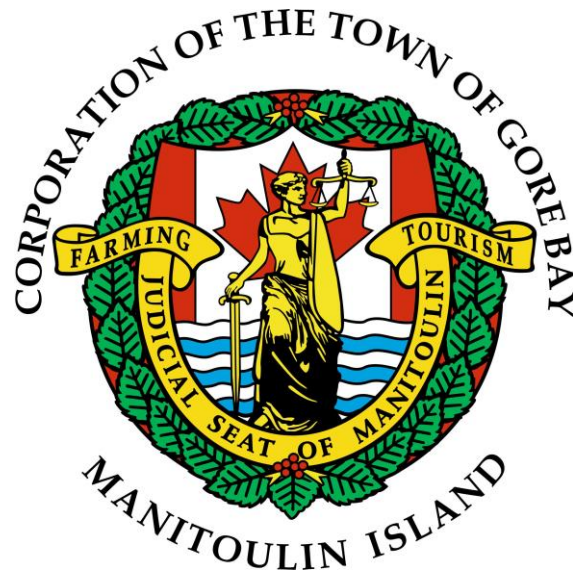


**THE CORPORATION
OF THE
TOWN OF GORE BAY
EMERGENCY RESPONSE PLAN**

Updated December 2023

AS ADOPTED BY-LAW 2024-04



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
EMERGENCY RESPONSE PLAN**

	TABLE OF CONTENTS	PAGE
PART A	INTRODUCTION	5
PART B	AIM	6
PART C	AUTHORITY	6
	a) Definition of an Emergency	7
	b) Action Prior Declaration	7
PART D	NOTIFICATION PROCEDURES	7
	a) Requests for Assistance	8
	b) A Declared Community Emergency	8
	c) Maintenance / Updating	9
PART E	EMERGENCY COMMUNITY CONTROL GROUP	9
	a) Emergency Operations Centre	9
	b) Community Control Group	10
	c) Operating Cycle	10
	d) Community Control Group Responsibilities	10
PART F	EMERGENCY RESPONSE SYSTEM	12
	a) Individual Responsibilities of the CCG	
	1. Mayor or Acting Mayor	12
	2. Clerk / CEMC	12

	PAGE
b) Support and Advisory Staff	
1. Clerk/ Deputy Clerk	14
2. Legal Services Representative	15
3. Treasurer	15
4. Human Resources Manager	15
5. Emergency Information Office	16
6. Other Agencies	16
7. Rainbow District School Board	16
8. Manitoulin Health Centre Administrator	16
9. Manitoulin Lodge Administrator	16
10. Ontario Provincial Police- Staff Sergeant	17
11. Fire Chief	17
12. Medical Officer of Health	18
13. Senior Social Services Representative (DSSAB)	18
14. Emergency Medical Services Representative (EMS)	19
15. Utility Representative- Hydro One	19
c) Relationship between CCG and Emergency Site Manager (ESM)	20
d) Relationship between ESM and command and control structures of emergency responders	20
PART G	EMERGENCY TELECOMMUNICATIONS PLAN
	20
PART H	EMERGENCY INFORMATION PLAN
	21
	1. Emergency Information Officer
	21
	2. Community Spokesperson
	22
PART I	PLAN MAINTENANCE
	22
PART J	DISTRIBUTION LIST
	23
PART K	UPDATES AND AMENDMENTS
	24

ANNEXES

		PAGE
ANNEX A	NOTIFICATION PROCEDURES	
	Emergency Notification Contact List	25
	Surrounding Communities	26
	Other Emergency Contact List	26
	H & R Noble Contact List	28
	Emergency Mutual Aid Pager System	29
	Mayor / Councilor Contact Numbers	31
	Volunteer Groups	32
	Manitoulin Snowdusters	32
	Notification Procedures	33
ANNEX B	LOGISTICS	34
	a) Location of the Emergency Operations Centre	34
	b) Equipment	34
ANNEX C	MEDIA CONTACTS	35
ANNEX D	EMERGENCY MEMBERS SIGN IN/ SIGN OUT LOG	36
ANNEX E	DECLARATION OF EMERGENCY	37
ANNEX F	DECLARATION OF EMERGENCY (ACTING HEAD OF COUNCIL)	38
ANNEX G	EMERGENCY PLAN INVENTORY LIST	39
	PUBLIC WORKS INVENTORY	40
	H & R NOBLE INVENTORY LIST	41
ANNEX H	EMERGENCY SERVICES - CONTACT LIST	43
ANNEX I	CANADIAN RED CROSS EMERGENCY SUPPLIES LOCATION	45

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.

