

THE CORPORATION OF THE
TOWNSHIP OF BONFIELD

By-Law No. 2024-31
Schedule "A"

EMERGENCY RESPONSE PLAN
ID # 04-10-504
Community Emergency Management



IMPLEMENTED IN DECEMBER 2007

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TOWNSHIP OF BONFIELD EMERGENCY RESPONSE PLAN

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Supporting By-Laws

By-Law 2024-31



supporting by-law
2024-31.pdf

SUPPORTING DOCUMENTATION

NOTES

The Supporting Documentation to the Township of Bonfield Emergency Response Plan is confidential and exempt from disclosure.

- PART A** **EMERGENCY NOTIFICATION SYSTEM**
- a) ECG Contact list.
 - b) Support & Advisory Staff Contact List
 - c) Notice Message Format
 - d) Emergency Checklist
 - e) Quick Guide
 - f) Declaration of an Emergency
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- PART B** **LOGISTICS**
- a) Location of the Emergency Operations Centers
 - b) Equipment and Supplies
 - c) Operations Centre Layout
 - d) Equipment.
- PART C** **RESOURCE LIST**
- a) Government Listing
 - b) Vital Services/Supplies Directory.
- PART D** **ROAD MAPS/NUMBERING SYSTEM**
- a) Numbering System – Rural
 - b) Numbering System – Hamlet of Bonfield
 - c) Road Name & Number Range Inventory
 - d) Municipal Maps & Schedules.
- PART E** **EMERGENCY INFORMATION PLAN**
- PART F** **OTHER**
- a) Hazard Identification & Risk Assessment
 - b) Critical Infrastructure.

PART 1: INTRODUCTION

Emergencies are defined as situations or impending situations caused by forces of nature, accidents or an intentional act that constitutes a danger of major proportions to life and property. They influence public safety, meaning the health, welfare, and property, as well as the environment and economic health of the Township of Bonfield.

The Service area covered by this Plan shall include only the Corporate Limits of the Township of Bonfield.

The population of the Township of Bonfield is 2,119 residents. There are also a substantial number of seasonal residents during the summer months.

To protect residents, businesses and visitors, the Township of Bonfield requires a coordinated emergency response by several agencies under the direction of the Emergency Control Group. These are distinct arrangements and procedures from the normal, day-to-day operations carried out by emergency services.

The Township of Bonfield Community Emergency Management Program Committee developed this emergency response plan. The CEMPC have been assigned as per Bylaw xx-xxx and consists of:

- Mayor or designate.
- CAO or designate.
- CEMC or designate.
- Fire Chief or designate.
- Director of Public Works or designate.

Every official, municipal department and agency must be prepared to carry out assigned responsibilities in an emergency. The response plan has been prepared to provide key officials, agencies, and departments of the Township of Bonfield important emergency response information related to:

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

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

Community Emergency Management Coordinator
Municipal Office
Township of Bonfield
(705) 776-2641

PART 2: AIM

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

It enables a centralized controlled and coordinated response to emergencies in the Township of Bonfield and meets the legislated requirements of the *Emergency Management and Civil Protection Act*.

Emergencies can occur within the Township of Bonfield, and the most likely are:

1. Pandemic
2. Power Failure – Winter Months
3. Railway HazMat Accident
4. Winter Storms
5. Forest Fires
6. Power Failure – Summer Months
7. Transportation Accident – HazMat
8. Windstorm
9. Boisvert Street Flooding
10. TransCanada Pipeline

For further details, please contact the Emergency Management Coordinator.

PART 3: AUTHORITY

The *Emergency Management and Civil Protection Act* is the legal authority for this emergency response plan.

The *Act* states that:

2.1 every municipality shall develop and implement an emergency management program and the council of the municipality shall by by-law adopt the emergency management program.

4(1) the head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.

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

- Issued under the authority of *Township of Bonfield By-law # 2006-37*; and
- The amended By-law 2018-25
- Filed with the Chief, Emergency Management Ontario.

a) Definition of an Emergency

The *Emergency Management and Civil Protection Act* defines an emergency as:

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

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

b) Action Prior to Declaration

When an emergency exists but has not yet been declared to exist, Municipal Officials may take such action(s) under this emergency response plan as may be required to protect property and the health, safety, and welfare of the Township of Bonfield.

PART 4: EMERGENCY NOTIFICATION PROCEDURES

Only a member of the ECG may initiate the notification procedure.

