



Emergency Response Plan

COMMUNITY EMERGENCY MANAGEMENT PROGRAM COMMITTEE

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General

The Municipality of Neebing is comprised of the Geographic Townships of Blake, Crooks, Pardee, Scoble and Pearson and is located on both sides of Highway 61 between the south borders of the City of Thunder Bay, the Municipality of Oliver Paipoonge, the Fort William First Nation, and the US Border. It has a population of approximately 2050 persons and an area of approximately 825 sq. km. Neebing has its own volunteer fire protection and prevention service, and first response team, and is policed under contract (jointly with the Townships of Gillies, O'Connor and Conmee) by the Thunder Bay OPP Detachment. Secondary arterial roads include Provincial Highways 593, 595, 597 and 608. Neebing has enhanced 911 service.

The most probable emergencies to affect the Municipality are listed in the HIRA (Hazard Identification and Risk Analysis) which is attached as Appendix B. This Appendix is confidential.

Introduction

Emergencies are defined as situations, or the threat of impending situations, abnormally affecting the health, safety, welfare or property of the community, which by their nature or magnitude require a controlled and coordinated response by all agencies. These are distinct from routine operations carried out by municipal agencies, e.g. fire, police, or roads department, etc.

The *Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9*, as amended, (the "Act") is the authority for the by-law approving this emergency response plan. This plan prescribes procedures for and the manner in which municipal employees and other persons will respond to an emergency. The Act states "Heads of Council 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/she considers necessary and are not contrary to the law to implement the emergency plan of the municipality and to protect the property and health, safety and welfare of the inhabitants of the emergency area." Accordingly, it is clear that the principal function of the Municipal Community Emergency Control Group ("MCECG"), if assembled, is to assist the Head of Council in making and placing in effect any decisions and orders that are made to control and mitigate the effects of an emergency. All members of Council, the MCECG, and members of responding agencies should read the plan, know where their copy is kept and be familiar with their duties in the event of an emergency.

In addition to this Emergency Response Plan (the Plan), each responding department/agency will also have its own emergency plan or standard operating procedures, call-out and resource list.

Municipal Community Emergency Management Program Committee

The Municipal Community Emergency Management Program Committee (MCEMPC) is comprised of the Mayor, Administrative Head, Community Emergency Management Co-Ordinator (CEMC) and Fire Chief. This group will approve the emergency plan's content and review the Plan annually, making recommendations for updates or amendments to Council for approval.

The MCEMPC is responsible for the Neebing Emergency Management Program (the Program), which includes public information and education, municipal emergency programming and the annual testing of the Plan, as well as keeping all those involved current in terms of emergency planning education and training.

EMERGENCY PLAN FOR THE COORDINATION OF SERVICES IN THE EVENT OF A REAL OR IMPENDING EMERGENCY

The aim of the Neebing Emergency Response Plan (the Plan) is to establish a general plan of action for the coordinated response in the event of an emergency, or impending emergency, in order to preserve life, health and property in the Municipality of Neebing.

I. THE MUNICIPAL COMMUNITY EMERGENCY CONTROL GROUP

All emergency operations shall be directed and controlled by the Municipal Community Emergency Control Group (MCECG), who will assemble at the Emergency Operations Centre (EOC). The Neebing MCECG is comprised of the following persons or their alternates:

- Mayor
- Administrative Head
- Fire Chief
- CEMC
- Working Roads Foreman

As and when required, the following agency resource persons, or their alternates, are invited to the Emergency Operations Centre to participate with the Municipal Community Control Group depending on the emergency:

- OPP Detachment Commander
- Superior North Emergency Services Chief
- Thunder Bay District Social Services Administration Board Representative
- Thunder Bay District Health Unit Medical Officer of Health
- Ministry of Natural Resources and Forestry District Manager
- Lakehead Region Conservation Authority Manager
- Salvation Army Representative
- Canadian Red Cross Representative
- St John Ambulance Representative

Note: All members of the MCECG and the relevant agency resource persons must be notified when the plan is activated. Not all of the agency resource persons have to be present for the MCECG to function. Additional personnel may be required, depending on the nature of the situation, such as: persons to act as scribes, a dangerous goods expert, a person from OPG and/or a person from Union Gas

II. IMPLEMENTATION OF THE PLAN

It is the responsibility of the first responding municipal agency at the scene of an emergency to assess the situation and to recommend whether this plan should be implemented. If the size or seriousness of the emergency appears beyond the capability or responsibilities of that agency, the plan shall be put into effect. Any member of the MCECG, upon realizing the magnitude of an emergency or impending emergency warrants the plan's implementation, may do so. Once the emergency exists, municipal employees may take such action(s) under this emergency plan as required to protect lives and property of the community even though an emergency has not been declared under the Act.

