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MUNICIPALITY OF POWASSAN



EMERGENCY RESPONSE PLAN

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MUNICIPALITY OF POWASSAN EMERGENCY RESPONSE PLAN

PART A: INTRODUCTION

An emergency is 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 Municipality of Powassan.

The population of the Municipality of Powassan is 3,278 residents with the two major groups being in the age range of 36-55 years and 66 plus years and over.

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

The Municipality of Powassan 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 Municipality of Powassan important emergency response information related to:

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

In addition, it is important that residents, businesses and interested visitors be ware of its provisions. Copies of the Municipality of Powassan Emergency Response Plan may be viewed at the Municipal office. For more information, please contact the Community Emergency Management Coordinator Barbara Griswold at the Municipal Office (705) 724-2813.

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 Municipality of Powassan when faced with an emergency.

It enables a centralized controlled and coordinated response to emergencies in the Municipality of Powassan, and meets the legislated requirements of the *Emergency Management and Civil Protection Act, 2006*.

There are key areas in the Municipality that are a concern. Most are environmental in nature - flooding, ice and snow storms, and forest fires. Due to Powassan's large rural area, these disasters could cause isolation of individuals in some areas of the community.

The Municipality of Powassan has a major highway running through the community linking the areas of Trout Creek and Powassan. Transportation accidents are likely and since this is a main corridor from Toronto to Sudbury, there is a concern for hazardous spills from trucking these goods between the main centers. Environmental factors (winter hazards) increase these risks.

The Municipality also has a rail line running through it. Part of the rail line is close to a creek which has the potential for water contamination should a rail accident occur. The rail line also runs directly through both built up areas in the municipality (former towns of Trout Creek and Powassan) this could present a high risk to residents should a major derailment occur.

Another concern is the large number of residents over 65 years of age which represents approximately 25% of the population. There are two nursing homes and many large assembly institutions such as schools, churches, meeting places and arenas which could cause potentially large amounts of casualties should any emergency occur in these locations.

Details of potential areas of concern are identified in the Hazard Identification and Risk Assessment section attached. 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.

C-1 The EMA states that:

"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."

[Section 3 (1)]

"The head of council of the 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." [Section 4 (1)]

As enabled by the Emergency Management Act, 2003, this emergency response plan and its' elements have been:

- Issued under the authority of the Municipality of Powassan By-Law # 2004-32 ; and
- Filed with Emergency Management Ontario, Ministry of Community Safety and Correctional Services.

C-2 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.

C-3 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 Municipality of Powassan.

