



TOWNSHIP OF NIPIGON

Emergency Response Plan

December 2019

Revision 4a December 2023 – Public Edition

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INTRODUCTION

- The Township of Nipigon is located on TransCanada Highway 11 and 17, 107 km northeast of Thunder Bay, on the west bank of the Nipigon River. Nipigon has a population of approximately 1,670.
- Nipigon is policed by the Nipigon OPP Detachment, has its own volunteer Fire Service and an enhanced 911 service.
- The CPR main rail line passes through the Municipality
- Nipigon's Critical Infrastructure is listed as Supporting Document "2"
- The most probable emergencies to affect the Municipality are listed in the HIRA (Hazard Identification and Risk Analysis) and is attached as Supporting Document "3"

DEFINITIONS

"Community Emergency Management Coordinator (CEMC)" coordinates the development, implementation and maintenance of the community's emergency management program.

"Municipal Emergency Control Group (MECG)" Is responsible for supporting the actions of all agencies responding to an emergency, defining overall strategy, and planning for secondary effects of any emergency or disaster.

"Emergency Management Program Committee (EMPC)" is a group appointed by Council that shall advise the Council on the development and implementation of the municipality's emergency management program and shall conduct an annual review of the municipality's emergency management program and shall make recommendations to the council for its revision if necessary.

"Emergency Information Officer (EIO)" is the individual appointed to act as the primary media and public contact for the municipality in an emergency.

"Emergency Operations Centre (EOC)" is the physical facility from which the Municipal Emergency Control Group supports the response effort of all the responding agencies to an emergency. This facility is located at a predetermined location with an alternate location designated if the primary EOC is not accessible.

"Sector Officer" is the individual representing his/her agency and may be based on as functional description or a geographic description. The sector officer will answer directly to the incident commander.

"Scribe" is responsible to the Administrator to assist him/her in the Emergency Operations Centre.

FOREWORD

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

The Emergency Management and Civil Protection Act is the authority for the by-law formulating this emergency plan. This plan prescribes procedures for and the manner in which municipal employees and other persons will respond to an emergency.

The Act states "Head of Council" may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he/she considers necessary and are not contrary to the law to implement the emergency plan of the municipality and to protect the property and the health, safety and welfare of the inhabitants of the emergency area". Accordingly, it is clear that the principal function of the Community Control Group, if assembled, is to assist the Head of Council in making and placing in effect any decisions and orders that are made to control and mitigate the effects of an emergency.

All members of Council, Municipal Emergency Control Group (MECG), and members of responding agencies should read the plan, know where their copy is kept and be familiar with their duties in the event of an emergency.

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

Note: If the "Head of Council" (Mayor) is not able to be reached, a declaration can be done by the acting Head of Council (Mayor) as per the following schedule.

January to March	Councillor Hart
April to June	Councillor Mackenzie
July to September	Councillor Sakamoto
October to December	Councillor Westhaver

AIM

To establish a general plan of action for the coordinated response in the event of an emergency, or impending emergency, in order to preserve life, health and property.

PROCEDURES

IMPLEMENTATION OF PLAN

It is the responsibility of the first responding municipal agency at the scene of an emergency to assess the situation and to recommend whether this plan should be implemented. If the size or seriousness of the emergency appears beyond the capability or responsibilities of that agency, the plan shall be put into effect.

Any member of the Municipal Emergency Control Group (MECG) upon realizing the magnitude of an emergency or impending emergency warrants the plan's implementation, may do so. Once the emergency exists, municipal employees may take such action(s) under this emergency plan as required to protect lives and property of the community even though an emergency has not been declared under the Act.

ALERTING THE MUNICIPAL EMERGENCY CONTROL GROUP (MECG)

On receipt of instructions from a member of the MECG, the **ONTARIO PROVINCIAL POLICE** will call out the Municipal Emergency Control Group. All members of the MECG will be called or their alternate if the MECG member cannot be contacted. In the event telephone service is out, the police will contact the MECG by the most effective means. Whichever member of the group gives the call-out instruction will decide if this is to be a call-out or standby. Ensure the instructions are explicit. Instructions will include:

A) This is an emergency call-out. Please attend the Emergency Operations Centre at _____.

OR

B) This is an emergency standby call only. Please remain by your telephone until further notice (etc.) The standby call may also be made by one of the MECG members who could supply more information.