When a member of the ECG receives a warning of a real or potential emergency, that member will immediately contact the CAO and direct them to initiate the notification of the ECG. The member initiating the call must provide pertinent details (i.e. – a time and place for the ECG to meet) as part of the notification procedure. The CAO will notify the CEMC who will notify the rest of the ECG. Should the CAO or CEMC not be readily available to continue the call chain, the calling ECG member will continue calling the remainder of the ECG until all members of the ECG are notified.

Where a threat of an impending emergency exists, any member of the ECG may initiate the notification procedure and place ECG members on standby as per the above priority notification chain.

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

Annex A includes:

- The contact phone numbers and addresses of the ECG members, and their alternates.
- The notification message format
- You must record the date and time ECG members were contacted.

a) Requests for Assistance

Assistance may be requested from the Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting Emergency Management Ontario.

The Emergency notification contact list, including contact numbers for requesting assistance, is included in **Annex A**.

b) A Declared Community Emergency

The Mayor or Deputy Mayor of the Township of Bonfield, as the Head of Council, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the ECG.

Upon declaring an emergency, the Mayor will notify:

- Emergency Management Ontario, Ministry of Community Safety and Correctional Services
- Township Council
- The Public
- Neighbouring community officials, as required.
- Local Member of the Provincial Parliament (MPP)
- Local Member of Parliament (MP).

A community emergency may be terminated at any time by:

- Mayor or Deputy Mayor; or
- Township Council; or
- Premier of Ontario.

When terminating an emergency, the Mayor will notify:

- Emergency Management Ontario, Ministry of Community Safety and Correctional Services
- Township Council
- The Public
- Neighbouring community officials, as required.
- Local Member of the Provincial Parliament (MPP)
- Local Member of Parliament (MP).

PART 5: EMERGENCY COMMUNITY CONTROL GROUP

a) Emergency Operations Centre (EOC)

The location of the Township of Bonfield primary and alternate Emergency Operations Centers is detailed in **Annex B**.

b) Emergency Control Group (ECG)

The emergency response will be directed and controlled by the Emergency Control Group (ECG) – a group of officials who are responsible for coordinating the provisions of the essential services necessary to minimize the effects of an emergency on the municipality. The ECG in the Township of Bonfield shall consist of the following officials:

1. Mayor who is also the Chair of the Committee or designate.
2. CAO who is also the Emergency Information Officer or designate.
3. CEMC who is also the EOC Director or designate.
4. Fire Chief who is also Operations Chief as required or designate.
5. Director of Public Works who is also Operations Chief as required or designate.

The following are optional members of the ECG and called to attend the EOC on a requirement basis depending on the nature of the emergency.

1. Ontario Provincial Police, or alternate.
2. Medical Officer of Health, or alternate.
3. District of Nipissing Social Services Administration Board CAO, or alternate.
4. Emergency Medical Services (EMS) Director, or alternate.
5. Emergency Information Officer.
6. Additional personnel called or added to the CCG may include:
7. Emergency Management Ontario Representative.
8. Hydro One Utility Representative.
9. Ottawa Valley Railway Representative.
10. North Bay-Mattawa Conservation Authority Representative.
11. Canadian Red Cross.
12. Liaison staff from various Provincial Ministries.
13. Municipal Solicitors.
14. Municipal Engineers.
15. Any other officials, experts, or representatives from the public or private sector as deemed necessary by the ECG.

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

c) Operating Cycle

Members of the ECG will gather at regular intervals to inform each other of actions taken and problems encountered. The Operations Officer will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. Maps and status boards will be prominently displayed and kept up to date by the Operations Officer's Assistant.

d) Emergency Control Group Responsibilities (ECG)

The members of the ECG are likely to be responsible for the following actions or decisions:

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

- 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.
- Determining if additional volunteers are required and if appeals for volunteers are warranted.
- Determining if additional transport is required for evacuation or transport of persons and/or supplies.
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer for dissemination to the media and public.
- Determining the need to establish advisory group(s) and/or sub-committees/working groups for any aspect of the emergency including recovery.
- Authorizing expenditure of money required to deal with the emergency.
- Notifying the service, agency, or group under their direction, of the termination of the emergency.
- Maintaining a log outlining decisions made and actions taken and submitting a summary of the log to the Administrator within one week of the termination of the emergency, as required.
- Participating in the debriefing following the emergency.
- Considering application for ODRAP and act as required.

