Mass Evacuation

The evacuation of a large number of evacuees is best done in stages, the most urgent priority is to get people out of the danger zone as quickly and safely as possible.

- Stage 1: Evacuate to nearest safe area**
 - a) Direct evacuees with vehicles to nearest temporary shelter or parking lot(s) and instruct them to wait for bus transportation to assembly facility or long term shelters;
 - b) Escort evacuees on foot (preferably via any available transportation) to nearest temporary shelter(s);
 - c) Transport sick or injured people to medical facility(s);
 - d) Transport handicapped/special needs evacuees to nearest temporary shelter(s), or if time permits, preferably to assembly facility or directly to long-term shelter(s).
- Stage 2: Transport evacuees from parking lots and safe buildings to assembly facility(s).**
- Stage 3: Transport evacuees from assembly facility to long-term shelters.**
- Stage 4: Arrange for pet care facilities and transportation of animals to the pet care facility(s).**



Neighbourhood Evacuation

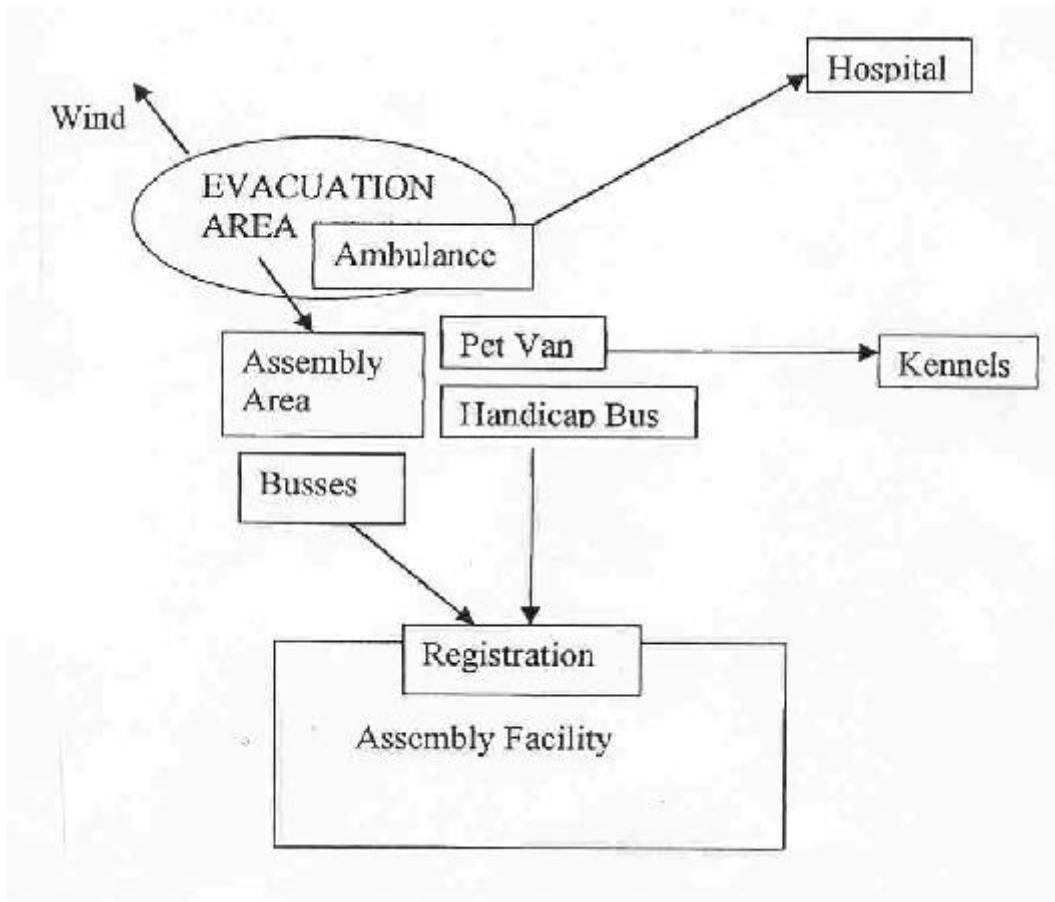
Small area, less than 100 people.