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

- **The Primary Emergency Operations Centre is the Nipigon Municipal Office**
- **The Alternate Emergency Operations Centre is the Nipigon Fire Hall Upstairs**

EVACUATION

- A. In the event that only a small portion of Nipigon is ordered evacuated, reception centres and commercial accommodations in the safe areas of the Township will be utilized.
- B. In an evacuation whereby the residents of the Municipality are required to leave Nipigon the reception municipalities are listed below. Their selection will be dictated by the nature of the emergency and the safety of the evacuation routes.
- C. Thunder Bay-Primary / Schreiber and Terrace Bay-Alternate
Evacuation Routes:
 1. Primary- Thunder Bay: Highway 11 & 17 West to Thunder Bay
 2. Secondary- Schreiber and Terrace Bay: Highway 11 & 17 East
- D. On evacuation orders by the Mayor or the District Manager, Ministry of Natural Resources and Forestry in the case of a forest fire or flood, the O.P.P, assisted by the Nipigon Volunteer Fire Department, will alert the residents by going door to door to ensure all citizens have been notified. Additionally, an Alert will be issued from CodeRed to all residents that have registered for the Emergency Notification system.
- E. The Clerk/Treasurer or other Public Information Officer, if designated by the Mayor, will use electronic media to assist in alerting residents explaining the mode of travel and evacuation route. A sample notice is shown in the Modules names "Public Information Guide: Dangerous Gases", "Public Information Guide: Tornado", and can be modified to meet the current situation.
- F. The Mayor, time permitting, will give a brief interview to the electronic media to verify for residents the authenticity of the evacuation order and to provide reassurance to them.

COMMUNITY EMERGENCY MANAGEMENT PROGRAM COMMITTEE (EMPC)

The Emergency Management Program Committee shall advise Council on the development and implementation of the municipality's Emergency Management Program and shall review the program annually.

The Community Emergency Management Program Committee is comprised of the Chief Administrative Officer (CAO)/ Community Emergency Management Coordinator (CEMC), Head of Council (Mayor), the Fire Chief, the Deputy Fire Chief, the Public Works Superintendent and the Deputy Clerk/Treasurer.

MUNICIPAL EMERGENCY CONTROL GROUP (M.E.C.G) AND SUPPORT GROUPS

COMPOSITION, RESPONSIBILITIES & POWERS

The emergency response will be directed by members of the Municipal Emergency Control Group (M.E.C.G.). with the assistance, when required, from Community Partners. The M.E.C.G. is responsible for coordinating the provision of management, resources necessary to minimize the effects of an emergency on the community, and monitoring and control of the emergency response/and or possibilities. The members of the M.E.C.G. are:

MUNICIPAL EMERGENCY CONTROL GROUP

- "Head of Council" Mayor
- CAO/CEMC
- Fire Chief
- Public Works Superintendent

SUPPORT GROUPS/COMMUNITY PARTNERS

- OPP Detachment Commander
- Ambulance Service Supervisor
- DSSAB Manager
- Medical Officer of Health
- District Manger Ministry of Natural Resources & Forest (In the case of a forest fire, flood or drought)

MECG CALL OUT

POSITION	NAME	BUSINESS	HOME/CELL	FAX/EMAIL
Mayor	Suzanne Kukko	807-887-3135 (ext. 222)	807-889-0543	807-887-3564 suzannekukko@nipigon.net
CAO/CEMC	Kelly Paakkunainen	807-887-3135 (ext. 223)	807-889-0426	807-887-3564 kellyp@nipigon.net
Fire Chief	Ryan Pitre	807-887-2329	807-887-4639	firechief@nipigon.net
Public Works Superintendent	Shane Hardy	807-887-3135 (ext. 228)	807-887-4054	807-887-3564 shanehardy@nipigon.net

DUTIES OF GROUPS/INDIVIDUALS

Mayor's Duties

- A. Consult with members of the Municipal Emergency Control Group (MECG) and decide if a state of emergency should be declared.
- B. Declare an emergency under the Emergency Manager and Civil Protection Act, if warranted.
- C. Order the evacuation of people in the danger zone from a potentially life-threatening/health situation, if warranted, and in consultation with applicable experts in the MECG
- D. Appoint a Public Information Office if it is to be other than the Clerk/Treasurer.
- E. Ensure Ontario Fire Marshal and Emergency Management (OFMEM) has been notified by fax of the declaration of an "Emergency" via the Provincial Emergency Operations Centre.
- F. Approve news and public announcements.
- G. Request assistance from neighbouring municipalities for evacuation and reception centers, if applicable.
- H. Update Council on the emergency as required.
- I. If an emergency has been declared, terminate the "emergency" at the end of the situation and ensure PEOC (Provincial Emergency Operations Centre) is notified by fax.
- J. Assist the CAO with the application for Disaster Recovery Assistance funding.
- K. Keep a log of all action taken.