III. EMERGENCY ALERTING OF MCECG

On receipt of instructions from a member of the MCECG, the OPP will call out the MCECG. All members of the MCECG will be called, or alternates in the event that members cannot be contacted. In the event telephone service is out, the police will contact the MCECG by the most effective means. Whichever member of the group gives the call-out instruction will decide if this is to be a full call-out or a standby call out. Ensure the instructions are explicit.

Full call out instructions will inform the MCECG member to attend the emergency Operations Centre at either the primary (Neebing Municipal Office 4766 Highway 610) or secondary (Rosslyn Fire Hall, 3436 Rosslyn Road, Oliver Paipoonge) location.

Standby call out instructions will inform the MCECG member to remain by their telephone until further notice, etc.). The standby call may also be made by one of the MCECG members who could supply additional information.

Should the magnitude of an emergency be so extensive that communications are disrupted and it is apparent to the MCECG members that a disaster has occurred, they are to proceed to the EOC immediately.

IV. ROLES AND RESPONSIBILITIES

1. The Municipal Community Emergency Control Group (MCECG)

Regular Responsibilities – Emergency Situations

The MCECG shall always undertake the tasks set out below.

- a) Appoint a Site Manager.
- b) Take such action as is necessary to minimize the effects of an emergency or disaster on the municipality or its inhabitants.
- c) Direct, co-ordinate and supply administrative and logistic support to all municipal departments, agency resources and community resources, in controlling the emergency or disaster. This includes contacting, as necessary, community resources and agency resources.
- d) Establish an information center for issuance of accurate releases to the news media and for issuance of authoritative instructions to the general public.
- e) Share (internally) information on the emergency and important action taken by members and by agency and community resources via an appropriate display, such as, for example, a flip chart. Pages must be retained for record purposes.
- f) Members of the MCECG will gather at regular intervals or business cycles to inform each other of actions taken and problems encountered. Frequency of meetings and agenda items will be established by the Administrative Head in consultation with the Mayor and CEMC. Meetings will be kept as brief as possible to allow members to carry out their individual responsibilities.

- g) Members of the MCECG must ensure all personnel are, and remain, accounted for at all times during the emergency. When the emergency is over, ensure that they are advised of the termination of the emergency, and ascertain that no responders are left behind. Each agency should have a list of its personnel working during the emergency and use it as a check-off list, both during and at the termination of the emergency.
- h) Each member of the MCECG shall, individually, maintain his or her own log of all actions taken.

As-Required Responsibilities – Emergency Situations

The responsibilities of the MCECG and those described for individual MCECG and responding agency and community resource persons will vary depending on the type and magnitude of the event. On an as needed basis, the MCECG shall undertake the tasks set out below.

- a) Be prepared to authorize the expenditure of municipal funds which are required for the preservation of life and health.
- b) Take initiative on any action required which isn't covered in the emergency plan.
- c) Be aware that communications usually are the first thing to break down in an emergency. Ensure the MCECG members communicate well within the group, to/from their department/agency, use maps when applicable or any other means to assist in sharing of information.

2. Mayor

Regular Responsibilities – Between Emergencies

The Mayor shall always undertake the tasks listed below.

- a) Participate as a member of the MCEMPC to conduct the annual Emergency Plan review.
- b) Maintain competency through training, as required, to be able to appropriately handle emergency situations.
- c) Keep current on hazard identifications in the community.

Regular Responsibilities – Emergency Situations

The Mayor shall always undertake the tasks listed below.

- a) Consult with members of the MCECG and decide if a state of emergency should be declared.
- b) Declare an emergency under the Act if warranted.
- c) Appoint a Public Information Officer (which is usually, but may not be, the Administrative Head).
- d) Ensure that the Office of the Fire Marshall and Emergency Management (OFMEM) has been notified by fax of the declaration of an emergency via the Provincial Emergency Operations Centre (PEOC).
- e) Approve news and public announcements.
- f) If an Emergency has been declared, terminate the Emergency at the end of the situation and ensure the PEOC is notified by fax.
- g) Keep an individual log of all action taken.

As-Required Responsibilities – Emergency Situations

The responsibilities of the Mayor may vary depending on the type and magnitude of the event. On an as needed basis, the Mayor shall undertake the tasks set out below.