PART 6: EMERGENCY RESPONSE SYSTEM

a) The individual responsibilities of the Emergency Control Group:

1. Mayor or Deputy Mayor

The Mayor, or Deputy Mayor, or, in both of their absences, a Councilor preferably in the order in which they were voted to office, is responsible for:

- a) Providing overall leadership in responding to an emergency.
- b) Declaring an emergency to exist within the designated area.
- c) Declaring that the emergency has terminated (Note: Council may also terminate the emergency).
- d) Notifying Emergency Management Ontario, the Ministry of Community Safety and Correctional Services of the declaration of the emergency, and termination of the emergency.
- e) Chair of the ECG meetings.
- f) Ensuring the Members of Council are advised of the declaration and termination of an emergency and are kept informed of the emergency.
- g) Preparing and approving, in conjunction with the Operations Officer, major announcements and media releases, in consultation with the ECG.
- h) Maintain a personal log of all actions taken.

2. Emergency Management Coordinator/EOC Director

The CEMC becomes the EOC Director for the ECG and is responsible for:

- a) Activating or ensuring the activation of the emergency notification system.
- b) Ensuring liaison with the Director of Buildings, Security & Telecommunications and/or the OPP regarding security arrangements for the EOC.
- c) As the Operations Officer, coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings.
- d) Providing advice and clarification about the implementation details of the Emergency Response Plan.
- e) Ensuring that the operating cycle is met by the ECG and related documentation is maintained and kept for future reference.
- f) Addressing any action items that may result from the activation of the Emergency Response Plan and keep ECG informed of implementation needs.
- g) Advising the Mayor on policies and procedures, as appropriate.
- h) Providing information and advice on financial matters as they relate to the emergency.
- i) Providing and securing equipment and supplies not owned by the Township.
- j) Ensuring liaison, if necessary, with the Treasurers/Directors of Finance of neighbouring communities.
- k) Preparing and approving, in conjunction with the Mayor, major announcements and media releases, in consultation with the ECG.
- l) Ensuring that a communication link is established between the ECG and the Incident Commander (IC).
- m) Calling out additional Township staff to provide assistance, as required.
- n) Maintain a personal log of all actions taken.

3.

CAO

The CAO is responsible for:

- a) Assisting the Operations Officer, as required.
- b) Activating and arranging the Emergency Operations Centre.
- c) Notifying the required support and advisory staff of the emergency, and the location of the EOC.
- d) Ensuring all important decisions made and actions taken by the ECG are recorded.
- e) Ensuring the maps and status boards are kept up to date.
- f) Ensuring liaison with community support agencies (i.e., St. John Ambulance, Canadian Red Cross).
- g) Maintaining the records and logs for the purpose of the debriefs and post-emergency reporting that will be prepared.
- h) Providing and securing equipment and supplies not owned by the Township.
- i) Ensuring liaison with purchasing agents of the neighbouring communities, if necessary.
- j) Coordinating the acquisition, distribution, and scheduling of various modes of transport (i.e., school buses, trucks) for the purpose of transporting persons and/or supplies, as required, by members of the ECG and the support and advisory staff.
- k) Ensuring that a record is maintained of drivers and operators involved.
- l) Ensuring that records of expenses are maintained for future claim purposes.
- m) Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency.
- n) Upon direction by the mayor, ensuring that all Council are advised of the declaration and termination of declaration of the emergency.
- o) Upon direction by the mayor, arranging special meetings of Council, as required, and advising members of Council of the time, date, and location of the meetings.
- p) Procuring staff to assist, as required.
- q) Maintain a personal log of all actions taken.

4. Secretarial Staff

The Secretarial Staff is responsible for:

- a) Assisting the Operations Officer, as required.
- b) Provide a process for registering ECG members and maintaining an ECG member list.
- c) Providing identification cards to ECG members and support staff.
- d) Ensuring that all members of the ECG have necessary plans, resources, supplies, maps, and equipment.
- e) Initiate the opening, operation, and staffing of incoming calls within the EOC, as the situation dictates, and ensure the accuracy of the ECG members' telephone numbers in EOC.
- f) Coordinating the maintenance and operation of feeding, sleeping, and meeting areas at the EOC, as required.
- g) Arranging for printing of material, as required.
- h) Maintaining and updating a list of all vendors (including 24-hour contact numbers) who may be required to provide supplies and equipment.
- i) Providing and securing equipment and supplies not owned by the Township.
- j) Secretarial Staff is also the Citizen Inquiry Supervisor within the Emergency Information Plan located in Annex E.
- k) Maintain a personal log of all actions taken.