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

Community Emergency Management Coordinator (CEMC) or Alternate Duties

- A. Advise OFMEM of any declared "Emergency" in the Provincial Emergency Operations Centre via fax and liaise with Emergency Management Ontario during the emergency (notify Community officer as soon as possible)
- B. Contact the Lakehead Amateur Radio Club and arrange for the Club to either be on standby or to have members attend and assist in communication functions if communications may be a problem
- C. Act as a resource person for equipment, advisors, volunteer, provincial and federal agencies.
- D. Act as advisor to the Mayor.
- E. Notify the Provincial Emergency Operations Centre via fax at the termination of a declared emergency
- F. Conduct debriefing session, following the termination of the emergency, with all members of the MECG within a week or as soon as reasonably possible.
- G. Coordinate or assist with an emergency exercise in the municipality each year.
- H. Maintain a log of all actions taken

Municipal Emergency Control Group (MECG) Duties

- A. Appoint a Site Manager
- B. Take such action as is necessary to minimize the effects of an emergency or disaster on the municipality or its inhabitants.
- C. Direct, co-ordinate and supply administrative and logistic support to all municipal departments and volunteer organizations in controlling the emergency or disaster.
- D. Be prepared to authorize the expenditure of municipal funds which are required for the preservation of life and health.
- E. Establish an information center for issuance of accurate releases to the news media and for issuance of authoritative instructions to the general public.
- F. Take initiative on any action required which isn't covered in the emergency plan.
- G. Share information on the emergency and important action taken by you and your agency with other members of the MECG via a written flip chart type of device and retain the pages for record.
- H. The responsibilities of the MECG and those described for individual MECG members and responding agencies will vary depending on the type and magnitude of the event.
- I. Be aware that communications usually are the first thing to break down in an emergency. Ensure the MECG communicate well within the group, to/from their department/agency, use maps when applicable or any other means to assist in sharing of information.
- J. Members of the MECG will gather at regular intervals of business cycles to inform each other of actions taken and problems encountered. Frequency of meeting and agenda items will be established by the CAO in consultation with the Mayor and CEMC Meetings will be kept as brief as possible to allow members to carry out their individual responsibilities.
- K. Ensure all personnel have accounted for and advised of the termination of the emergency in order that no workers are left behind. Each agency should have a list of its personnel working during the emergency and use it as a "check off list at the termination of the emergency.
- L. Individually maintain a log of all action taken.

OPP Detachment Commander Duties

- A. Activate the department's emergency alert system.
- B. Call out the Municipal Emergency Control Group (MECG)
- C. If appropriate, appoint an on-site Police-Co-ordinator
- D. If warranted, set up an on-site command post, either in existing facilities or in a mobile command post.
- E. Seal off the emergency area in the event such action is necessary.
- F. Control traffic to facilitate the movement of emergency and evacuation vehicles
- G. Assist the Fire service in the evacuation of buildings and areas ordered by the Head of Council.
- H. Provide security and prevent looting in emergency or evacuation areas and reception centres.
- I. Arrange for additional police assistance, if required.
- J. Advise the Coroner in the event of fatalities and perform whatever additional responsibilities may be necessary under Coroners Act and other statutes.
- K. Keep the Municipal Emergency Control Group (MECG) apprised of the emergency situation.
- L. Maintain a log of all actions taken.

CAO/Treasurer Duties

- A. Serve as an advisor to the Head of Council on administrative matters and provide for the safety of municipal records.
- B. Ensure that all members of the MECG have been called out.
- C. Carry out any necessary administration in connection with the emergency.
- D. Act as Information Officer and arrange for the establishment of a public information service to provide specific information to people who may be affected by the emergency.
- E. Maintain liaison with all supporting agencies, as required.
- F. Arrange for welfare centres, in the municipality, to provide immediate welfare services until social service agencies arrive.
- G. Arrange for the assistance from volunteers to assist the Ministry of Community and Social Services carry out the welfare function.
- H. Notify the City Manager in Thunder Bay of an impending evacuation or of actual evacuation orders as soon as possible if residents will be evacuated to Thunder Bay.
- I. Have and maintain an up-to date inventory of supplies and equipment required for the Emergency Operations Centre with one copy in the E.O.C and ensure the supplies and equipment are always in the E.O.C
- J. Conduct "business cycles" in the E.O.C -refer to "MECG Duties"
- K. Apply for Disaster Recovery Assistance funding which may be available.
- L. Maintain a log of all action taken.
- M. Update the local names, telephone numbers, etc. electronically for this plan. Ensure hard copies are distributed to local plan holders.