- a) Order an evacuation of people in the danger zone from a potentially life-threatening or health-threatening situation if warranted and in consultation with the applicable experts in the MCECG.
- b) Request assistance from neighbouring municipalities for evacuation and reception centers if applicable.
- c) Update Council on the emergency as required.
- d) Assist the Administrative Head with the application for any Disaster Recovery Assistance funding from other orders of government.

Note: Under the Act, in the municipality only the Head of Council may declare an emergency. Normally the Head of Council declares the emergency terminated; however, under the Act, the municipal council or the Premier of Ontario may declare the termination of an emergency.

3. Administrative Head

Regular Responsibilities – Between Emergencies

The Administrative Head shall always undertake the actions listed below.

- a) Participate as a member of the MCEMPC to conduct the annual Emergency Plan review, and undertake the electronic update of this plan for change of duties and out-of-town agencies, names, telephone numbers, etc.
- b) Maintain competency through training, as required, to be able to appropriately handle emergency situations. Maintain competency to be able to act for the CEMC at the Emergency Operations Centre (EOC) until the CEMC arrives.
- c) Have and maintain an up-to-date inventory of supplies and equipment required for the EOC with one copy in the EOC, and ensure the supplies and equipment are always in the EOC. Ensure the same for the secondary EOC, as applicable.
- d) Maintain, for voluntary completion, resident emergency information forms, and supply them to those who wish to use them. Keep on file all completed forms for use during emergency circumstances only, such as evacuations. Issue regular reminders to residents to complete and/or update such forms.

Regular Responsibilities – Emergency Situations

The Administrative Head shall always undertake the actions listed below.

- a) Serve as advisor to the Head of Council on administrative matters and provide for the safety of municipal records.
- b) Ensure that all members of the MCECG have been called out.
- c) Carry out any necessary administration in connection with the emergency.
- d) Conduct “business cycles” in the EOC (see also duties of the MCECG).
- e) Conduct the duties of the CEMC until he or she arrives.
- f) Maintain an individual log of all action taken.

As-Required Responsibilities – Emergency Situations

The responsibilities of the Administrative Head may vary depending on the type and magnitude of the event. On an as needed basis, the Administrative Head shall undertake the tasks set out below.

- a) Where appointed as such, act as the Public Information Officer and arrange for the establishment of a public information service to provide specific information to people who may be affected by the emergency.
- b) Maintain liaison with all agency resources and community resources, as required.
- c) Arrange for welfare centers in the municipality to provide immediate welfare services until social service agencies arrive.
- d) Arrange for the assistance from community resources and agency resources to assist the Ministry of Children, Community and Social Services in carrying out the welfare function.
- e) Notify the City Manager in Thunder Bay of an impending evacuation or of actual evacuation orders as soon as possible if residents will be evacuated to Thunder Bay.
- f) Apply for any Disaster Recovery Assistance funding which may be available from other orders of government following the termination of a declared emergency.

4. Fire Chief

Regular Responsibilities – Between Emergencies

The Fire Chief shall always undertake the tasks listed below.

- a) Participate as a member of the MCEMPC to conduct the annual Emergency Plan review.
- b) Maintain competency through training, as required, to be able to appropriately handle emergency situations.
- c) Keep current on hazard identifications in the community.

Regular Responsibilities – Emergency Situations

The Fire Chief shall always undertake the tasks listed below.

- a) When required, activate the Neebing Emergency Service Call-Out System.
- b) Keep the MCECG updated on the emergency situation;
- c) Maintain an individual log of all actions taken.

As-Required Responsibilities – Emergency Situations

The responsibilities of the Fire Chief may vary depending on the type and magnitude of the event. On an as needed basis, the Fire Chief shall undertake the tasks set out below.

- a) If warranted, requisition the EMO command post vehicle from Thunder Bay Fire Rescue.
- b) Set up an on-site command post, either in existing facilities or in the EMO command post vehicle, if it has been requisitioned from Thunder Bay Fire Rescue, or through another appropriate vehicle owned/operated by Neebing Emergency Services.
- c) Conduct firefighting operations.
- d) Direct and/or assist in rescue operations.
- e) Activate the Fire Mutual Aid System, if required.
- f) Appoint an on-site Emergency Services Coordinator.
- g) In the event of a dangerous goods spill:
- h) Ensure the Ministry of the Environment and CANUTEC are contacted for any assistance required;
- i) Make available the applicable portion(s) of the book entitled “2020 Emergency Response Guidebook” to the MCECG; and
- j) Where a private carrier is involved, liaise with the carrier to engage its own plan for such an event.
- k) Should a CBRN (chemical, biological, radiological or nuclear) or HUSAR (heavy urban search and rescue) team ever be required, initiate the request.