5. **Fire Chief**

The Fire Chief is responsible for:

- a) Activating the emergency notification system through the Operations Officer and dispatching all personnel.
- b) Providing the ECG with information and advice on firefighting and rescue matters.
- c) Depending on the nature of the emergency, assign the Incident Commander and inform the ECG.
- d) Establishing an ongoing communications link with the senior fire official at the scene of the emergency.
- e) Informing the Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements for the provision of additional firefighters and equipment, if needed.
- f) Determining if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing, foam banks, etc.
- g) Providing assistance to other municipal departments and agencies and being prepared to take charge of or contribute to non-fire fighting operations, if necessary, e.g., rescue, first aid, casualty collection, evacuation, etc.
- h) Assist with 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, under the supervision of the Incident Commander.
- i) Liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions.
- j) Ensuring records of human resources and administrative detail, that may involve financial liability, are completed.
- k) Providing an Incident Commander, if required.
- l) Maintain a personal log of all actions taken.

6. **Director of Public Works**

The Director of Public Works is responsible for:

- a) Activating the emergency notification system through the Operations Officer and dispatching all personnel.
- b) Prepare the Public Works Garage facility, if required.
- c) Connect alternate power supply for communication system, if required.
- d) Providing the ECG with information and advice on engineering and public works matters.
- e) Depending on the nature of the emergency, assign the Incident Commander and inform the ECG.
- f) Establishing an ongoing communications link with the senior public works official at the scene of the emergency.
- g) Liaison with the public works representative from the neighbouring municipality(s) to ensure a coordinated response.
- h) Ensuring provision of engineering assistance, see Engineering Firms in Vital Services Directory in Annex C.
- i) Ensure construction, maintenance, and repair of Township roads.
- j) Ensuring the maintenance of storm sewers and drainage.
- k) Providing equipment for emergency pumping operations.
- l) Liaison with the fire chief concerning emergency water supplies for firefighting purposes.
- m) Providing emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health.
- n) Providing and securing equipment and supplies not owned by the Township.
- o) Discontinuing any public works service to any resident, as required, and restoring these services when appropriate.
- p) Ensuring liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions.
- q) Providing public works vehicles and equipment as required by any other emergency services.
- r) Providing 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, under the supervision of the Incident Commander, if required.
- s) Ensuring liaison with Conservation Authority regarding flood control, conservation and environmental matters and being prepared to take preventative action.
- t) Maintain a personal log of all actions taken.

7. Deputy Clerk-Treasurer

The **Deputy Clerk-Treasurer** is responsible for:

Buildings & Security

- a) Opening and maintaining the Emergency Operations Centre.
- b) Ensuring that security is in place for the EOC and other municipal buildings, if required, see Security Section in Vital Services Directory in Annex C.
- c) Ensure that other Municipal buildings are properly shut down (i.e., winter power failures).
- d) Procuring staff to assist, as required.
- e) Maintain a personal log of all actions taken.

Telecommunications

- a) Initiating the necessary action to ensure that the telephone system and the computer system at the EOC functions as effectively as possible, as the situation dictates.
- b) Ensuring that the EOC is properly equipped.
- c) Ensuring that a communication link is established between the ECG and the Incident Commander (IC).
- d) Maintaining the Municipal website with current conditions at the request of the ECG, as the situation dictates.
- e) Maintaining an inventory of community and private sector communications equipment and facilities within the community, which could, in an emergency, be used to augment existing communications systems.
- f) Making arrangements to acquire additional communications resources during an emergency.
- g) Activating the emergency notification system of the local amateur radio operators' group, if required.
- h) Providing and securing equipment and supplies not owned by the Township.
- i) Procuring staff to assist, as required.
- j) Maintain a personal log of all actions taken.

8. CAO

The CAO will provide assistance to ECG only when they are not acting in the capacity of Emergency Site Manager. The CAO is responsible for:

- a) Providing assistance to the Director of Buildings, Security & Telecommunications.
- b) Providing assistance to any other member of the ECG.
- c) Maintain a personal log of all actions taken.