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:

Aaron Wright,
Community Emergency Management Coordinator
The Corporation of the Town of Gore Bay
15 Water Street, PO Box 590
Gore Bay, Ontario POP 1H0
Tel: 705-282-2420 Fax: 705-282-3076
Email: hawshriner@gmail.com

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 #2018-02
- 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 Operation Centre”

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

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 416-325-1938

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 CEMC will appoint members who will notify:

- Emergency Management Ontario, Ministry of Public Safety and Security;
- Town Council;
- Fire Chief;
- Public Works Manager;
- 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;
- Public Works Manager;
- Fire Chief;
- 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 an annual 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 the Municipal Water Treatment Plant, 119B Lighthouse Road, 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:

- Town Manager
- Mayor of the Town of Gore Bay, or alternate;
- Clerk Emergency Management Coordinator, or alternate;
- Treasurer;
- Public Works Representative, or alternate; Roger Chenard (705) 282-7206;
- Council Representative, Aaron Wright;
- Fire Chief, Michael Addison;
- Information Officer/Office Assistant

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:

1. 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);

2. CEMC or Alternate

The 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.

3. 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.

b) Support and Advisory Staff

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

1. Clerk/Deputy Clerk

The Clerk/Deputy Clerk is responsible for:

- Deputy to Assist 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. Town Manager

The Town 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/Clerk or Alternate (Office Assistant)

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 21.

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.

10. Ontario Provincial Police – Staff Sergeant

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.

11. Fire Chief

The Fire Chief is responsible for:

- 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.

12. 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).

13. 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.

14. 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.

15. 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.

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 Emergency Management Coordinator; 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 Water Treatment Plant at 119 Lighthouse Road, 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 Emergency Information Officer and Community Emergency Management Coordinator.

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

1. Emergency Information Officer

The Emergency Information Officer is responsible for:

- Writing 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, co-ordinate 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.

ANNEX A:

1. EMERGENCY NOTIFICATION CONTACT LIST

Emergency Notification List:

CEMC Aaron Wright
Cell Tel: 705-282-4195

Alternate CEMC: Stasia Carr
39 Grandor Road
Kagawong
Work Tel: 705-282-2420
Home Tel: 705-282-6209
Cell Tel: 705-282-7276

Mayor: Ron Lane
12 Meredith St. Gore Bay
Cell Tel: 705-282-7241

Deputy Mayor : Dan Osborne
4 Borron St. Gore Bay
Cell Tel: 705-282-2629

Council Reps: Kelly Chaytor
Bus Tel:
Cell Tel: 705-348-0110

Treasurer: Michael Lalonde
Robertson Road, Gore Bay
Work Tel: 705-282-2420
Cell Tel: 705-440-8921

Public Works: Roger Chenard
985A Lakeshore Road
Kagawong
Cell Tel: 705-677-9136

Office Assistant: Marlene Witty
9 Agnes Street
Work Tel: 705-282-2420
Cell Tel: 705-368-6048
Home Tel: 705-282-0492

Town Manager: Harry Schlange
Cell Tel: 905-401-8245

2. SURROUNDING MUNICIPALITIES

Township of Burpee / Mills	Reeve Ken Noland	(Twp) 705-282-0624 (H) 705-282-2189
Township of Gordon/ Barrie Island	Reeve Lee Hayden	(Twp) 705-282-2702 (H) 705-282-0027
Township of Billings	Mayor Bryan Barker	(Twp) 705-282-2611
Municipality of Central Manitoulin	Mayor Richard Stephens	(Twp) 705-377-5726 (Office) 705-377-5050 (H) 705-377-6619

3. OTHER EMERGENCY CONTACT LIST

Ontario Provincial Police

Staff Sergeant Roch Perreault	705-862-7676
Community Services Office – Tessa Kasch	705-859-3155
Voice Mail	45959

Medical Officer of Health - Sudbury & District Health Unit

Medical Officer of Health Dr. Penny Sutcliffe	705-522-9200
Health Inspectors – Mindemoya	705-370-9200

Senior Social Services Representative (DSSAB)