Fire Chief Duties

- A. Activate the Fire Service's Emergency Call-Out System.
- B. Conduct firefighting operations.
- C. Direct and/or assist rescue operations.
- D. Activate the Fire Mutual Aid System, if required.
- E. Appoint an On-Site Fire Co-ordinator
- F. Conduct the evacuation of buildings and areas ordered evacuated by the head of council
- G. In the event of a dangerous goods spill,
 - Ensure the Ministry of Environment and CANUTEC are contacted for any assistance required.
 - Make available to the MECG the applicable portion(s) of the Book entitled "North American Emergency Response Guidebook."
- H. Should a CBRN or HUSAR team be required, ensure the "Head of Council" has declared an emergency and then call for the Applicable team via the Provincial Emergency Operations Centre.
- I. Keep the MECG updated on the emergency situation if the Fire Services is involved.
- J. Maintain a log of all actions taken.

Public Information Officer Duties

- A. Arrange for the dissemination of special information e.g. emergency responders to report to a location or go on stand-by for call-out as the case may be; citizens to refrain from using telephones so emergency communications will remain open; provide information on health hazards as prepared by the Medical Officer of Health;
- B. Schedule press conferences on a regular basis;
- C. Arrange for media facilities and support;
- D. Appoint a Citizen Inquiry Officer and telephone for a Citizen Inquiry Hot line;
- E. Gather information room emergency services and prepare releases for the approval of the Head of Council prior to all press conferences;
- F. Utilize 211 Services;
- G. Maintain a log of all actions taken.

Public Works Manager Duties

- A. Activate the department's emergency alert system.
- B. Provide municipal equipment and personnel, as necessary.
- C. Arrange on a local basis for the procurement of special equipment e.g. heavy-duty cranes, pumps etc.
- D. Liaise with the Ministry of Transportation and Canadian Pacific Railway officials and obtain necessary resources from them when warranted.
- E. Arrange for disconnection of utilities which represent a hazard a keep a list of local suppliers and location of equipment in the case of an emergency.
- F. Advise the Community Control Group when sustained damage to structures exceed safe limits.
- G. Provide assistance in cleanup operations and repair damages where there is a municipal responsibility.
- H. Provide Flashers and barricades.
- I. Provide assistance in search and rescue of trapped and injured people.
- J. Restore and obtain assistance in restoring essential services.
- K. Act as liaison with local and provincial utilities;
- L. Maintain a log of all actions taken.

Ambulance Service Duties

- A. Activate the department's emergency alert system and emergency plan.
- B. Assume responsibility for triage and evacuation of casualties from the emergency site.
- C. Assume responsibilities for additional resources of ambulances, personnel and communications equipment via Central Ambulance Communications Centre in Thunder Bay;
- D. Provide and co-ordinate all transport requirements for the movement of casualties.
- E. Keep the Medical Officer of Health informed at regular intervals of all ambulance service activities and also the MECG if the Medical Officer of Health is not in the E.O.C
- F. Maintain a log of all actions taken.

Medical Officer Duties

- A. Activate the Health Unit's emergency alert systems;
- B. Coordinate all community health and medical services that may be required and liaise with other essential service;
- C. Provide and disseminate public information on any health hazards;
- D. Provide advice on public health matters to the Head of Council;
- E. Provide for mass immunization, if required;
- F. Oversee water quality and advise on an alternate supply of potable water, if required;
- G. Provide advice to the Head of Council on the evacuation of buildings and area for health reasons;
- H. Notify other agencies and senior levels of government about health-related matters;
- I. Maintain a log of all action taken

DSSAB Duties

- A. Activate the department's emergency alert system;
- B. Alert/call-out the following as necessary:
 - Salvation Army
 - Canadian Red Cross
 - St John Ambulance
- C. According to the nature of the emergency, ensure the survival and well-being of people during and following an emergency by coordinating with the local welfare agency and volunteer groups; for:
 - i. **Emergency Clothing** to provide adequate protection from the elements;
 - ii. **Emergency Lodging** to provide adequate temporary accommodation for the homeless;
 - iii. **Emergency feeding** to sustain those without food or adequate food preparation facilities, and in conjunction with the Salvation Army;
 - iv. **Individual and family services** to assist and counsel individuals and families in need and to provide special care to unattached children and dependant adults.
- D. Assist the Red Cross in the registration and inquiry services to reunite families and to collect information and answer queries concerning the safety and whereabouts of missing persons;
- E. Maintaining a log of all action taken

MNRF District Manager Duties

- A. Issue the preliminary alert in a forest fire, flood or drought situation to municipal officials;
- B. Provide for forest fire fighting or flood control as per Ministry policy;
- C. Recommend evacuation, if warranted;
- D. Determine the evacuation routes in conjunction with municipal officials and the Ontario Provincial Police;
- E. On completion of the fire or flood emergency, will authorize the return of the residents if they have been ordered evacuated by the Province;
- F. Maintain a log of all actions taken.