9. CAO

The CAO is responsible for:

- a) Coordinating and processing requests for human resources.
- b) Coordinating offers of, and appeals for, volunteers with the support of the ECG.
- c) Selecting the most appropriate site(s) for the registration of human resources.
- d) Ensuring records of human resources and administrative detail, that may involve financial liability, are completed.
- e) Ensuring that a Volunteer Registration Form is completed, when volunteers are involved, and a copy of the form is retained for Township 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 Human Resources Development Canada, as well as other government departments, public and private agencies, and volunteer groups.
- i) Maintain a personal log of all actions taken.

10. The Ontario Provincial Police

The Staff Sergeant of the Ontario Provincial Police is responsible for:

- a) Activating the emergency notification system by contacting the Mayor or the Operations Officer.
- b) Notifying necessary emergency and community services, as required.
- c) Establishment of a site command post with communications to the EOC, and an alternate EOC standby.
- d) Depending on the nature of the emergency, assign the Incident Commander and inform the ECG.
- e) Establishing an ongoing communications link with the senior police official at the scene of the emergency.
- f) Establishment of an inner perimeter within the emergency area.
- g) Establishing the outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel.
- h) Provide traffic control to facilitate the movement of emergency vehicles.
- i) Alerting persons endangered by the emergency and coordinating evacuation procedures.
- j) Ensuring the protection of life and property and the provision of law and order.
- k) Provide police service in the EOC, evacuee centers, morgues, and other facilities, as required.
- l) Notifying the coroner of fatalities.
- m) Ensuring liaison with other municipal, provincial, and federal police agencies, as required.
- n) Advising any other external enforcement agencies as law requires, MNR, MOE, etc.
- o) Providing an Incident Commander, if required.
- p) Maintain a personal log of all actions taken.

11. Medical Officer of Health

The Medical Officer of Health is responsible for:

- a) Coordinates public health services with various Emergency Control Group members and related agencies in the Emergency Operations Centre.
- b) Provides advice to the public and local health care professionals on matters which may adversely affect public health within North Bay and District (e.g., toxic spills, water quality).
- c) Liaises with Ontario Ministry of Health Public Health Branch and area Medical Officers of Health as required to augment and coordinate a public health response as required.
- d) Coordinates the surveillance and response to communicable disease-related emergencies or anticipated epidemics according to Ministry of Health directives.
- e) Ensures the coordination of vaccine/antiviral storage, handling and distribution across North Bay and District.
- f) Initiates and implements mass vaccination clinics during outbreaks of disease within affected municipalities in North Bay and District.
- g) Liaises with Director of Public Utilities or alternate within affected municipalities to ensure the provision of potable water, community sanitation, maintenance, and sanitary facilities.
- h) Provides inspection of evacuation centers, makes recommendations, and initiates remedial action in areas of accommodation standards related to:
 - 1. overcrowding, sewage, and waste disposal.
 - 2. monitoring of water supply, air quality, sanitation.
 - 3. food handling, storage, preparation, distribution, and service.
- i) Liaises with local social service agencies on areas of mutual concern regarding evacuation centers related to public health information.
- j) Advises on or orders any necessary evacuation, isolation, or quarantine measures.
- k) Provides instruction and health information through public service announcements and information networks.
- l) Issues orders, if necessary, to mitigate or eliminate health hazards as per the Health Protection and Promotion Act.
- m) In the event of mass casualties, the Health Unit will monitor the situation to ensure early and sanitary disposition of human remains in order to minimize the spread of disease.
- n) Liaises with the District Coroner to coordinate the activities of the mortuary within the community and provide assistance when necessary.

12. District of Nipissing Social Services Administration Board

The Senior Social Services Representative is responsible for:

- a) Assist in 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) Assisting with the opening and operation of temporary and/or long-term evacuee centers, and ensuring they are adequately staffed.
- c) Liaison with the Medical Officer of Health on areas of mutual concern regarding operations in evacuee centers.
- d) Assisting with the arrangements for meals for the staff/volunteers at the evacuation centers.
- e) Assisting with financial assistance as determined on the basis on a needs test.
- f) Maintain a personal log of all actions taken.

13. Emergency Medical Services (EMS) Representative

The Emergency Medical Services Representative is responsible for:

- a) Ensuring emergency medical services at the emergency site.
- b) Depending on the nature of the emergency, assigning the Site Manager, and informing the ECG.
- c) Establishing an ongoing communications link with the senior EMS official at the scene of the emergency.
- d) Obtaining EMS from other municipalities for support, if required.
- e) Ensuring triage at the site.
- f) Advising the ECG if other means of transportation is required for a large-scale response.
- g) Liaising with the Ministry of Health and Long-Term Care Central Ambulance Communications Centre to ensure balanced emergency coverage is always available throughout the community.
- h) Ensuring liaison with the receiving hospitals.
- i) Ensuring liaison with the Medical Officer of Health, as required,
- j) Maintaining a personal log of all actions taken.