5. CEMC

Regular Responsibilities – Between Emergencies

The CEMC shall always undertake the tasks set out below.

- a) Participate as a member of the MCEMPC to conduct the annual Emergency Plan review, and coordinate (or assist with) the electronic update of this plan for change of duties and out-of-town agencies, names, telephone numbers, etc.
- b) Maintain competency through training, as required, to be able to appropriately handle emergency situations.
- c) Keep current on hazard identifications in the community.
- d) Monitor the requirements of the Municipality’s Emergency Management Program and facilitate compliance with legislative requirements.
- e) Coordinate or assist with an emergency exercise in the municipality each year.

Regular Responsibilities – Emergency Situations

The CEMC shall always undertake the tasks set out below.

- a) Advise the OFMEM of any declared “Emergency” via fax to the PEOC as soon as possible, and liaise with Emergency Management Ontario during the emergency.
- b) Contact the Lakehead Amateur Radio Club and/or the Amateur Radio Emergency Service and arrange for the Club to either be on standby or to have members attend and assist in communication functions if communications may be a problem.
- c) Act as a resource person for equipment, advisors, volunteer, provincial and federal agencies.
- d) Act as advisor to the Mayor.
- e) Notify the PEOC via fax at the termination of a declared emergency.
- f) Conduct a debriefing session, following the termination of the emergency, with all members of the MCECG and other persons as directed by the MCECG.
- g) Keep an individual log of all actions taken.

6. Working Roads Foreman

Regular Responsibilities – Between Emergencies

The Working Roads Foreman shall always undertake the tasks set out below.

Maintain competency through training, as required, to be able to appropriately handle emergency situations.

- a) Keep current on hazard identifications in the community.
- b) Maintain supplies of hazard/emergency-related assets (i.e. warning signs, traffic barriers, etc.) for ready use in the event required.

Regular Responsibilities – Emergency Circumstances

The Working Roads Foreman shall always undertake the tasks set out below.

- a) Activate the department's emergency alert system.
- b) Provide assistance in cleanup operations and repair damages where there is a municipal responsibility.
- c) Provide flashers and barricades.
- d) Act as liaison with local and provincial utilities.
- e) maintain an individual log of all action taken.

As-Required Responsibilities – Emergency Circumstances

The responsibilities of the Working Roads Foreman may vary depending on the type and magnitude of the event. On an as needed basis, the Working Roads Foreman shall undertake the tasks set out below.

- a) Provide municipal equipment and personnel as necessary.
- b) Arrange on a local basis for the procurement (rental) of special equipment e.g. heavy-duty cranes, pumps, etc.
- c) Liaise with MTO Officials and obtain necessary resources from them when warranted.
- d) Arrange for disconnection of utilities which represent a hazard and keep a list of local suppliers and location of equipment in the event of an emergency.
- e) Advise the MCECG when sustained damage to structures exceed safe limits.
- f) Provide assistance in search and rescue of trapped and injured people.
- g) Restore, and obtain assistance in restoring, essential services.

7. OPP Detachment Commander

Regular Duties – Emergency Situations

The OPP Detachment Commander shall undertake the tasks set out below.

- a) Activate the department's emergency alert system.
- b) Call out the MCECG
- c) Keep the MCECG apprised of the emergency situation.
- d) Maintain an individual log of all actions taken.

As-Required Responsibilities – Emergency Situations

The responsibilities of the OPP Commander may vary depending on the type and magnitude of the event. On an as needed basis, the OPP Commander shall undertake the tasks set out below.

- a) If appropriate, appoint an on-site Police Coordinator.
- b) Seal off the emergency area in the event such action is necessary.
- c) Control traffic to facilitate the movement of emergency and evacuation vehicles.
- d) Conduct the evacuation of buildings and areas authorized by the Head of Council.
- e) Provide security and prevent looting in emergency or evacuation areas and reception centers.
- f) Arrange for additional police assistance, if required.
- g) Advise the Coroner in the event of fatalities and perform whatever additional responsibilities maybe necessary under the Coroners Act, R.S.O. 1990, c. C.37, as amended, and other statutes.

8. Superior North EMS Chief

Regular Duties – Emergency Circumstances

The Superior North EMS Chief shall always undertake the tasks set out below.

- a) Activate the department's emergency alert system and emergency plan.
- b) Maintain an individual log of all actions taken.

As-Required Responsibilities – Emergency Situations

The responsibilities of the Superior North EMS Chief may vary depending on the type and magnitude of the event. On an as needed basis, the Superior North EMS Chief shall undertake the tasks set out below.