Figure 1
Administrative Framework

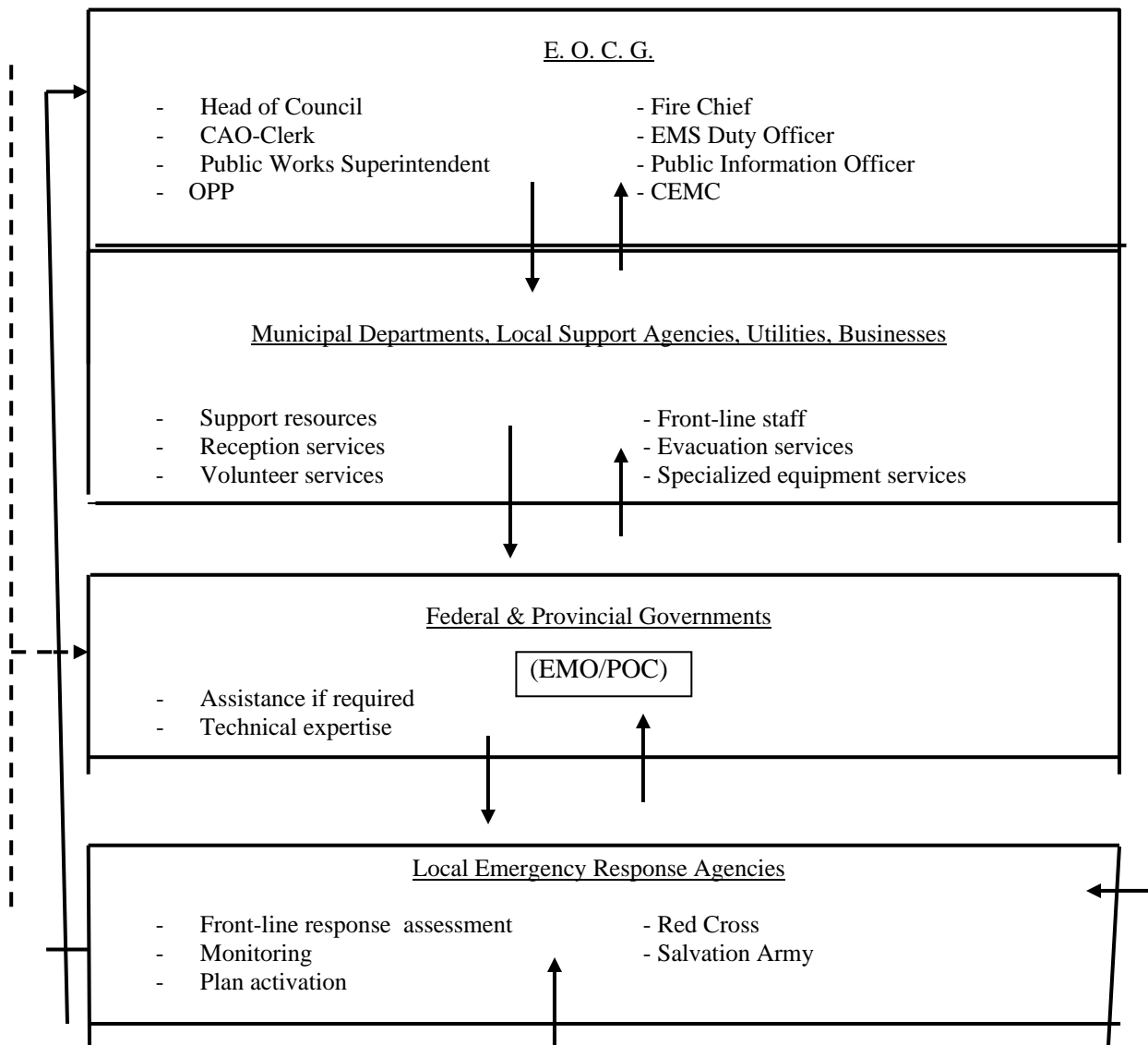
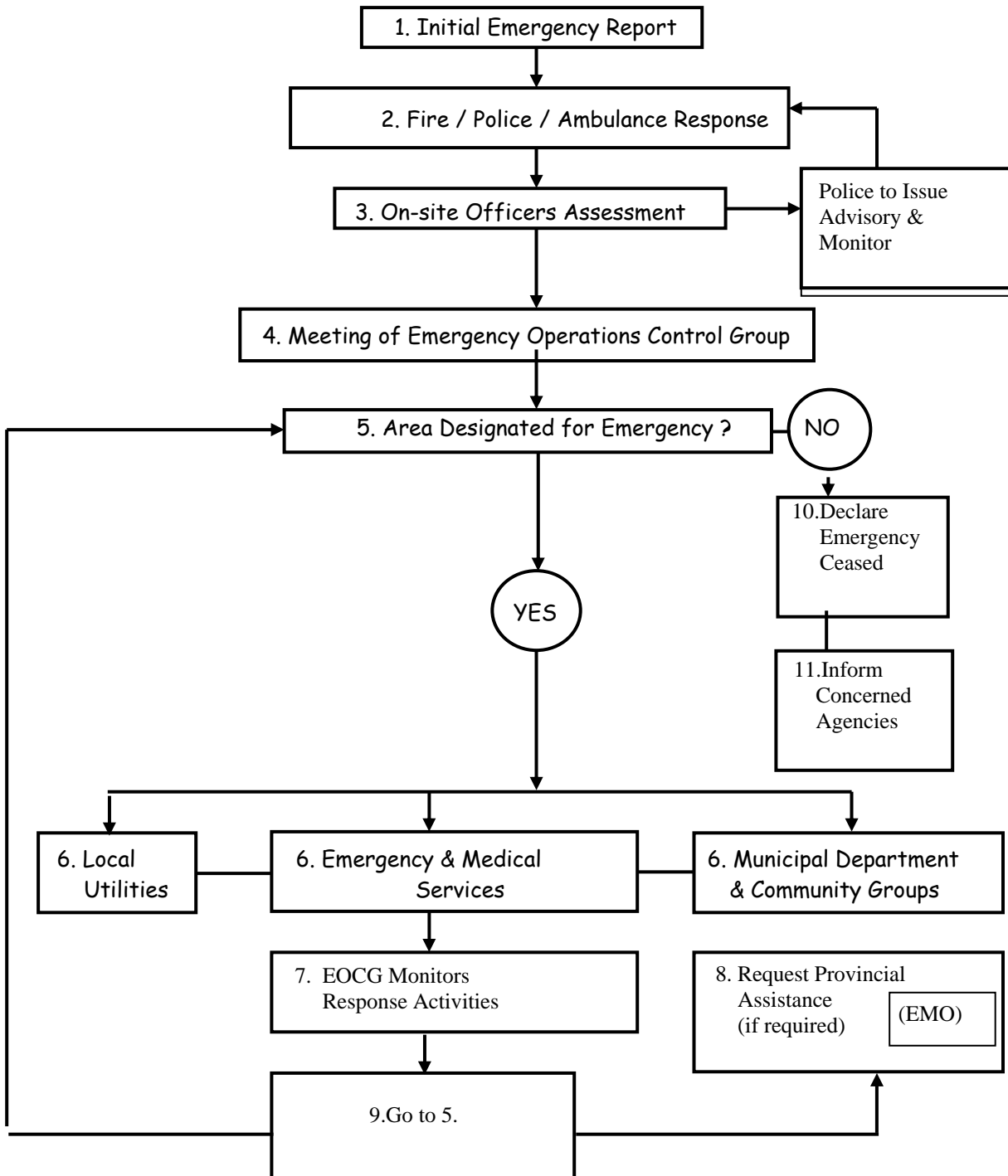