Donna Stewart 705-862-7850 ext Cell: 705-669-7935

Emergency Medical Services (EMS) Representative (DSSAB)

First Contact: 705-862-7850 (office) 705-862-7850 ext. 601 (cell) 705-665-1555
Email: paul.myre@msdsb.net

On-Duty/On-call Superintendent 1-800-838-8904 From Midnight to 6:30 am

Jen Tasse
1-800-667-3145 ext 238
Or 705-862-7850
Cell: 705-936-6170

Manitoulin Health Centre

Paula Fields 705-368-2300

Gore Bay Medical Centre

Dr. McRae }
Dr. Wilson } 705-282-2262
Dr. Hamilton }

Rainbow District School Board

District Office 705-674-3171
C.C. McLean 705-368-7015

Amateur Radio Emergency Service (ARES)

Allan Boyd
District Emergency Co-ordinator 705-368-2779 (h)
Radio: VE3AJB

ARES – Assistant Emergency Coordinators

District Emergency Coordinator

Allan Boyd 705-368-2779
(Little Current) **VE3AJB**

Martin Connell 705-348-1484
(Kagawong) **VA3RMI**

Permanent Stations:

- ❖ Manitoulin E.O.C.G. – OPP Headquarters VE3OPP
- ❖ Manitoulin Fire Communications VA3RMI
- ❖ Manitoulin Red Cross VE3RCL
- ❖ Manitoulin Weather Office VE3WWL
- ❖ Manitoulin Police Command Vehicle VE3OPP
- ❖ St. John Ambulance Command Vehicle VA3SJA

H & R Noble Construction

Regular Hours	6:00 a.m. – 6:00 pm.
Gore Bay Telephone No.	282-2496
Little Current Telephone No.	368-3565

After Hours:

Randy Noble	282-2161
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H & R Noble Construction – Little Current

Little Current Contacts	
Kevin Aelick	368-2956

**ANNEX
EMERGENCY MUTUAL AID PAGER SYSTEM**

&

FIRE DEPARTMENT'S & CONTACT NUMBERS

<u>FIRE DISTRICT</u>	<u>TEL. NUMBER</u>	<u>CAP CODE</u>
Gore Bay	282-3233	
Chief: Michael Addison	862-2961(c)	
Central Manitoulin		
Campbell	377-5490	144
Carnavon	377-5490	101
Sandfield	377-5490	121
Chief: Phillip Gosse		
Burpee – Mills	282-8282	258
Chief: Rick Graham	282-0624 (h)	
Billings		211
Chief: Martin Connell	348-1484	
M'Chigeeng	377-5136	110
Chief: Andrew Corbiere	348-8569 (c)	
Aundeck Omni Kaning		
Chief: Rob Howell	368-1322 (Firehall)	
Deputy:		
Little Current		
Chief: Duane Deschamps	348-0853 (h & w) 368-3500 ext 240 (fire hall)	
Manitowaning		
Chief: Dwayne Elliott	859-2706 (h) 705-936-7729 (c)	
Deputy: B.J. LaFleur	705-859-3212 (fire hall)	

Tehkummah

Chief: Jeff Wilson 210-9065 (c)
 859-3287 (fire hall)

Robinson

Chief: Doug Wismer 283-3211 (h) 282-4089

Deputy Tim McKinley 204-999-1787 (c)

MAYOR / COUNCILLOR CONTACT NUMBERS

Mayor: Ron Lane
12 Meredith St. Gore Bay, ON
(C) 705-282-7241 E-mail: ron.lane7@gmail.com

Councilor: Ken Blodgett
Gore Bay, ON
(W) 705-282-0185
(C) 705-968-0244 E-mail: info@cyncnorth.com

Aaron Wright
4 Van Horn St. Gore Bay, ON
(C) 705-282-4195 E-mail: hawshrinker@gmail.com

Kelly Chaytor
2 Van Horn St. Gore Bay, ON
(C) 705-348-0110 E-mail: k.chaytor@live.com

Terry Olmstead
26 Hall St W Gore Bay, ON
(H) 705-282-0894
(C) 416-571-3011 E-mail: tolmstead@teroshr.ca

Rob Dearing
21 Meredith St. Gore Bay, ON
(C) 705-282-7259 E-mail: rdandsons@sympatico.ca

Dan Osborne
4 Borron St. Gore Bay, ON
(C) 705-282-2629 E-mail: dlkent@bellnet.ca

VOLUNTEER GROUPS

Gore Bay Rotary Club

Jack Clark
Gore Bay, ON
(C) 705-282-7725 E-mail: jbrjclar@gmail.com

Kidane Gebrekristose
45 Meredith St. Gore Bay, ON
(H) 705-282-3371
(W) 705-282-2409

Western Manitoulin Lions Club

Larry Hunter
705-282-0192

NOTIFICATION PROCEDURES

The notification may be activated by the CEMC / Clerk (**refer to page 25**), Fire Chief, the Police Staff Sergeant, the Mayor, and the Medical Officer of Health.