- a) Follow the provisions of the Tiered Service Agreement, where applicable.
- b) Assume responsibility for triage and evacuation of casualties from the emergency site.
- c) Assume responsibility for additional resources of ambulances, personnel and communications equipment via Central Ambulance Communications Centre in Thunder Bay, using ambulance radio frequencies OR by calling 911 for ambulance dispatch.
- d) Provide and co-ordinate all transport requirements for the movement of casualties.
- e) Keep the Medical Officer of Health informed at regular intervals of all ambulance service activities and also the MCECG, if the Medical Officer of Health is not in the EOC.
- f) Where required, appoint a representative to participate with the MCECG.

9. Thunder Bay District Social Services Administration Board (TBDSSAB) Representative

Regular Responsibilities – Emergency Circumstances

The Representative of TBDSSAB shall always undertake the tasks set out below.

- a) Activate the Board's emergency alert system.
- b) Assist community resource personnel, in the provision of social and community services.
- c) Maintain an individual log of all actions taken.

As-Required Responsibilities – Emergency Circumstances

The responsibilities of the TBDSSAB Representative may vary depending on the type and magnitude of the event. On an as needed basis, the TBDSSAB Representative shall undertake the tasks set out below.

- a) According to the nature of the emergency, ensure the survival and well-being of people during and following an emergency by coordinating with the community resource personnel and recognized and approved volunteer groups, for:
- b) Emergency clothing to provide adequate protection from the elements;
- c) Emergency lodging to provide adequate temporary accommodation for the homeless;
- d) Emergency feeding to sustain those without food or adequate food preparation facilities; and
- e) Individual and family services to assist and counsel individuals and families in need and to provide special care to unattached children and dependent adults.

- f) Assist community resource personnel in the registration and inquiry services to reunite families and to collect information and answer queries concerning the safety and whereabouts of missing persons.

10. Thunder Bay District Health Unit Medical Officer of Health

Regular Responsibilities – Emergency Circumstances

The Medical Officer of Health shall always undertake the tasks set out below.

- a) Activate the Health Unit's emergency alert systems.
- b) Provide and disseminate public information on any health hazards.
- c) Coordinate all community health and medical services that may be required and liaise with other essential services.
- d) Provide advice on public health matters to the MCECG.
- e) Maintain an individual log of all actions taken.

As-Required Responsibilities – Emergency Circumstances

The responsibilities of the Medical Officer of Health may vary depending on the type and magnitude of the event. On an as needed basis, the Medical Officer of Health shall undertake the tasks set out below.

- a) Provide for mass immunization, if required.
- b) Oversee water quality and arrange for an alternate supply of potable water, if required.
- c) Provide advice to the Mayor on the evacuation of buildings and area for health reasons.
- d) Notify other agencies and senior levels of government about health-related matters.
- e) Arrange for counselling for victims, families of the deceased, and emergency responders for Critical Incident Stress.

Note: When the emergency circumstances are solely focused on a health issue, such as in the case of a pandemic, the Medical Officer of Health's role would increase significantly, and the other roles in the EOC would diminish to an extent.

11. Ministry of Natural Resources and Forestry District Manager

Regular Responsibilities – Emergency Circumstances

The MNRF District Manager shall always undertake the tasks set out below.

- a) Issue the preliminary alert to municipal officials in a forest fire, flood or drought situation.
- b) Maintain an individual log of all actions taken

As-Required Responsibilities – Emergency Circumstances

The responsibilities of the MNRF District Manager may vary depending on the type and magnitude of the event. On an as needed basis, the MNRF District Manager shall undertake the tasks set out below.

- a) Provide for forest fire fighting or flood control as per MNRF policy.
- b) Recommend evacuation, if warranted.
- c) Determine the safe evacuation routes in conjunction with municipal officials and the OPP.
- d) On completion of the fire or flood emergency, authorize the return of the residents if they have been ordered evacuated.

12. Lakehead Region Conservation Authority General Manager

The General Manager, Lakehead Region Conservation Authority (LRCA), in the event of a flood situation, shall always undertake the tasks set out below.

- a) Activate the LRCA's Flood Warning Plan.
- b) Issue a preliminary Flood Advisory in a potential flood situation to municipal officials and to the media.

- c) Issue a Flood Warning in a flood situation to municipal officials and to the media.
- d) Advise municipal officials when alerted of a dam or bridge breach or a potential failure.
- e) Provide technical flood data.
- f) In the event of the declaration of a local emergency and after depletion of municipal resources, and at the request of the Mayor, recommend to the MNRF that a Provincial Flood Emergency be declared.
- g) Cancel flood Advisory/Warning as the situation warrants.
- h) Maintain an individual log of all actions taken.