Figure 2
Community Emergency Procedural Flow Chart



PART D: EMERGENCY NOTIFICATION PROCEDURES

D-1 Phase 1 (Emergency Services)

In Phase 1, the senior officials of the first responders, (fire, police, EMS) will meet on-site to access the incident.

- If the incident can be dealt with under normal procedures, then the response continues as normal.
- If the incident could expand to require additional assistance then the senior officials will appointed a member to immediately contact the Mayor and/or CAO-Clerk and/or Emergency Management Coordinator to request that the notification system be activated.
- Where a threat of an impending emergency exists, the CCG will be notified and placed on standby, or, at the direction of the CEMC, may be called to convene in accordance with instructions provided for in the notification. Each CCG member will be notified in order, as referenced in Annex A, regarding the nature of the threat/situation and instructions concerning where to assemble.

D-2 Phase 2 (CCG Members)

- Upon confirmation of an emergency, the Emergency Management Coordinator will notify all members of the Community Control Group (CCG). Each CCG member will be called in order, as per Annex A, with the nature of the emergency and any instructions to follow such as which EOC to assemble at. When an emergency exists but has not yet been declared to exist, municipal employees may take such action(s) under this emergency plan as may be required to protect lives and preserve property in the municipality.
- If the primary contact cannot be reached at any of the listed numbers, the alternate will be telephoned. The time of each attempt of contact shall be recorded. If neither can be reached the next person on the list will be contacted.
- Once the list has been completed, a call will be placed again to each member of the CCG not successfully contacted. The time of each successful contact shall be recorded.
- The Chief Administrative Officer will exercise overall control, pending the arrival of the Mayor, at the EOC.
- The Public Information Officer, with CCG approval, will prepare the Emergency Information Centre. **MEDIA CONTACT WILL ONLY BE THROUGH THE MAYOR OR PUBLIC INFORMATION OFFICER.**

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

D-3 Request for Assistance

Assistance may be requested from the surrounding municipalities of Callander, Chisholm, North Bay and Nipissing at any time by contacting their respective Emergency Management Coordinators. The request shall not be deemed to be a request that the participating municipalities assume authority and control of the emergency.

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

The Emergency notification contact list, including contact numbers for requesting assistance, is attached as Annex A.

D-4 A Declared Community Emergency

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

D-4A Upon declaring an emergency, the Mayor will notify:

- Emergency Management Ontario, Ministry of Community Safety and Correctional Services;
- Municipal Council and staff;
- Public;
- Neighbouring Community officials, as required;
- Local Member of the Provincial Parliament (MMP);
- Local Member of Parliament (MP)

D-4B Community emergency may be terminated at any time by:

- Mayor or Acting Mayor; or
- Town Council
- Premier of Ontario

D-4C When terminating an emergency, the Mayor will notify:

- Emergency Management Ontario, Ministry of Community Safety and Correctional Services;
- Town Council
- Public;
- Neighbouring Community officials, as required;
- Local Member of the Provincial Parliament (MMP);
- Local Member of Parliament (MP)

PART E: EMERGENCY COMMUNITY CONTROL GROUP

E-1 Community Control Group (CCG)

The CCG will report to the Emergency Operations Centre as defined in Annex A.

