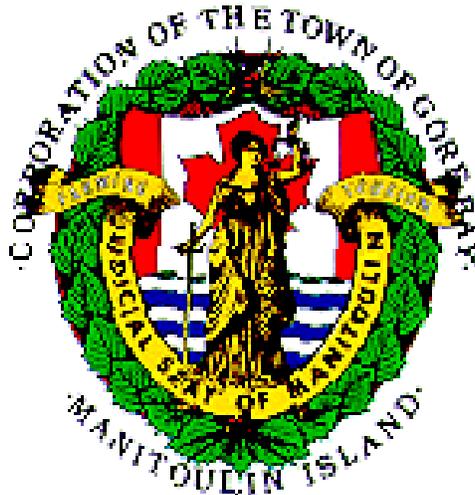


**THE CORPORATION
OF THE
TOWN OF GORE BAY
EMERGENCY RESPONSE PLAN**

Updated September 2017

AS ADOPTED BY-LAW 2004-54



DISCLAIMER

The Town of Gore Bay Emergency Response Plan has been formulated to contain information pertinent to The Town of Gore Bay. However, it is not intended to fulfill the needs of every community in Ontario. Pursuant to completion of the community risk profile, each community must draw up their plans accordingly.

TOWN OF GORE BAY

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TOWN OF GORE BAY

EMERGENCY RESPONSE PLAN

PART A: INTRODUCTION

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

The population of the Town of Gore Bay is 867 residents.

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

The Town of Gore Bay Emergency Management Committee developed this emergency response plan. Every official, municipal department and agency must be prepared to carry out assigned responsibilities in an emergency. The response plan has been prepared to provide key officials, agencies and departments of the Town of Gore Bay important emergency response information related to:

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

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

Annette Clarke,
Community Emergency Management Coordinator
The Corporation of the Town of Gore Bay
15 Water Street, PO Box 590
Gore Bay, Ontario P0P 1H0
Tel: 705-282-2420 Fax: 705-282-3076
Email: aclarke@gorebay.ca

PART B: 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 Town of Gore Bay when faced with an emergency.

It enables a centralized controlled and coordinated response to emergencies in the Town of Gore Bay, and meets the legislated requirements of the *Emergency Management Act*.

For further details, please contact the Community Emergency Management Coordinator.

PART C: AUTHORITY

The Emergency Management Act (EMA) is the legal authority for this emergency response plan in Ontario.

The *EMA* states:

“Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan.”

“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 Act*, this emergency response plan and its' elements have been:

- Issued under the authority of The Town of Gore Bay By-Law #2004-54
- Filed with Emergency Management Ontario, Ministry of Public Safety and Security.

a) Definition of an Emergency

The *Emergency Management Act* defines an emergency as:

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

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

b) Action Prior to Declaration

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

PART D: EMERGENCY NOTIFICATION PROCEDURES

Upon receipt of a warning of a real or potential emergency, the responding department will immediately contact the CEMC (**refer to page 25**), to request that the notification system be activated.

Upon receipt of the warning, the CEMC will notify all members of the Community Control Group (CCG) by telephone.

All calls will open with the words:

“Emergency Alert – Report to the Emergency Control Centre”

Upon being notified, it is the responsibility of all CCG officials to notify their staff and volunteer organizations.

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

a) Requests for Assistance

i) EMO

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 1-416-314-0472 “or” 1-866-314-0472
FAX: 1-416-314-6220 / 0474

ii) Neighbouring Communities

Township of Burpee-Mills
Township of Gordon/Barrie Island
Township of Billings
Township of Central Manitoulin

iii) Federal Government

Carol Hughes MP 705-848-8080

iv) Provincial Government

Michael Mantha MPP 705-461-9710

The Emergency notification contact list, including contact numbers for requesting assistance, is attached as **Annex A on Page Number 25**.

b) A Declared Community Emergency

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

Upon declaring an emergency, the Mayor will notify:

- Emergency Management Ontario, Ministry of Public Safety and Security;
- Town Council;
- Town Foreman
- Public;
- Neighboring 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 Acting Mayor; or
- Town Council; or
- Premier of Ontario.

When terminating an emergency, the Mayor will notify:

- Emergency Management Ontario, Ministry of Public Safety and Security;
- Town Council;
- Town Foreman;

- Public;
- Neighboring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).

c) Maintenance / Updating

The CEMC shall be responsible for maintaining all information including the annexes of this plan. The information shall be reviewed on a monthly basis and recorded on the status sheet located at the front of the binder.