13. Salvation Army Representative

The Salvation Army Representative shall always undertake the tasks set out below.

- a) Notify its Community Relations and Development Director and activate its emergency alert system.
- b) Operate in co-operation with the representatives of TBDSSAB for provision of supplies such as bedding and/or clothing.
- c) Direct and co-ordinate the emergency feeding requirements for workers at the site and for victims located in reception centers.
- d) Provide and co-ordinate clergy assistance.
- e) Keep the MCECG apprised of the emergency situation.
- f) Maintain an individual log of all actions taken.

14. Canadian Red Cross Society Representative

The Canadian Red Cross Society Representative shall always undertake the tasks set out below.

- a) Activate the Society's emergency alert system.
- b) Take the lead role with registration and inquiry at reception and evacuation centres.
- c) Operate an inquiry bureau.
- d) Support emergency or disaster operations.
- e) Assist St. John Ambulance at first aid posts established at reception centres, if required.
- f) Assist with other Social Services activities as requested.
- g) Maintain an individual log of all actions taken.

15. St. John Ambulance Representative

The St. John Ambulance Representative shall always undertake the tasks set out below.

- a) Activate the agency's emergency alert system.
- b) Provide first aid.
- c) Establish first aid posts as required and in all designated reception centres.
- d) Assist Superior North EMS or Central Ambulance Communication Centre by providing ambulance service as lead time and resources permit.
- e) Assist Red Cross and Social Service agencies in operating the reception centres.
- f) Maintain an individual log of all actions taken.

16. Public Information Officer

Regular Responsibilities – Emergency Circumstances

The Public Information Officer shall always undertake the tasks set out below.

- a) Arrange for the dissemination of special information (such as emergency responders to report to a location or go on standby for call-out as the case may be; citizens to refrain from using telephones so emergency communications will remain open; provide information on health hazards as prepared by the Medical Officer of Health, etc.).
- b) Schedule press conferences on a regular basis.
- c) Give timely and accurate information to 211.

- d) Gather information from emergency services and prepare releases for the approval of the Mayor prior to all press conferences.
- e) Maintain an individual log of all actions taken.

As-Required Responsibilities – Emergency Circumstances

- a) Arrange for media facilities and support near the EOC.
- b) Appoint a Citizen Inquiry Officer and telephone for a Citizen Inquiry Hot Line.

V. EVACUATION PROCEDURES

1. Neebing is large enough that it is unlikely that the entire Municipality would have to be evacuated. In the event that only a small portion of Neebing is ordered evacuated, reception centres in the safe areas of the Municipality, or in Thunder Bay, will be utilized.

Municipal reception centers within Neebing include the Municipal Office, Blake Hall and any of the Fire Halls, as required. Private reception centers may be arranged with businesses such as Mink Mountain, Eagle Ridge Trout Ponds, Rose Valley Lodge, etc. The Municipality will make such arrangements and, where possible, renew them annually. All information on current private reception centers will be placed in the EOC information file.

2. In an evacuation whereby the residents of the Municipality are required to leave Neebing, the reception municipalities are listed below. Their selection will be dictated by the nature of the emergency and the safety of the evacuation routes.

- a) **PRIMARY:** THUNDER BAY (hotels/motels, friends/family)
- b) **SECONDARY:** OLIVER-PAIPOONGE (if there is a problem evacuating to Thunder Bay or routes to Thunder Bay are not accessible – hotels/motels, friends/family possibly arena/curling club)
- c) **SECOND ALTERNATE:** GRAND MARAIS, USA (if residents have to be evacuated south)

3. The evacuation routes are:

- a) **Primary** – Highway 61, North to Thunder Bay (unless unsafe to travel and then route(s) would be decided upon by the MCECG and broadcast by the electronic media and the Neebing Social Media Notification system and Text Alert system).
- b) **Secondary** - Highways 593, 595, 597 and 608 west and north to Highway 588 and then north to Highway 17 and east to Thunder Bay.
- c) **Second Alternate** – Highway 61 south to Grand Marais.

4. The Administrative Head or Public Information Officer, if designated by the Mayor, will use the Neebing Social Media Notification system and the Text Alert System to assist in alerting residents, explaining the mode of travel and evacuation route. Evacuees will be encouraged to stay with friends or family, wherever possible, rather than using reception centres. Environment Canada’s Alert Weather Radio will also be utilized.