The emergency response will be directed and controlled by the Community Control Group.

E-2 The CCG consists of the following officials:

- Mayor of the Municipality of Powassan, or alternate;
- Chief Administrative Officer, or alternate;
- Emergency Management Coordinator, or alternate;
- Fire Chief, or alternate;
- Public Works Representative, or alternate;
- Emergency Information Coordinator - appointed
- Ontario Provincial Police representative, if required or available;
- Medical Officer of Health, or alternate, if required or available;
- Social Services Representative, or alternate, if required or available;
- Emergency Medical Services (EMS), or alternate, if required or available;
- Local electrical utility representative, or alternate, if required or available;

Additional personnel called or added to the CCG may include:

- Emergency Management Ontario Representative;
- Mattawa, Conservation Authority Representative;
- Liaison staff from provincial ministries;
- Any other officials, experts or representatives from the public or private sector as deemed necessary by the CCG.

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.

E-3 Operating Cycle

Members of the CCG will gather at regular intervals to inform each other of actions taken and problems encountered. The Chief Administrative Officer (CAO)-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 EOCs Secretary will maintain status boards and maps which will be prominently displayed and kept up to date.

E-4 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 on the need to designate all or part of the Municipality as an emergency area;
- Advising the Mayor as to whether the declaration of an emergency is recommended;
- 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 utilities or services provided by public or private concerns, i.e. hydro, water, gas, closing down a section of streets providing shopping requirements, etc.
- 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 for evacuation or transport of persons and/or supplies;
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Coordinator 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 CAO-Clerk within one week of the termination of the emergency, as required;
- Participating in the debriefing following the emergency.
- The CCG will ensure continuity of essential municipal services throughout the municipality.

PART F: EMERGENCY RESPONSE SYSTEM

F-1 The individual responsibilities of the Community Control Group are described below:

F-1A Mayor or Acting Mayor

The Mayor or 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);
- 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.

F-1B. Chief Administrative Officer-Clerk (or alternately Deputy Clerk)

- Activating the emergency notification system through the call system after ensuring that the Ontario Provincial Police have been notified;
- Ensuring liaison with the Ontario Provincial Police regarding security arrangements for the EOC;
- As the Operations Officer and Chair of CCG 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 Municipal staff to provide assistance, as required.

F-1C. Community Emergency Management Coordinator

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

- Activating the emergency notification system through the call system after first being contacted by the Mayor or CAO-Clerk or alternate
- Activating and arrangement of 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;
- Providing a process for registering CCG members and maintaining a CCG member list;

- 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 further items that may result from the activation of the Emergency Response Plan and keeping CCG informed of implementation need;
- Maintaining the records and logs for the purpose of debriefings and post-emergency reporting that will be prepared.
- Updating and ensuring that the emergency plans

F-1D Fire Chief and Fire Department

The Fire Chief is responsible for:

- Activating the emergency notification system through the Mayor;
- 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;
- Initiating mutual aid arrangements for the provision of additional firefighters and equipment, if required;
- Determining if additional or special equipment is needed and making necessary arrangements for procurement, 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;
- Making arrangements to acquire additional communications resources during an emergency;
- Providing emergency potable water, supplies and sanitation facilities to the requirements of the Medical Official of Health;
- Maintaining of log of all actions taken

F-1E. Public Works Superintendent and Department

The Public Works Representative is responsible for:

- Providing the CCG with information and advice on engineering and public works matters; roads, water and sewer system;
- 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;
- Providing equipment for emergency pumping operations.

F-1E. Public Works Superintendent and Department- continued

The Public Works Representative is responsible for:

- Ensuring liaison with the Fire Chief concerning emergency water supplies for fire fighting purposes;
- 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. public transit, school buses, trains, boats, and 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 operations involved.