St John's Ambulance MFR Unit Chief Duties

- A. Activate the agency's emergency alert system;
- B. Provide first aid;
- C. Establish first aid posts as required and in all designated reception centres;
- D. Assist Local ambulance authorities or Central Ambulance Communication Centre by providing ambulance services as lead time and resources permit;
- E. Assist Red Cross and Social Services agencies in operating the reception centres;
- F. Maintain a log of all action taken.

Canadian Red Cross Society Exec. Director Duties

- A. Activate the Society's emergency alert system;
- B. Take the lead role with registration and inquiry at reception and evacuation centres;
- C. Operate an inquiry bureau;
- D. Support emergency or disaster operations;
- E. Assist St John Ambulance at first aid posts established at reception centres, if required;
- F. Assist with other Social Service activities as requested;
- G. Maintain a log of all action taken.

Salvation Army Duties

- A. Notify its Community Relations and Development Director and activate its emergency alert system;
- B. Operate in cooperation with the Ministry of Community and Social Services;
- C. Direct and coordinate the emergency feeding requirements for workers at the site and for victims located in the reception centres;
- D. Assist Social Services and the local Welfare Service in providing bedding and clothing;
- E. Provide and coordinate clergy assistance;
- F. Keep the MECG apprised of the emergency situation;
- G. Maintain a log of all actions taken

APPENDIX A - Public Information Guide: EVACUATION

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

On hearing a warning, residents are requested to turn on radios or televisions to local stations and listen for announcements and/or instructions.

When evacuation becomes necessary and is ordered:

Residents who do not have their own transportation will be asked to assemble at the Nipigon Community Centre.

Residents who are physically unable to move to these locations are requested to phone the broadcasted numbers and place a white cloth into the door of residence facing the street or road.

Pick-up will be arranged as soon as possible.

Residents who have their own transportation are asked to await further instructions.

Residents relying on emergency public transportation and/or public reception centres for accommodation are reminded that pets are not permitted in either of these facilities.

For the safety and comfort of your family and protection of your property, the following is suggested in the case of an evacuation:

- A. Secure home;
- B. Carry identification (driver's license, birth certificate, medical alert, etc.);
- C. Carry sufficient money to meet contingencies;
- D. Take 1 blanket or sleeping bag per person;
- E. Take 1 air mattress per person, if available;
- F. Clothes, depending on season, and change of clothes;
- G. Raincoat, windbreaker or parka, depending on season;
- H. Enough ready-to-eat food to last at least 12 hours;
- I. Thermos bottle of hot beverage;
- J. Flashlight with spare batteries;
- K. Prescription drugs as required (carry prescription, if possible);
- L. Soap, towel, personal toilet or hygiene articles;
- M. Kleenex or similar tissue paper;
- N. Book, magazine, game, etc.

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

- O. Infant formula in thermos bottle;
- P. Disposable diapers;
- Q. Toys.

APPENDIX B - Public Information Guide: DANGEROUS GASES**IF AN EMERGENCY IS CALLED:**

- A. Turn on radio for instructions.
- B. Evacuation areas will be decided by wind direction.
- C. Each School, Institution, Factory, Office, and Household is responsible for its own evacuation plan.

DO NOT:

- D. PANIC.
- E. Attempt to locate pets before leaving
- F. Attempt to travel to school or place of employment to locate family. The Board of Education will ensure students are out of the danger area.

IF UNABLE TO ESCAPE OR ARE TRAPPED:

- G. Go inside.
- H. Tightly close all doors, windows, and exterior openings.
- I. Turn off forced air heating or ventilation systems.
- J. Stay in upper portion of building. If necessary, seal yourself in one room and seal all windows and doors with wet clothes.
- K. Do not go into the basement.
- L. Move quickly but do not run if moving through gas.
- M. Soak cloth in water and breathe through it if breathing becomes difficult.
- N. DO NOT PANIC AND RUN OUTSIDE.