5. The Public Information Guide in this plan outlines the information that should be provided in the event of an evacuation. Samples can be modified to meet the current situation.
6. On evacuation orders by the Mayor, and provided it is safe to do so, any available Neebing Emergency Services volunteers and/or other volunteers, assisted by the OPP, will alert the residents by going door to door to ensure all citizens have been notified. Door to door procedures are as follows:
 - a) Volunteers will be equipped with identification badges, safety vests, chalk, and flagging tape and “we were here” cards.
 - b) Volunteers will be given any on-file resident emergency information forms for the evacuation area, and a list of residential and/or business addresses on the street(s) to be evacuated.
 - c) Volunteers will knock and/or use doorbell facilities (where available) at each address in the evacuation area to attempt to rouse residents/occupants of the household or business.
 - d) If a person responds, that person will be provided with the pertinent information relevant to the evacuation. That person will be advised to place a white sheet or towel in a visible outdoor location at the roadway entrance to their property in the event that transportation is required. That person will be advised that the door will be marked, using chalk, with a circle, to indicate that evacuation volunteers have successfully reached occupants.
 - e) If no person responds, the volunteer will try the door. If it is unlocked, the volunteer will open the door and call out to attempt to raise the attention of potential inhabitants. If a person responds, the procedure above is followed.
 - f) The volunteer will not enter the premises unless invited to do so by a resident or occupant.
 - g) If knocking, doorbell use and/or calling out does not bring a person to the door (or an invitation to enter), the volunteer will (a) leave a “we were here” card in a conspicuous place at the doorway entrance and will (b) mark the entrance door with an “x”, using chalk, to indicate that evacuation volunteers have attempted to reach occupants without success.
 - h) Processes in c) through g) above will continue for each address identified for the evacuation area.
7. The Mayor, time permitting, will give a brief interview to the media to verify for residents the authenticity of the evacuation order and to provide reassurance to residents.

VI. PUBLIC INFORMATION GUIDE

It is extremely important not to panic in emergency circumstances. Pre-planning and up-to-date information will help keep everyone calm during the situation. Through ongoing public education, all residents of Neebing will be given information on creating a 72-hour emergency plan kit and keeping required supplies in case of emergency. Each household is responsible for its own family safety plan. It is well known that not all residents will heed the advice, and that new residents may not have been made aware of the advice.

All households/businesses are encouraged to fill out a “resident emergency information form” (available from the municipal office) and keep it (a) on file with the Clerk and (b) updated as necessary. These forms are maintained on a confidential basis and are used in cases of emergency only.

A. EVACUATION

If an evacuation is anticipated, the public will be warned by the OPP.

On becoming aware of an evacuation warning, residents are requested to turn on, as available, radios, televisions, computers, or other telecommunication facilities to local stations, or the Neebing Social Media Notification System and/or Text Alert system, for announcements and/or instructions.

When evacuation becomes necessary and is ordered:

The Municipality is not equipped to transport residents who do not have their own transportation. Neighbours will be encouraged to assist neighbours in that regard.

Residents who are physically unable to move, or who do not have transportation, are requested to phone the broadcasted numbers (or 211) and/or contact via email or social media the broadcasted agencies. It will be recommended that they place a large white cloth (such as a bedsheet or towel) into the door of their residence, facing the street or road. Where the door cannot be seen from the road, the cloth should be affixed to a fencepost, tree, rock or other feature that is visible from the road. While it may not be possible for agencies to undertake door-to-door checks, if it is possible, having the white cloth readily visible provides a clear sign to responders and neighbours that persons within the dwelling need assistance.

The Municipality will attempt to arrange transportation for those that cannot transport themselves through volunteers and service agencies.

Residents who have their own transportation are asked to follow specific instructions. If instructions have not as yet been provided, they should monitor telecommunications devices and the Neebing Social Media Notification System and/or Text Alert system for further information.

Residents relying on public reception centres for accommodation are reminded that pets are not permitted in either of these facilities. Personal home emergency plans should make arrangements for alternate accommodations and/or pet care.

The following actions are recommended in case of an evacuation:

1. Secure the home;
2. Carry identification (driver's licence, birth certificate, medical alert, etc.);
3. Carry sufficient money to meet contingencies;

4. Take 1 blanket or sleeping bag per person;
5. Take 1 air mattress per person, if available;
6. Take appropriate clothing for the season, and carry one change of clothes;
7. Take outerwear: a raincoat, windbreaker or parka, depending on the season;
8. Take enough ready-to-eat food to last at least 12 hours;
9. Take a thermos bottle of hot beverage;
10. Take a flashlight with spare batteries;
11. Take any prescription drugs as required (carry the prescription itself, if possible);
12. Take soap, a small towel, and any personal basic toiletries or hygiene articles;
13. Take Kleenex or toilet paper; and
14. Take a pass-time activity, such as a book, magazine, game, etc.