PART E: EMERGENCY COMMUNITY CONTROL GROUP

a) Emergency Operations Centre

The CCG will report to the Emergency Operations Centre located at Manitoulin Transport Inc., 154 Hwy 540B, Gore Bay. In the event this operation centre cannot be used, then the alternate location will be the Gore Bay Municipal Office at 15 Water Street, Gore Bay.

In the event of an emergency the CCG is to report to the EOC immediately.

The CCG will immediately convene to discuss the status of the emergency and determine immediate cause of action.

Each member must sign in with the CEMC to record the name and title, date, time of arrival at the EOC.

In the event a member of the CCG cannot be reached the CEMC is to contact that members alternate.

Each CCG member will co-ordinate his/her department responsibilities during an emergency.

Access to the site is restricted, therefore security of the EOC is ensured.

b) Community Control Group

The emergency response will be directed and controlled by the Community Control Group (CCG) – a group of officials who are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community.

The CCG consists of the following officials:

- Mayor of the Town of Gore Bay, or alternate;
- Clerk/Emergency Management Coordinator, or alternate;
- Treasurer;
- Ontario Provincial Police representative; Marie Ford (705) 859-3155
- Ontario Provincial Police Gore Bay Detachment (705) 282-2621
- Ontario Provincial Police 911 or 1-888-310-1122
- Fire Chief, or alternate; Mike Addison cell(705)862-2961
- Public Works Representative, or alternate; Darrin Nodecker (705) 282-7206
- Manitoulin Lodge representative;
- Royal Canadian Legion Branch 514;
- OCWA Representative. Keith Stringer Kevin Woestenenk

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

c) Operating Cycle

Members of the CCG will gather at regular intervals to inform each other of actions taken and problems encountered. The Clerk will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. The Clerk's Assistant and Office Staff will maintain a status board and maps, which will be prominently displayed and kept up to date.

d) Community Control Group Responsibilities

The members of the Community Control Group (CCG) are likely to be responsible for the following actions or decisions:

- Calling out and mobilizing their emergency service, agency and equipment;
- Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
- Determining if the location and composition of the CCG 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 town as an emergency area;
- Ensuring that an Emergency Site Manager (ESM) is appointed;
- Ensuring support to the ESM by offering equipment, staff and resources, as required;
- Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger;
- Discontinuing the utilities or services provided by public or private concerns, i.e. hydro, water, gas, closing down businesses;
- Arranging for services and equipment from local agencies not under community control i.e. private contractors, industry, volunteer agencies, service clubs;

- Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary;
- Determining if additional volunteers are required and if appeals for volunteers are warranted;
- Determining if additional transport is required for evacuation or transport of persons and/or supplies;
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Coordinator and Citizen Inquiry Supervisor, for dissemination to the media and public;
- Determining the need to establish advisory groups and/or sub-committees/working groups for any aspect of the emergency including recovery;
- Authorizing expenditure of money required dealing with the emergency;
- Notifying the service, agency or group under their direction, of the termination of the emergency;
- Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Clerk within one week of the termination of the emergency, as required;
- Participating in the debriefing following the emergency.

PART F: EMERGENCY RESPONSE SYSTEM

a) The individual responsibilities of the Community Control Group:

Mayor or Acting Mayor

The Mayor and Acting Mayor is responsible for:

- Providing overall leadership in responding to an emergency;
- Declaring an emergency within the designated area;
- Declaring that the emergency has terminated (Note: Council may also terminate the emergency);

1. Clerk/CEMC

The Clerk/CEMC for the Town of Gore Bay is responsible for:

- Activating the emergency notification system;
- Ensuring liaison with the Staff Sergeant regarding security arrangements for the EOC;
- As the Operations Officer, coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings;
- Advising the Mayor on policies and procedures, as appropriate;
- Approving, in conjunction with the Mayor, major announcements and media releases prepared by the Emergency Information Coordinator, in consultation with the CCG;
- Ensuring that a communication link is established between the CCG and the Emergency Site Manager (ESM);
- Calling out additional town staff to provide assistance, as required;
- Notifying the Emergency Management Ontario, Ministry of Public Safety and Security of the declaration of the emergency, and termination of the emergency;
- Ensuring the members of council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation.