F-1F. Ontario Provincial Police Representative

The Ontario Provincial Police Staff Sergeant;

- Activating the emergency notification system by contacting the Mayor or CAO
- Notifying necessary emergency and community services, as required
- Establishment of a site command post with communications to the EOC and an alternate EOC Standby
- Depending on the nature of the emergency, assign the Incident Commander and inform the CCG
- Establishing an ongoing communications link with the senior police official at the scene of the emergency
- Establishment of an inner perimeter within the emergency area
- Establishing the outer perimeter in the vicinity of the emergency vehicles and restrict access to all but essential emergency personnel
- Provide traffic control to facilitate the movement of emergency vehicles
- Alerting persons endangered by the emergency and coordinating evacuation procedures
- Ensuring the protection of life and property and the provision of law and order
- Provide police service in the EOC, evacuee centres, morgues, and other facilities as required
- Notify the coroner of fatalities
- Ensuring liaison with other municipal, provincial and federal police agencies as required
- Advising any other external enforcement agencies as law requires, MNR, MOE etc..
- Maintain a personal log of all actions taken

F-1G. 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 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 Communication Centre to ensure balanced emergency coverage is available at all times throughout the community
- Ensuring liaison with the receiving hospitals
- Ensuring liaison with the local hospitals
- Ensuring liaison with the Medical Officer of Health as required

F-1H. Senior Social Services Representative

The Senior Social Services Representative is responsible for:

- Act as the overall Social Services authority during the emergency
- Contact senior levels of government such as the Ministry of Community and Social Services, as required
- Provide social assistance to any person in need of food, accommodation and clothing due to the emergency situation
- Assist with the opening, operation, direction and supervision of sufficient Emergency Centres as may be required

Work with the Red Cross or other inquiry system to be established to deal with inquiries from concerned relatives.

F-1I. Medical Officer of Health

The Medical Officer of Health is responsible for:

- Provide inspection of evacuation centers, make recommendations and initiate remedial action in areas of accommodation standards related to:
 - Overcrowding, sewage and waste disposal
 - Monitoring of water supply, air quality, sanitation
 - Food handling, storage, preparation, distribution and service
- Liaise with local social service agencies on areas of mutual concern regarding public health information in evacuation centers.

F-1I. Medical Officer of Health - continued

The Medical Officer of Health is responsible for:

- Advise on or order any necessary evacuation, isolation or quarantine measures which must be taken in consultation with other agencies.
- Provide instruction and health information through public service announcements and information networks.
- Issue orders if necessary, to mitigate or eliminate health hazards as per the Health Protection and Promotion Act.
- Provide advice to the public and local healthcare professionals with regard to health consequences of exposure to spills of toxic chemicals.

F-1J. Utility Representative- Hydro One

Will be responsible for:

- providing timely system and restoration information during a power outage through fax

F-1K. Natural Gas Representative - Union Gas

Union Gas is responsible for:

- Activating the emergency notification system by contacting the Mayor or CAO
- Notifying necessary emergency and community services, as required
- Establishment of a site command post with communications to the EOC
- Depending on the nature of the emergency, assign the Incident Commander and inform the CCG
- Establishing an ongoing communications link with the senior officials at the scene of the emergency
- Establishment of an inner perimeter within the emergency area
- Establishing the outer perimeter in the vicinity of the emergency vehicles and restrict access to all but essential emergency personnel
- Alerting persons endangered by the emergency and coordinating evacuation procedures
- Ensuring liaison with other municipal, provincial and federal agencies as required
- Advising any other external enforcement agencies as law requires, MNR, MOE etc..
- Maintain a personal log of all actions taken

F-2 Support and Advisory Staff

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

F-2A. EOCs Secretary and other staff:

The EOCs Secretary and other staff are responsible for:

- Assisting the Chief Administrative Officer, 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;
- Notifying the required support and advisory staff of the emergency, and the location of the Emergency Operations Centre;
- Printing/copying of material, as required;
- Upon direction by the Mayor, arranging special meetings of council, as required, and advising members of council of the time, date, and location of the meetings;
- Coordinating and processing requests for human resources;
- Coordinating offers of, and appeals for, volunteers with the support of the CCG;
- Arranging for transportation of human resources to and from site(s);
- Obtaining assistance, if necessary, from Human Resources Development Canada, as well as other governments departments, public and private agencies and volunteer groups.

F-2B. Municipal Lawyer

The Municipal Lawyer is responsible for:

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

F-2C. Treasurer (or alternately the Deputy Treasurer)

The Treasurer is responsible for:

- Providing and securing of equipment and supplies not owned by the Municipality of Powassan;
- Ensuring the prompt payment and settlement of all legitimate invoices and claims incurring during an emergency.
- Maintaining and updating a list of all vendors (including 24-hour contact numbers) who may be required to provide supplies and equipment.

F-2D Emergency Information Officer

The Community Control Group will designate an individual 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.

F-2E. 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.