Upon activation, the notification process will be carried out at once by the police dispatcher, who will note the detail of the message (e.g. description of the emergency, instructions to remain on standby or assemble at the EOC, etc.). This dispatcher will ensure this information is passed to and understood by each person called. Persons on the notification list will be called in order, starting with the Mayor.

If the primary person cannot be reached at any of the listed numbers, telephone the alternate.

If neither can be reached, go on to the next appointment on the list.

Should an emergency occur or an impending emergency, contact should be made with the Emergency Management Ontario Duty Officer (24/7) 1-416-314-0472 or 1-866-314-0472

Once the end of the list has been reached, try again to reach those who were not available on the first attempt.

Note the exact time each person was reached.

ANNEX B: LOGISTICS

a) Emergency Operations Centre

The Emergency Operations Centre will be located at the Municipal Water Treatment Plant, which is located at 119B Lighthouse Road, Gore Bay.

The alternate Emergency Operations Centre will be located at the Gore Bay Municipal Office at 15 Water Street, Gore Bay.

b) Equipment

The equipment required for the Emergency Operation Centre is organized in a kit form. The kit is located at the Municipal Water Treatment Plant, 119B Lighthouse Road in Gore Bay. The Emergency Management Coordinator is responsible for inspecting the kit on a regular basis and for ensuring that the kit contents are all in working order.

Additional equipment, which is required for the Emergency Operations Centre, is listed below:

- Backup Power Source;
- Radio Base Station;
- Sufficient Telephone;
- GIS Mapping;
- Status Display Boards;
- Photocopier, fax machine, and computers;
- Copies of Emergency Plan, Procedures & Checklists, Resource Directories;
- ID Badges / Name Tags;
- Flashlights, candles, and batteries;
- Office and stationery supplies;
- Signs to mark work areas;
- AM / FM radio, Weather radio;
- Television monitor;
- ARES Emergency Radio System

ANNEX C: MEDIA CONTACTS

Emergency Information Officer - Stasia Carr – CAO/Clerk

Newspapers

The Manitoulin Expositor/ West Recorder

Rick McCutcheon, Owner

(tel) 705-368-2744

(fax) 705-368-3822

(h) 705-368-3101

(c) 705-929-3101 Alicia McCutcheon – Editor

(c) 705-282-7964 Tom Sasvari-Recorder

The Sudbury Star

(tel) (705) 674-5271

(fax) (705) 674-0624

Radio

Moose FM 94.1

(tel) 705-848-3508

(fax) 705-848-1378

100.7 The Island/ Country 103 Great Lakes Country

(tel) 705-368-1419

(fax) 705-368-1080

Email: radio@manitoulin.net

CBC Radio

(tel) 705-688-3200

(toll) 1-800-461-1138

Newsroom 705-688-3240

(fax) 705-688-3236 (newsroom)

705-699-3220 (receptionist)

Television

MCTV

(tel) 705-674-8301

(fax) 705-673-0730 (newsroom)

I, _____, Mayor of The Corporation of the Town of Gore Bay
declare that an emergency exists in the area of:

in the community of Gore Bay due to:

Dated this _____ **day of** _____

Signature of Head of Council

Name of Head of Council

I, _____, Acting Head of Council of The Corporation
of the Town of Gore Bay declare that an emergency exists in the area of:

in the community of Gore Bay due to:

Dated this _____ **day of** _____

**Signature of
Acting Head of Council**

Name of Acting Head of Council

ANNEX G

EMERGENCY PLAN INVENTORY LIST (Public Works)