The Community Emergency Management Coordinator (CEMC) is responsible for:

- Activating and arranging the Emergency Operations Centre;
- Ensuring that security is in place for the EOC and registration of CCG members;
- Ensuring that all members of the CCG have necessary plans, resources, supplies, maps, and equipment;
- Providing advice and clarifications about the implementation details of the Emergency Response Plan;
- Supervising the Telecommunications Coordinator;
- Ensuring liaison with community support agencies (e.g. St. John Ambulance, Canadian Red Cross);
- Ensuring that the operating cycle is met by the CCG and related documentation is maintained and kept for future reference;
- Addressing any action items that may result from the activation of the Emergency Response Plan and keeping CCG informed of implementation needs;
- Maintaining the records and logs for the purpose of debriefings and post-emergency reporting that will be prepared;
- Establishing a Citizen Inquiry Service, including the appointment of personnel and designation of telephone lines;
- Informing the Emergency Information Officer of the establishment of the Citizen Inquiry Service and designated telephone number(s);
- Informing the affected emergency services, the CCG and Town switchboards of the establishment of the Citizen Inquiry Service and designated telephone numbers;
- Ensuring liaison with the Emergency Information Officer to obtain current information on the emergency;

- Responding to and redirecting inquiries and reports from the public based upon information from the Emergency Information Officer. (Such information may be related to school closings, access routes or the location of evacuee centres.);
- Responding to and redirecting inquiries pertaining to the investigation of the emergency, deaths, injuries or matters of personnel involved with or affected by the emergency to the appropriate emergency service;
- Responding to and redirecting inquiries pertaining to persons who may be located in evacuation and reception centres to the registration and inquiry telephone number(s);
- Procuring staff to assist, as required.

2. Ontario Provincial Police – Staff Sergeant (Kevin Webb)

The Police Staff Sergeant or his representative is responsible for:

- Notifying necessary emergency and community services, as required;
- Establishing a site command post with communications to the EOC;
- Establishing an ongoing communications link with the senior police official at the scene of the emergency
- Establishing the inner perimeter within the emergency area;
- Establishing the outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel;
- Providing traffic control staff to facilitate the movement of emergency vehicles;
- Alerting persons endangered by the emergency and coordinating evacuation procedures;
- Opening of evacuee centres in collaboration with the DSSAB representative;
- Ensuring liaison with the DSSAB representative regarding the establishment and operation of evacuation and reception centres;
- Ensuring the protection of life and property and the provision of law and order;
- Providing police service in EOC, evacuee centres, morgues, and other facilities, as required;
- Notifying the coroner of fatalities;
- Ensuring liaison with other community(s), provincial and federal police agencies, as required;
- Providing an Emergency Site Manager, if required.

3. Fire Chief

The Fire Chief is responsible for:

- Activating the emergency notification system;
- Providing the CCG with information and advice on firefighting and rescue matters;
- Depending on the nature of the emergency, assigning the Site Manager and informing the CCG;
- Establishing an ongoing communications link with the senior fire official at the scene of the emergency;

- Informing the Mutual Fire Coordinators and/or initiating mutual aid arrangements for the provision of additional firefighters and equipment, if needed;
- Determining if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing;
- Providing assistance to other community departments and agencies and being prepared to take charge of or contribute to non-fire fighting operations if necessary, e.g., rescue, first aid, casualty collection, evacuation;
- Providing an Emergency Site Manager, if required;
- Assist with evacuation measures if required.

4. Public Works Representative or Alternate

The Public Works Representative is responsible for:

- Providing the CCG with information and advice on public works matters;
- Depending on the nature of the emergency, assigning the Site Manager and informing the CCG;
- Establishing an ongoing communications link with the senior public works official at the scene of the emergency;
- Ensuring liaison with the public works representative from the neighboring community(s) to ensure a coordinated response;
- Ensuring construction, maintenance and repair of town roads;
- Ensuring the maintenance of sanitary sewage and water systems;
- Providing equipment for emergency pumping operations;
- Ensuring liaison with the fire chief concerning emergency water supplies for fire fighting purposes;
- Providing emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health;
- Discontinuing any public works service to any resident, as required, and restoring these services when appropriate;
- Ensuring liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions;
- Providing public works vehicles and equipment as required by any other emergency services;
- Ensuring liaison with the conservation authority regarding flood control, conservation and environmental matters and being prepared to take preventative action.
- Coordinating the acquisition, distribution and scheduling of various modes of transport (i.e. school buses, boats, trucks) for the purpose of transporting persons and/or supplies, as required, by members of the CCG and the support and advisory staff;
- Procuring staff to assist, as required;
- Ensuring that a record is maintained of drivers and operators involved.