14. Emergency Information Officer

- a) The CAO will act as the Emergency Information Officer during an emergency.
- b) The Emergency Information Officer is responsible for the dissemination of news and information to the media for the public.
- c) A detailed Emergency Information Plan is included in Annex E.
- d) Maintain a personal log of all actions taken.

b) Additional personnel called or added to the ECG may include:

Representatives of the following groups and organizations may be found in Annex C.

1. Emergency Management Ontario Representative.
2. Hydro One utility Representative.
3. Ottawa Valley Railway Representative.
4. Natural Gas Representatives (Trans Canada Pipeline, Union Gas).
5. North Bay-Mattawa Conservation Authority Representative.
6. Canadian Red Cross.
7. Liaison staff from various Provincial Ministries.
8. Municipal Solicitor.
9. Municipal Engineers.
10. Any other officials, experts, or representatives from the public or private sector as deemed necessary by the ECG.

c) ECG and Incident Commander (IC):

Depending on the nature of the emergency, and once the Incident Commander has been assigned, the ECG relationship with the Incident Commander is to offer support with equipment, staff, and other resources, as required.

d) IMS, and command and control structures of emergency responders

The senior representative for each emergency responder (police, fire, EMS, public works) at the site will consult with the Incident Commander, so as to offer a coordinate and effective response. Regular briefings will be held at the site and chaired by the Incident Commander, so as to establish the manner and process to the emergency.

PART 7: EMERGENCY TELECOMMUNICATIONS PLAN

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

The Emergency Telecommunications Coordinator is the Deputy Clerk-Treasurer. The Emergency Telecommunications Coordinator will be notified by the EOC Director or delegate that the EOC is established. The Emergency Telecommunication Coordinator will in turn call upon contacts for further communications support, as required.

The Emergency Telecommunications Office is equipped with a two-way radio with the necessary channels to communicate with the fire department and the public works department who both have additional two-way radios with different frequencies, which can be used to communicate directly with various locations such as the evacuation Center or the medical Center. The Public Works Department also has 4 walkie-talkies that have a range of up to 3 km.

The hospitals are 40 km away. Radio communication is not possible therefore it is important to ensure that the landlines and cell phones are working. If it is not possible to communicate with the hospitals by landline or cell phone the next alternative is the use of OPP communication support.

The Telecommunications Coordinator is responsible for ensuring communications with the evacuation centers in the City of North Bay should the situation requires to exercise the agreement with the City of North Bay to use their evacuation centers.

The Township of Bonfield has its own communication system complete with tower and repeater. The Emergency Telecommunications Coordinator is responsible for ensuring that the back-up generators are running in the event of power failure.

Additional communication could be arranged through school bus radios from East Ferris Bus Lines.

In the event of loss of landlines, radios, etc. communication between the EOC and the other responding agencies will be with the support of a runner. All messages are to be written on the prescribed message forms and logged.

PART 9: UPDATES AND AMENDMENTS

Updated dd/mm/yy	Comments	Updated By:
09/11/2005	By-Law 2004-35 reviewed by CEMPC	CEMPC
22/11/2005	Repealed and replaced with By-Law 2005-46	Council
09/08/2006	Annex A - Updated	MH/DF
12/12/2006	By-Law Repealed and replaced with 2006-37	Council
	All annexes updated	LM
07/12/2007	By-Law Repealed and replaced with 2007-55	Council
17/01/2011	All Supporting Documents updated	CEMC
13/07/2015	All Supporting Documents updated	CEMC
13/12/2016	Revised cover page and Section D	CEMC
14/06/2017	Revised Section F	CEMC
06/02/2019	Revised Introductions sections 1 thru 9	CEMC
30/4/2022	Revised and update sections 1 thru 9	CEMC
25/04/2023	Issued Controlled Document requirements	CEMC
25/04/2023	Revised ERP Distribution List page 28	CEMC
01/02 2024	Revised Plan Contact Lists and Positions	CEMC
1/06/2024	Re-Issue Plan dated February 2024	CEMC