Stage 1: Evacuate to nearest safe area

- a) Direct evacuees with vehicles to assembly facility;
- b) Escort evacuees on foot (preferably via any available transportation) to temporary assembly area;
- c) Transport sick or injured people to medical facility(s);
- d) Transport handicapped/special needs evacuees to assembly facility.

Stage 2: Transport evacuees from temporary assembly area to assembly facility.

Stage 3: Arrange for pet care facilities and transportation of animals to the pet care facility(s).



Aim:

The aim of the Evacuation Plan is to effectively evacuate and care for the inhabitants of the Town of Kapuskasing.

Evacuation Tasks and Considerations

The following key tasks must be considered during any emergency:

- Assessment of the threat
- Coordination of activities
- Determine who is to be evacuated
- Transportation considerations
- Alerting the public
- Care of evacuees

Assessment of the Threat

The following factors must be considered in assessing the threat of any emergency:

- Options available, i.e. evacuation, sheltering and/or other protective measures.
- Factors that may make an evacuation difficult, i.e. severe weather, limited road network, large numbers of summer residents who are unfamiliar with the area, etc.
- The time required for safely evacuating inhabitants versus the time remaining before the impact of the emergency is experienced.
- The availability, suitability and capability of evacuation centres and associated equipment to handle the expected number of evacuees.

When determining the area to be evacuated, the following must be considered:

- The area of potential danger given the emergency situation.
- The approximate number of persons to be evacuated.
- Special assistance requirements (sick, aged, infirm)
- Transportation assistance available.
- Duration of evacuation.

The following logistical considerations may be encountered in evacuation situations:

- Transportation out of the area may be difficult. (Congestion can occur on major routes)
- Families may be separated during the evacuation, possibly resulting in emotional trauma and evacuation problems.
- Individuals may refuse to leave because they fail to perceive any threat, fear for the security of their property, or are worried about absent family members or pets. In such instances, instruct these individuals as to the severity of the problem and the need for evacuation. It should be stressed that these individuals should not expect to be rescued if they remain there.
- Adverse weather conditions especially in combination with a limited road network may adversely affect evacuation procedures.

- People unfamiliar with the area, i.e. tourists or visitors may have difficulty evacuating.
- Evacuation of large groupings of people, i.e. community centres, church, school may be difficult.
- Evacuated buildings must be searched for persons remaining on the premises and all potential utility hazards must be eliminated by the utility companies in the evacuated buildings, i.e. turn off hydro and propane. Utility companies must also restore services at the termination of the emergency.

In the event that the evacuation of an area would expose the population to hazardous toxic fumes, it may be necessary to implement a sheltering plan. The people in the affected area will be advised to remain in their homes, school or place of business and follow these steps:

- Close all windows and doors.
- Turn off furnace (or turn down to 15°C during the winter), air-conditioning and fans.
- Close drapes and curtains and put moist towels at the base of doors to act as an air seal.
- Have battery-powered radio and portable lights at hand.
- Listen to the radio for information on the emergency.
- Obtain water for future use (fill pails, tub, etc.)
- Move to the central basement part of the building to minimize any impact to the emergency.
- After the toxic cloud has passed and outside air is safe, increase the ventilation rate of the building immediately and go outside for fresh air until the building has been thoroughly ventilated.

Coordination of Activities

Coordination of evacuation and sheltering will be handled by the Evacuation Coordinator, who will ensure residents are taken to safety or sheltered with minimum delay and confusion in the event of an emergency. This will be done under the overall direction to the Municipal Control Group.

When residents of the Town of Kapuskasing are evacuated to another community, a representative from the Town will attend the receiving community to be part of the receiving Municipal Control Group. Coordination between the Town of Kapuskasing and the receiving community and other key agencies, i.e. Police, Health Officials, is essential. A list of evacuees to be transported must be prepared by the Citizen Inquiry Supervisor in conjunction with all coordinating agencies.

Alerting the public

The Evacuation Coordinator is responsible for alerting the public of an existing or impending emergency or arranging for notification through the media as required. In the first moments of an emergency and at times requiring immediate pre-emergency evacuations, this responsibility falls to the OPP/Fire Department.