5. Medical Officer of Health

The Medical Officer of Health is responsible for:

- Provide public health information, advice, and direction to the community and the Municipal Emergency Control Group.
- Institute control measures, where necessary, regarding communicable diseases including immunization, isolation, and quarantine.
- Distribute surveillance system tools for tracking cases, controls, quarantined people, etc.
- Monitor food distribution to ensure a safe food supply.
- Monitor drinking water supplies to ensure a safe water supply.
- Recommend specific responses to conditions that could affect the health of the community.
- Monitor evacuation centres to prevent the occurrence of communicable diseases.
- Coordinate efforts to prevent or control the spread of disease.
- Provide direction on the disposal of solid waste and sewage as required.
- Ensure the proper storage and disposal of human remains to prevent the spread of communicable diseases.
- Provide direction on pest control, disinfection procedures and personal sanitation.
- Coordinate the response to disease related emergencies (epidemics).
- Communicate information regarding the health effects and treatment of exposure toxic chemicals, emerging infectious diseases, chronic diseases and environmental hazards.
- Take the lead in communicating to the community any health related issues with respect to the emergency or disaster.
- Respond to health related issues associated with acts of bioterrorism in conjunction with first responders (fire, police, Emergency Medical Services).

6. Senior Social Services Representative (DSSAB)

The Senior DSSAB representative is responsible for:

- Ensuring the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries, and personal services;
- Supervising the opening and operation of temporary and/or long-term evacuee centres, and ensuring they are adequately staffed;
- Ensuring liaison with the police staff sergeant with respect to the pre-designation of evacuee centres which can be opened on short notice;
- Liaison with the Medical Officer of Health on areas of mutual concern regarding operations in evacuee centres;
- Ensuring that a representative of the Rainbow District School Board is notified when facilities are required as evacuee reception centres, and that staff and volunteers utilizing the school facilities take direction from the Board representative(s) with respect to their maintenance, use and operation;
- Ensuring liaison with Manitoulin Lodge as required;
- Making arrangements for meals for the staff/volunteers at the EOC and the Site.

7. Emergency Medical Services (EMS) Representative

The Emergency Medical Services Representative is responsible for:

- Ensuring emergency medical services at the emergency site;
- Depending on the nature of the emergency, assigning the Site Manager and informing the CCG;
- Establishing an ongoing communications link with the senior EMS official at the scene of the emergency;
- Obtaining EMS from other municipalities for support, if required;
- Ensuring triage at the site;
- Advising the CCG if other means of transportation is required for large scale response;
- **Liaising with the Ministry of Health and Long Term Care Central Ambulance Communications Centre to ensure balanced emergency coverage is available at all times throughout the community;**
- Ensuring liaison with the receiving hospitals;
- Ensuring liaison with the Medical Officer of Health, as required.

8. Utility Representative – Hydro One

The Utility Representative – Hydro One is responsible for:

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

b) Support and Advisory Staff

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

1. Clerk's Administrative Assistant/Assistants

The Clerk's Administrative Assistant is responsible for:

- Assisting the Clerk, as required;
- Ensuring all important decisions made and actions taken by the CCG are recorded;
- Ensuring that maps and status boards are kept up to date;
- Providing a process for registering CCG members and maintaining a CCG member list;
- Notifying the required support and advisory staff of the emergency, and the location of the Emergency Operations Centre;
- Initiating the opening, operation and staffing of switchboard at the community offices, as the situation dictates, and ensuring operators are informed of CCG members' telephone numbers in the EOC;
- Assuming the responsibilities of the Citizen Inquiry Supervisor;
- Arranging for printing of material, as required;

- Coordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required;
- Upon direction by the Mayor, ensuring that all council are advised of the declaration and termination of declaration of the emergency;
- Upon direction by the Mayor, arranging special meetings of the council, as required, and advising members of council of the time, date, and location of the meetings;
- Procuring staff to assist, as required.

2. Legal Services Representative

The Legal Services Representative is responsible for:

- Providing advice to any member of the Community Control Group on matters of a legal nature as they may apply to the actions of the Town of Gore Bay in its response to the emergency, as requested.

3. Treasurer

The Treasurer is responsible for:

- Providing information and advice on financial matters as they relate to the emergency;
- Ensuring liaison, if necessary, with the Clerks/Treasurers of neighboring communities;
- Ensuring that records of expenses are maintained for future claim purposes;
- Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency.
- Providing and securing of equipment and supplies not owned by the Town of Gore Bay;
- Ensuring liaison with purchasing agents of the neighboring communities, if necessary;
- Maintaining and updating a list of all vendors (including 24-hours contact numbers) who may be required to provide supplies and equipment.

4. Human Resources Manager

The Human Resources Manager is responsible for:

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

5. Emergency Information Officer

The Town will appoint a person to act as the Emergency Information Officer during an emergency. The Emergency Information Officer is responsible for the dissemination of news and information to the media for the public. A detailed Emergency Information Plan is included in Part H on Page 20.