F-2F. Public and Separate School Boards

The Public and Separate School Board are 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., evacuation procedure;
- St. Gregory's School has been designated as an Emergency Evacuation Centre
- Upon notification of CCG activate evacuation centre
- Assist with proper registration of all evacuees entering

F-2G. Red Cross

- 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 practicable
- Ensuring clothing and personal essentials are available at evacuation centre.
- Registering evacuee at evacuation centre.

F-2H. Royal Canadian Legion Branch 453

- Upon notification of *CCG* activate reception centre
- Assist with proper registration of all evacuees entering
- Ensuring evacuees are supplied with food, beverages

F-3 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 in response to the emergency.

F-4 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 coordinated 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 6: 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 Information Officer for the Municipality of Powassan will be responsible to contact the local contacts for further communications as required.

The Emergency Telecommunications Office is located in at the Municipality of Powassan's office at 466 Main Street, Powassan and alternate. To be equipped with generator back up power, two-way radios, various phone lines, internet capability, and fax machines with the necessary channels to communicate with police, fire, EMS and other required agencies.

Communications between the EOC and the other responding agencies will be through the Emergency Telecommunications Office and logged appropriately through the EOC Secretary.

Should the Municipality of Powassan lose all telephone communications, pre-arranged communications could be obtained from the Public Works Department/Fire Department and the school bus radios, which will act as relay to the EOC and the emergency site.

PART H: EMERGENCY INFORMATION PLAN

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

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

- Emergency Information Officer
- Community Spokesperson

The local Emergency Information Centre (EIC) will be located in the Powassan United Library 324 Clark St W. in Powassan. In the event that this centre cannot be used, the secondary location will be Trout Creek Friendship Centre in Trout Creek.

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 CCG.

H-1 Emergency Information Officer - appointed by CCG

The Emergency Information Officer reports to the Clerk-CAO and Mayor and is responsible for:

- Establishing a communication link with the Community Spokesperson, and any other media coordinator (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 is available, 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;
 - Community Spokesperson
 - Police Public Relations Representative;
 - Neighbouring Communities;
 - Any other appropriate persons, agencies, or businesses.

- Ensuring that the media releases are approved by the CCG prior to dissemination, and distributing hard copies of the media release to the EIC 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.
- Maintaining an inventory of community and private sector communications equipment and facilities within the community, which could, in an emergency, be used to augment existing communications systems

H-2. Community Spokesperson - Mayor

The community spokesperson will be appointed by the Community Control Group and is responsible for:

- Giving interviews on behalf of the Municipality of Powassan
- Establishing a communication link and regular liaison with the Emergency Information Coordinator at the EOC;
- Redirecting all inquiries about decisions made by the CCG and about the emergency as a whole to the Emergency Information Coordinator;
- Coordinating media photograph sessions at the scene when necessary and appropriate;
- Coordinating on-scene interviews between the emergency services personnel and the media.

H-3 Information Mediums

The EIO will contact the following media sources in order to coordinate timely information being communicated to the public;

- Almaguin News
- North Bay Nugget
- MCTV
- Rogers Radio (EZ Rock, The Fox and CKAT)
- The Moose Radio
- CBC

Information will also be posted on the Community Channel which can be accessed through Personna Cable on *Channel 11*. However, Trout Creek residents do not have access to this station.

PART I: RECOVERY

I-1) ODRAP

The ODRAP is intended to alleviate the hardship suffered by private homeowners, farmers, small business enterprises and non-profit organizations, whose essential property has been damaged in an unexpected natural disaster, such as a severe windstorm, tornado, flood, forest fire or ice storm. The ODRAP provides funds to those who have sustained heavy losses for essential items such as shelter and the "necessities of life". ODRAP does not provide full cost recovery for all damages resulting from a disaster; it only helps eligible recipients restore essential furnishings and property to pre-disaster condition.

The ODRAP provides assistance when damages are so extensive that they exceed the financial resources of the affected individuals, the municipality and community at large. This program does not cover damages to privately-owned, non-essential property, nor to essential property where private insurance is normally available.

I-2 Critical Incident Stress

Critical Incident Stress counseling [CISM] may be requested through Emergency Management Ontario as required during and after the emergency for mental health disorders, emotional trauma and shock suffered as a result of the emergency.

PART J: DISTRIBUTION LIST

Copy Number	Location	Issued dd/mm/yy

PART K: UPDATES AND AMENDMENTS

Section	Purpose	Date