IN YOUR CAR:

- O. Close all windows.
- P. Shut off ventilation.
- Q. Continue driving away from the area and do not drive through the gas cloud or your car engine will stall.

WHILE WALKING:

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

APPENDIX C - Public Information Guide: TORNADO

(A) WEATHER WATCHES AND WARNINGS

Environment Canada issues weather watches and warnings when anticipated weather poses a threat to public safety. This information is relayed to the public by radio and television.

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

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

(B) TORNADO SAFETY HINTS

A personal tornado awareness program should include:

- being aware of the weather, knowing the radio or television stations which broadcast up-to-the-minute weather information
- knowing the name by which Environment Canada refers to your forecast region when they issue weather watches and warnings
- reviewing your plans of action

(C) WHEN A TORNADO THREATENS

- Stay away from your windows, doors and outside walls. Protect your head.
- For maximum safety, go down to the basement or seek shelter under a stairway or sturdy table, or in a closet.
- Try to reach the centre of the house or the side away from the storm.
- Avoid buildings with large areas of unsupported roof, including arenas, barns or supermarkets. If caught in such a building, seek out the lowest floor, an inside hallway or small interior windowless room, or get under something sturdy.
- If caught in the open, try to determine the tornado's direction of travel and move at right angles to it. If you cannot avoid the storm, find a ditch, ravine or other depression and lie flat. Do not remain in your car. Many people have been killed trying to ride out a tornado in their car.
- If no shelter can be found, hang on to the base of a small tree or shrub.
- Remember that damaged and weakened structures, fallen debris, downed hydro wires and gas leaks are potential dangers after a storm has passed.

APPENDIX D - EMERGENCY COMMUNICATIONS PLAN

EMERGENCY COMMUNICATIONS PLAN

A) Timely and accurate information is of utmost importance during an emergency. Sharing of information is critical for a co-ordinated response. Each department and position/person listed in the Emergency Plan must know their role in the Emergency Plan and their role in their everyday duties. This includes how they communicate on a regular basis and how they communicate when the normal lines of communication are out of service.

B) Upon implementation of the Emergency Plan, ensure the following is carried out to facilitate communication and an effective response:

Municipal Emergency Control Group (MECG):

- i. Share information verbally and by flipchart with other MECG members.
- ii. Initiate and ensure two-way communication with your department and your department head at the site, via the best available method e.g. land line, telephone, cellular telephone, radio, fax, runner, ham radio.
- iii. Create timely, accurate and appropriate information for the public for dissemination by the Public Information Co-ordinator. (Approved and signed by the "Head of Council").
- iv. Prepare public education bulletins for the public concerning health, safety or security as needed, for distribution to the public by the Public Information Co-ordinator via CodeRED, the media, handout, etc.
- v. If reception centres are set up, provide above information via maps, hard copies and by MECG members in person.
- vi. Time permitting, the "Head of Council" should give live media coverage initially or at a public meeting to give authority for the emergency. (The public will be better able to believe the situation as there is often denial.)
- vii. Liaise with mutual aid, corresponding municipal, provincial, federal and industrial counterparts.
- viii. When official requests are made for provincial or federal help, communicate by the most secure and effective means via the Provincial Emergency Operations Centre (PEOC). Otherwise there could be a breakdown of communications and unneeded costs to the municipality.
- ix. Ensure the Public Information Officer is in place and appoint as needed: Communications Officer, Citizen Inquiry Officer and a Site Media Officer. Make sure all the resources they need are available and that their duties are being carried out in a timely and accurate manner.
- x. Utilize 211 Services

SUPPLEMENTAL DOCUMENT 1 - LOGISTICS**a) Emergency Operations Centre**

The Emergency Operations Centre will be located in Nipigon Township Council Chamber, which is located in Nipigon Town Hall, 52 Front Street.

The alternate Emergency Operations Centre will be located at the Nipigon Fire Hall, which located at 121 5th Street.

b) Equipment

The equipment required for the Emergency Operations Centre is located in the Council Chambers. The Emergency Management Coordinator is responsible for inspecting the equipment on a regular basis and to ensure all is in working order. Equipment includes: Wifi & Internet Ports, Smart TV, Portable Teleconference Phone, Multiple Telephone Hookups.