Adults with small children should include items of special needs as required, such as:

1. Infant formula in thermos bottle;
2. Disposable diapers; and
3. Toys.

Persons with pets or livestock should:

1. Where the pets or livestock will remain in place, put out sufficient food and water for 72 hours if possible;
2. Where the family's personal emergency plan provides for transport of animals to shelters or other care givers, follow that plan, provided it does not cause conflict with instructions from the EOC; and
3. Follow instructions provided from the EOC in terms of notifying appropriate agencies when pets or livestock are left in place, so that they can be accommodated when it is safe to do so.

Evacuation Notes:

All evacuees with private vehicular transportation are asked to check on neighbours who do not have transportation, and to include them in the private vehicle if at all possible. If there is room in a vehicle, watch for residences where occupants have placed white cloths at the street or on the front door indicating that transportation assistance is required.

Residents will be asked to register at Registration Centres in the reception community, so that inquiries by relatives and friends can be answered as quickly as possible.

An Emergency Public Information Service will be established in the reception community.

B. DANGEROUS GASES

If an Emergency related to dangerous gas is called:

1. Go inside.
2. Tightly close all doors, windows and exterior openings.
3. Turn off forced air heating or ventilation systems.
4. Turn on radio, television, computers, and/or other telecommunication devices, including monitoring the Neebing Social Media Notification System, as available, for instructions.
5. Stay in upper portion of building. If necessary, seal yourself in one room and seal all windows and doors with wet cloths.
6. Do not go into the basement.
7. Move quickly, but do not run if moving through gas.
8. Soak cloth in water and breathe through it, if breathing becomes difficult.
9. Evacuation areas will be determined by wind direction.

10. Each household is responsible for its own evacuation plan.

If you are in your car:

1. Close all windows.
2. Shut off ventilation.
3. Continue driving away from the area and do not drive through the gas cloud. This may cause the car engine to stall, creating significant danger.

If you are walking:

1. Go to nearest building or car and follow the above instructions.
2. If in open area and in the path of the cloud, move quickly to high ground at right angles to the wind direction.

C. TORNADO

Weather Watches and Warnings

Environment Canada issues weather watches and warnings when anticipated weather poses a threat to public safety. This information is relayed to the public by radio, television and Environment Canada's website and other information. Public Safety Canada will also have relevant information.

A severe weather **watch** is issued up to six hours in advance to alert the general public that, for a specified portion of Ontario, there is a high potential for dangerous thunderstorm weather, which may be accompanied by a tornado.

A severe weather **warning** is issued as closely as possible in advance to alert the public that severe thunderstorms or tornadoes are imminent in the warning area -- i.e., a severe thunderstorm is in progress or expected to occur within two hours.

In accordance with Ontario law, Neebing will post Environment Canada's public weather alerts relating to significant weather events on the Neebing website and Social Media Notification System.

Tornado Safety Hints

A personal tornado awareness program should include:

1. being aware of the weather, knowing the radio, social media or television stations which broadcast up-to-the-minute weather information
2. knowing the name by which Environment Canada refers to your forecast region when they issue weather watches and warnings
3. reviewing personal household emergency plans of action

When a Tornado Threatens:

1. Stay away from your windows, doors and outside walls. Protect your head.
2. For maximum safety, go down to the basement or seek shelter under a stairway or sturdy table, or in a closet. Prop a table or large piece of furniture against a wall to form a triangular form of "tunnel" within which to lie down.
3. Try to reach the centre of the house or the side away from the storm.
4. Avoid buildings with large areas of unsupported roof, including arenas, barns or supermarkets.
5. If caught in such a building, seek out the lowest floor, an inside hallway or small interior windowless room, or get under something sturdy. Prop a table or large piece of furniture against a wall to form a triangular form of "tunnel" within which to lie down.

6. If caught in the open, try to determine the tornado's direction of travel and move at right angles to it. If you cannot avoid the storm, find a ditch, ravine or other depression and lie flat. Do not remain in your car. Many people have been killed trying to ride out a tornado in their cars.
7. If no shelter can be found, hang on to the base of a small tree or shrub.
8. Remember that damaged and weakened structures, fallen debris, downed hydro wires, and gas leaks are potential dangers after a storm has passed.