6. Other Agencies

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

7. Rainbow District School Board

The Rainbow District School Board is responsible for:

- Providing any school (as appropriate and available) for use as an evacuation or reception centre and a representative(s) to co-ordinate the maintenance, use and operation of the facilities being utilized as evacuation or reception centres;
- Ensuring liaison with the municipality as to protective actions to the schools (i.e., implementing school stay in place procedure and implementing the school evacuation procedure);

8. Manitoulin Health Centre Administrator

The Manitoulin Health Centre Administrator is responsible for:

- Implementing the hospital emergency plan;
- Ensuring liaison with the Medical Officer of Health and local ambulance representatives with respect to hospital and medical matters, as required;
- Evaluating requests for the provision of medical site teams/medical triage teams;
- Ensuring liaison with the Ministry of Health and Long Term Care, as appropriate.

9. Manitoulin Lodge Administrator

- The Manitoulin Lodge Administrator, upon request will allow the utilization of Manitoulin Lodge as an Emergency Evacuation Centre that may aid in the handling and care of people who have been evacuated from their homes, etc.;
- Arrange for the transportation to Manitoulin Lodge for residents who are in need of assistance due to displacement as a result of the emergency;
- Responsible for the control and care of the Lodge residents in the emergency area;
- Responsible for the training of staff to handle an emergency situation;

- Arrange for Debriefing Team for Victim Assistance / Mental Health issues.

c) Relationship between CCG and Emergency Site Manager (ESM):

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

The CCG will also ensure that the rest of the community maintains municipal services.

d) Relationship between ESM, 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 Emergency Site Manager, so as to offer a coordinate and effective response. Regular briefings will be held at the site and chaired by the Emergency Site Manager, so as to establish the manner and process by which response to the emergency will be provided.

PART G: EMERGENCY TELECOMMUNICATIONS PLAN

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

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

Each CCG member will communicate with their respective agency via cell phone.

In the event cell phone service is unavailable, portable hand radios will be used.

The Emergency Telecommunications Office is located in the office with the EOC. It is equipped with portable hand radios, battery back-up, two-way radio (ARES) with the necessary channels to communicate with police, fire, EMS and the Ontario Fire Marshall.

Communications between the EOC and the other responding agencies will be with the support of a runner.

PART H: EMERGENCY INFORMATION PLAN

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

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

- Emergency Information Officer;
- Community Spokesperson; and

The local Emergency Information Centre (EIC) will be located in the Common Area / Waiting Room at Manitoulin Transport Inc., 154 Hwy 540B Gore Bay. In the event that this centre cannot be used, the secondary location will be the Gore Bay Municipal Office at 15 Water Street, Gore Bay.

Depending on the nature of the emergency, it may be necessary to establish a media information area adjacent to the emergency site, as decided by the Community Control Group. This area, if established, will be staffed as determined by the community spokesperson.

A list of local media contact names and numbers is included in Annex C.

1. Emergency Information Officer

The Emergency Information Officer is an appointed Councillor and is responsible for:

- Writes media releases and advises Community Spokesperson / Mayor regarding release;
- Establishing a communication link with the Community Spokesperson and any other media coordinator(s), (i.e. provincial, federal, private industry, etc.) involved in the incident, ensuring that all information released to the media and public is timely, full and accurate;
- Ensuring that the EIC is set up and staffed and a site EIC, if required;
- Ensuring liaison with the CCG to obtain up-to-date information for media releases, coordinate individual interviews and organize press conferences;
- Ensuring that the following are advised of the telephone number of the media centre:
 - Media;
 - Community Control Group;
 - Switchboard (Town and Emergency Services);
 - Community Spokesperson;
 - Police Public Relations Officer;

- Neighboring Communities.

- Any other appropriate persons, agencies or businesses;
- 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;
- Ensuring that the media releases are approved by the Clerk (in consultation with the mayor) prior to dissemination, and distributing hard copies of the media release to the EIC, the CCG, Citizen Inquiry Supervisor and other key persons handling inquiries from the media;
- Monitoring news coverage, and correcting any erroneous information;
- Maintaining copies of media releases and newspaper articles pertaining to the emergency.

2. Community Spokesperson

The community spokesperson will be the Mayor and is responsible for:

- Authorizes press / media releases;
- Giving interviews on behalf of the Town of Gore Bay Council;
- Establishing a communication link and regular liaison with the Emergency Information Officer at the EOC;
- Redirecting all inquiries about decisions made by the CCG and about the emergency as a whole, to the Emergency Information Officer;
- Coordinating media photograph sessions at the scene when necessary and appropriate;
- Coordinating on-scene interviews between the emergency services personnel and the media.

PART I: PLAN MAINTENANCE

The CEMC is responsible for ensuring The Gore Bay Emergency Response Plan will be reviewed on an annual basis at a minimum.