1. Storage Building

- Waterline Repair Material

2. Garage (Heated Storage)

- Cement mixer
- Trackless, Snow Blower, Sweeper, Blade, Sander
- Backhoe
- 5 Ton Snow Plow / Sander / Dump Truck
- 5 Ton Dump Truck
- 2010 Ford F250
- 2018 ½ Ton Truck
- 2004 ½ Ton Truck
- Chain Saw
- Gas Cut Off Saw
- Ditch Pump
- Mechanical Hand Tools
- Welder
- Hydraulic Jack Hammer
- Torches
- Bolts
- Shop Air Compressor
- 5500 Watt Gas Compressor (Used at the Sewer Lift Station)
- 4100 Watt Gas Compressor

Inventory (Public Works) Cont'd

- ❑ Portable Lighting
- ❑ Extension Cords
- ❑ 10 HP Outboard & 16' Steel Boat
- ❑ Bulk Engine Oil
- ❑ 200 Gallons of Gas
- ❑ 200 Gallons of Diesel Fuel
- ❑ 200 Gallons of Clear Diesel
- ❑ Workers Safety Equipment
- ❑ Harness
- ❑ Hard Hats
- ❑ Waterline Repair Fittings
- ❑ Equipment Repair Parts
- ❑ Signage
- ❑ 2 Way Radio System
- ❑ One Cell Phone
- ❑ Telephone
- ❑ Waterline Tracer
- ❑ Metal Detector
- ❑ Listening Device
- ❑ Generator for Evacuation Centre (Community Hall)

H & R Noble Equipment Inventory

- ❑ Bulldozers
- ❑ Loaders
- ❑ Excavator Hoes
- ❑ Trucks
- ❑ Sander and Snowplow Equipment
- ❑ Several Generators
- ❑ Mobile Welders

Contacts:

Regular Hours: 6:00 a.m. – 6:00 p.m.
705-282-2496

After Hours: Randy Noble 705-282-2161
Larry Morrison 705-282-1958

Contacts: Kevin Aelick 705-368-2956

ANNEX H

EMERGENCY SERVICES - CONTACT LIST

Hydro One

Contact: Mark Bender

- 1-888-254-3992

(Fire Departments – i.e. hydro line down)

- 1-877-363-7464 (When possible get pole number)

Bell Canada

- For fast tracking phone installations

- 1-800-467-6895 (24x7)

Bell Canada requires the following information:

- Contact phone number
- A working existing telephone number where the installation is required
- Address of location where the installation is required (154 Hwy 540B, Gore Bay)
- Billing number of existing telephone number where the installation is required
- Number of telephone lines required

Spectrum Group

- 705-673-6661 or 1-866-417-2346 Fax: 705-673-0957
- 505 Froot Rd. Sudbury P3C 5A2

Inventory Available:

- Public Address Systems & Sirens
- Emergency Vehicle Lighting, Beacons & Sirens
- Motorola Two-Way Radios
- Globalstar Satellite Phones
- Wireless Networking
- Remote Site Monitoring Equipment
- Closed Circuit Surveillance Systems
- Portable Communication Towers

Sudbury & District Critical Incident Stress Management Association

- Pager: 705-688-7677

Ontario Storm Prediction Centre (OSPC)

The Severe Weather Desk 24/7

Environment Canada Inquiry Centre 1 800 668 6767
(819) 994-0736
enviroinfo@ec.gc.ca

Current weather conditions and forecasts for areas that may be experiencing some form of environmental emergency (chemical fire, gas release, toxic spill, etc) in addition to some form of weather emergency that may require a weather update, i.e. large accident on highway caused by fog, freezing rain.

Salvation Army

634 Notre Dame Ave. Sudbury ON P3C 5L2
705-673-5893
1-800-725-2769

ANNEX I

CANADIAN RED CROSS

EMERGENCY SUPPLIES

The Canadian Red Cross Organization acquired the following emergency supplies to be distributed as outlined in the table below.

- 12,000 Emergency Cots
- 12,000 Hygiene Kits
- 24,000 Blankets

<u>Location</u>	<u>Supply Quantity</u>
Bruce County	500
Cambridge	340
Dufferin	250
Grey County	250
Guelph	500
Hamilton	250
Niagara	250
Ottawa	500
Peterborough	750
Sarnia	500
Simcoe	250
Sudbury	1000
Thunder Bay	1000
Toronto Area	5000
Wellington	500
Windsor	500
Woodstock	500

Canadian Red Cross Society
5 – 866 Newgate Avenue Sudbury
Tel: 705-674-0737