Notification may encompass a warning that an emergency exists followed by instruction on the appropriate action to take, i.e. evacuation, sheltering, etc. The initial alert may advise the public where additional information can be obtained, i.e. radio.

Alerting messages, information circulars, etc. will be provided. To ensure all members of the public receive notification and information on procedures, the following mechanisms are available:

- Radio messages
- Door to door notification
- Mobile public access

The warning should be:

- Accurate
- Consistent
- Clear
- Repeated
- With as much prior notice as possible

Tell the community:

- What to take (toiletries, clothing, medication, bedding, food, recreational items, etc.)
- Where to go and how, i.e. wait for bus, do not use private cars, no parking within one mile of evacuation centre.
- Route to take.
- Transportation available/collection points.
- Lock doors.

- Turn off stove, utilities, etc.
- What to do about pets and livestock, i.e. leave behind with food and water, loose, take with you, etc.

Care of evacuees

Evacuees need the following basic care:

- Accommodation
- Feeding
- Sleep
- Clothing
- Registration and inquiry
- Personal services, i.e. funds, counselling
- Communications
- First Aid/Health Services
- Other, i.e. recreation for children, special assistance for elderly, handicapped

The Evacuation Coordinator is responsible for making arrangements for accommodation, feeding, sleeping, clothing and communications.

The Citizen Inquiry Supervisor is responsible for Registration and Inquiry.

- Prior to transportation, Emergency Services are responsible for First Aid
- At the shelter, the Evacuee Centre Manager is responsible for First Aid, Health Services in cooperation with the Medical Officer of Health/Ambulance Service
- The Health Official in cooperation with the area hospitals and/or area senior care homes should address care of elderly and bed-ridden individuals
- the Social Services officer is responsible for Personal Services
- The chair of the Recreation Committee is responsible for recreation.

Evacuee Centre Manager

An evacuee centre manager will be appointed by the “agency in charge” for each evacuee centre, and will be responsible for the daily functioning of the centre and liaison with other supporting agencies.

Returning Evacuees to their homes

Once the emergency is over and it is safe for evacuees to return home, a re-entry plan must be prepared. Some of the tasks that should be considered include:

- Ensure evacuees are notified that the emergency is terminated and that they can return home.
- Determine if any work must be done before residents can return home, i.e. switch utilities back on, test drinking water, check for extent of damage, etc.
- Determine if basic foods and clothing are required, i.e. hydro has been off and food in fridge/freezer has spoiled, houses have been damaged, and arrange for supplies to be sent to the community with the returning evacuees.
- Make transportation arrangements for those requiring assistance to return home.
- Prepare list of people to be transported.
- Ensure registration and inquiry services are available for a period of time after the emergency is over to provide people with post emergency information.

KAPUSKASING EMERGENCY PLAN

ANNEX "H"

Declaration of Emergency

Municipality: _____ *(print)*

I, _____ **hereby declare a state of**
(Mayor or Elected Head of Council or First Nation Chief)
local Emergency in accordance with the Emergency Management and Civil
Protection Act, R.S.O. 1990, c E.9 s.4.(1) due to the emergency described
herein: *(nature of emergency)*

for an Emergency Area or part thereof described as: *(geographic boundary)*

Signed: _____

Title: _____

Dated: _____ **at** _____ **(time)**

in the Municipality/First Nation of:

_____ .

(Note: Fax to EMO Duty Officer @ 416-314-0474)

KAPUSKASING EMERGENCY PLAN

ANNEX "H"

Termination of a Declared Emergency

Municipality: _____ *(print)*

I, _____ hereby declare a state of
(Mayor or Elected Head of Council or First Nation Chief)
local Emergency terminated in accordance with the Emergency
Management and Civil Protection Act R.S.O. 1990, c E.9 s.4.(1) due to the
emergency described herein: *(nature of emergency)*

for an Emergency Area or part thereof described as: *(geographic boundary)*

Signed: _____

Title: _____

Dated: _____ **at** _____ **(time)**

in the Municipality/First Nation of:

_____.

(Note: Fax to EMO Duty Officer @ 416-314-0474)