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

- Fax Machine located in Main Office
- Conference Phone located Main in Office
- Laptops located in the Offices

Parks Canada are able to provide the following, as required:

- Satellite communication devices
- 26' Rigid Hull Inflatable Vessel (located at the Nipigon Marina typically from Mid May-November)
- An Unmanned Aerial Vehicle with infrared camera

SUPPLEMENTAL DOCUMENT 2 - TOWNSHIP OF NIPIGON CRITICAL INFRASTRUCTURE

The following are the most important infrastructures in Nipigon and are listed in rank order:

1. Municipal Staff/Council/Nipigon Community Centre/Nipigon Municipal Office/Nipigon Fire Department/Records
2. Public Safety and Security-police, fire, ambulance staff/vehicles
3. Hydro Grid
4. Water/Sewer treatment system
5. Natural gas Pipeline
6. Marina
7. Telecommunication Links
8. Financial Institutions
9. TransCanada Highway/bridges
10. Hospital

SUPPLEMENTAL DOCUMENT 3-TOWNSHIP OF NIPIGON HIRA

Hazard Identification and Risk Analysis (HIRA)

A HIRA (Hazard Identification and Risk Analysis) was conducted for Greenstone. The most serious are listed below and are scored both for probability of occurrence and potential consequence. The number on the left is the probability and the number on the right is the potential consequences. The study did not include Greenstone, but took into account emergencies in similar municipalities in the District of Thunder Bay.

Scoring

Probability of Occurrence

1. No incidents in the last 15 years
2. last incident 5-15 years ago
3. One incident in the last 5 years
4. Multiple incidents in the last 5 years

Consequence

- 1-Negligible
- 2-Limited
- 3-Substantial
- 4-High

4/4 Opioid Crisis:

The opioid crisis has brought to light the devastating effects opioids are having on individuals, families and communities across Canada. Since 2016, there have been more than 9,000 apparent opioid-related deaths. In 2017, approximately 11 lives were lost each day because of opioid overdoses. Many others have been hospitalized because of an opioid overdose.

The numbers tell us that the opioid crisis continues to grow, 94% of opioid overdose deaths happen by accident, and young Canadians aged 15 to 24 are the fastest-growing population requiring hospital care from opioid overdoses.

3/4 Forest Fire:

Both the risk and consequences are high and the most probable cause of a large Municipal evacuation. Evacuation can be caused by smoke from a forest fire. Forest fires have caused a partial (Phase 1) evacuation from Terrace Bay (twice), Schreiber, Pays Plat, Gillies and a complete evacuation (Phase 11) from Beardmore to Caramat.

3/4 Epidemics (Disease Outbreak):

Epidemics are contagious diseases which reoccur in a community and attack a large number of people at the same time. The potential impacts of an epidemic are illness and/or fatalities, disruption or closing of schools, or forced closure of businesses and industrial operations. H1N1 flu epidemic scare in late-2009 through early 2010 had cities and provinces across the country preparing for the worst. A pandemic plan written in 2009 for the Thunder Bay District Health Unit has now eerily played out to today's current reality during the COVID-19 pandemic.

1/4 Natural Gas Explosion or Line Shut Down:

Danger of explosion from a leak/pipe break is an obvious hazard. Extended shut down of the natural gas pipe line during the winter would create major problems.

4/3 Dangerous Goods Spills (road/railway):

Nearly every dangerous good listed in the Emergency Response Guidebook Is transported through the Municipality on both the 17 TransCanada Highway and on the main CPR rail line. Some of these products listed in the Dangerous Goods Act require an evacuation or in place protection of several kms. Currently there aren't any hazards teams locally so the Municipality may have to wait hours for expert assistance to arrive.

Hazard Identification and Risk Analysis (HIRA) -Continued

3/3 Severe Snow Storm:

Residents could be at risk being unable to obtain medical needs and possibly food and fuel. Police, fire and ambulance could be prevented from attending emergencies. Many roads could be closed or impassable.

3/3 Copy Cat Terrorism/Sabotage (by a mentally unstable person/disgruntled employee/domestic dispute gone really badly):

This is far more likely than a real act of terrorism.

2/3 Extended Power Outage during the Winter

This is a very real concern. It would be difficult to look after every resident who doesn't have a source of heat which isn't dependent on electricity. Public education and encouraging family emergency plans can greatly mitigate this problem.

2/3 Transportation Accident (aircraft, bus, school bus, or train):

Aircraft crash-could be remote which would slow response. Train-could be a passenger train due to CN rerouting due to their line being closed. School Bus-likely local children. All of the above-could be multi casualties/deaths.

2/3 Severe Windstorms/Tornado (usually accompanied by a thunder/lighting storm):

During the late 1980's such a storm with wind shear caused a major blow down of nearly all trees in an area approximately a quarter of a km wide from near the Black Sturgeon River east to nearly the Pic River, a few km. North of Hwy 17. All large trees were either broken off or uprooted. We have all seen areas of blown down in the woods. This type of severe storm can cause major damage to any home, businesses and power/telephone lines in its path. Such a loss of communications causes its own concerns.

1/3 Dam Break/Land Slide on Nipigon River:

OPG (Ontario Power Generation) has an emergency plan/notification system in place. A copy is be kept in the E.O.C.

SUPPLEMENTAL DOCUMENT 4 - PEOC CONTACT INFO**Provincial Emergency Operations Centre:**

E5 25 Morton Shulman Ave., Toronto ON M3M 0B1

Email: peocd01@ontario.ca (24-hour duty selection)Website: www.ontario.ca/emo

To Report Emergencies or Request Provincial Assistance
contact the PEOC Duty Officer (24/7) at:

Telephone: 416-314-0472/0473 or Toll free: 1-866-314-0472**Fax: 416-314-0474**

If you experience any difficulty contacting the PEOC Officer, call the OPP Duty Officer at
705-329-6950

Other Provincial Emergency Operation Centre Contacts

(These Numbers are only staffed during activation of the PEOC.)

When PEOC is activated	TEL. NO.	FAX NO.
Community Assistance Team (Information/assistance line for municipalities)	647-329-1290 647-329-1291 647-329-1292	416-314-6220
Amateur Radio Emergency Services (ARES) c/s VA3 EMO	647-329-2039	
Satellite (only turned on when other means fail)	011 881 6 234 86684	

Provincial Emergency Operations Centre Levels of Response

Routine Monitoring	Enhanced Monitoring	Activation
PEOC Duty officer monitors the situation on a 24/7 bases	A PEOC Duty Team (possibly including some provincial/federal representatives will continually assess the developing situation from the Provincial Emergency Operations Centre (PEOC). EMO Community Officers(s) may be deployed to the affected community(s) to provide advice and assistance	The PEOC will be operational and appropriately staffed with provincial ministries, federal departments and other organizations, as required, to coordinate a provincial response. The Provincial Emergency Response Team (PERT) comprised of EMO Community Officers and possibly other provincial ministry representatives, will likely be deployed to the affected community(s) to provide advice and assistance.

SUPPLEMENTAL DOCUMENT 5 – ACCOMODATION NUMBERS

ACCOMODATIONS	PH. NUMBER
Birchville Motel	807-887-3141
Beaver Motel, Hwy 11 &17	807-887-3132
Nipigon's Travelers Motel	807-707-5658
Northland Motel, Hwy 11 & 17	807-887-2032
Pine Crest Motel, Hwy 11 & 17	877-802-3803
Timber Wolf Inn	807-887-0808
Town & Country Motel, Hwy 11 & 17	807-887-2382

SUPPLEMENTAL DOCUMENT 6 – DECLARATION OF EMERGENCY

Declaration of Emergency

THE CORPORATION OF THE TOWNSHIP OF NIPIGON

I, _____ hereby declare an Emergency in accordance with
(Mayor or Acting Mayor)

The Emergency Management and Civil Protection Act 1990, s.4. (1) Due to the emergency described herein:

For an Emergency Area or part thereof described as:

Signed: _____

Title: _____

Dated: _____ at _____ (time)

In the Municipality of: _____.

By-law/Band Resolution: _____.

SUPPLEMENTAL DOCUMENT 7 -DECLARATION OF EMERGENCY TERMINATION**Declaration of Emergency Termination****THE CORPORATION OF THE TOWNSHIP OF NIPIGON**

I, _____ hereby declare an Emergency terminated in
(Mayor or Acting Mayor)

Accordance with the Emergency Management and Civil Protection Act 1990, s.4. (1) Due to the emergency described herein:

For an Emergency area or part thereof described as:

Signed: _____

Title: _____

Dated: _____ at _____ (time)

In the Municipality of: _____.

By-law/Band Resolution: _____.

NIPIGON PLAN HOLDERS

Mayor

Councillors

C.A.O./Clerk

Public Works Superintendent

O.P.P. Commander

O.P.P. Communications Centre

Fire Chief

Manager, Ambulance Services

Facilities Manager, Nipigon Memorial District Hospital

Medical Officer of Health

MTO

Regional Manager – DSSAB

Emergency Preparedness Coordinator, Red Rock Indian Band

District Manager – Ministry of Natural Resources & Forestry

Division Manager – St. John Ambulance

Branch Manager – Canadian Red Cross

Captain – Salvation Army

Field Officer – OFMEM (Ontario Fire Marshall and Emergency Management)

E.O.C.