

THE CORPORATION OF THE TOWNSHIP OF NIPISSING COMMUNITY EMERGENCY PLAN

An Emergency:

“A situation or impending situation caused by forces of nature, accident or an intentional act that constitutes a danger of major proportions to life and property.”

Emergency Management and Civil Protection Act RSO 1990 Chapter E9 as amended

By-Law #2022-

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AUTHORITIES

This plan was first enacted February 20, 2001 under By-law No. 1000. The plan was further amended December 14, 2004 under By-Law No. 1097, under authority of the Emergency Management Act RSO 1990 Chapter E9 as amended and further amended by By-law No. 2014-02 under the Emergency Management and Civil Protection Act.

Disclaimer

The Township of Nipissing Emergency Response Plan has been formulated to contain information pertinent to the Township. However, it is not intended to fulfill the needs of every community in Ontario. The Township of Nipissing does not, in any way guarantee or warrant the accuracy, completeness or usefulness of any information, product or process disclosed or recommended in this document, or that the procedures laid out herein will be a perfect response to any emergency situation.

Protection from Liability for Implementation of the Plan

Section 11 of the Emergency Management and Civil Protection Act, R.S.O. 1990, c.E,9 as amended, states;

No action or other proceeding lies or shall be instituted against a member of council, an employee of a municipality, an employee of a local services board, an employee of a district social services administration board, a minister of the Crown, a Crown employee or any other individual acting pursuant to this Act or an order made under this Act for any act done in good faith in the exercise or performance or the intended exercise or performance of any power or duty under this Act or an order under this Act or for neglect or default in the good faith exercise or performance of such a power or duty.

Municipality not relieved of liability (3) Subsection (1) does not relieve a municipality of liability for the acts or omissions of a member of council or an employee of the municipality referred to in subsection (1), and the municipality is liable as if subsection (1) had not been enacted and, in the case of a member of council, as if the member were an employee of the municipality.

Freedom of Information and Protection of Privacy - Any personal information collected under the authority of the plan shall be used solely for the purpose of planning, preparing and responding to emergencies as defined with the Plan and the release of any information under this plan shall be made in conformity with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, as amended.

A. INTRODUCTION:

By their nature, emergency incidents require coordinated response by a number of agencies, under the direction of elected and appointed officials. They are distinct from routine operations carried out by these agencies under day-to-day procedures.

Emergencies may include: flood, hurricane, wind storm, blizzard, landslide, explosion, aircraft or rail crash, toxic or hazardous material spill, building collapse, vehicular accident, uncontrollable fire, or any threat of the foregoing, in which immediate remedial action will be required by the Township of Nipissing.

Emergency Management and Civil Protection Act - definition of an emergency:

“emergency” means a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.

Emergency Management and Civil Protection Act RSO 1990 Chapter E9 as amended

This Plan outlines the general methods by which such action will be taken.

The Township of Nipissing is located on the south shore of Lake Nipissing, in the District of Parry Sound, and has a population of approximately 1769 (2021) with an influx of approximately 1000 tourists in the summer months. Most of the Township is zoned as primarily rural with designated recreational and residential areas and hosts cottage and residential housing. It covers a geographical area of approximately 393.8 square kilometres. Property classifications includes residential, seasonal and farms.

Located at the bottom of each page, is an “updated” date. This date will identify the page and the most current update. The most current update is kept in the Office of the Township of Nipissing. Inquiries related to this document can be made to:

Will Bateman, Fire Chief, CEMC, Municipal By-Law Officer 705-752-2772
Kris Croskery-Hodgins, Municipal Administrator, Alternate CEMC 705-724-2144

Copies of this plan, not including the appendices, are available at the Township Office located at 45 Beatty Street.

Distribution List

NUMBER OF COPIES	LOCATION	ISSUED DD/MM/YYYY
01	Township Office	
01	Fire Department Station 1	
01	Fire Chief, CEMC, Municipal Law Enforcement Officer truck	
01	Alternate CEMC/Information Officer	
01	Operations Superintendent	
01	Mayor	
04	Councillors	

* *It is recommended this document be kept in a “loose leaf” format as all updates will be the affected pages only.*

Figure 1

**COMMUNITY EMERGENCY PLAN
FOR
THE TOWNSHIP OF NIPISSING**

**PLAN FOR THE CO-ORDINATION OF ALL SERVICES REQUIRED IN THE EVENT OF
A REAL OR ANTICIPATED PEACETIME EMERGENCY.**

1.0 SERVICE AREA

The service area covered by this Plan shall include only the Corporate Limits of the Township of Nipissing.

** Attached in the Emergency Plan Kit, are Township of Nipissing Maps that demonstrate Township boundaries.*

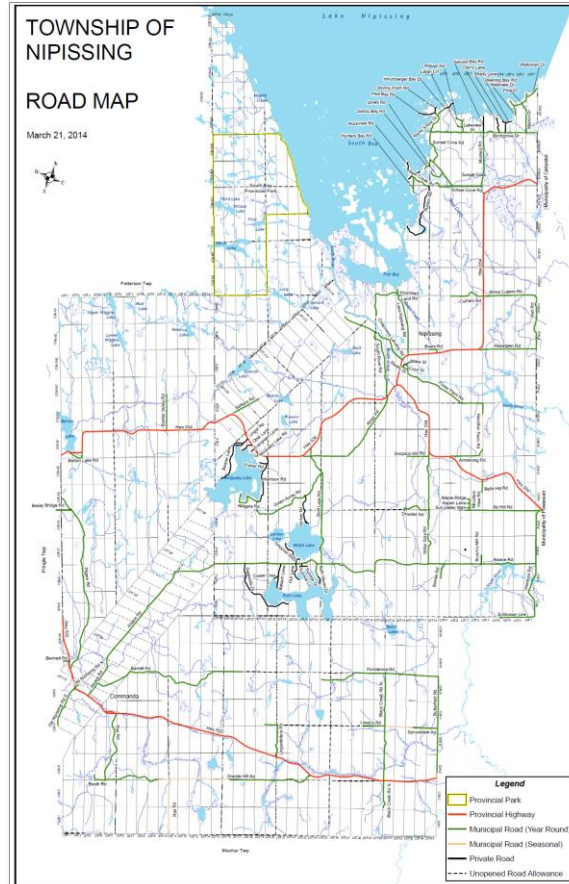
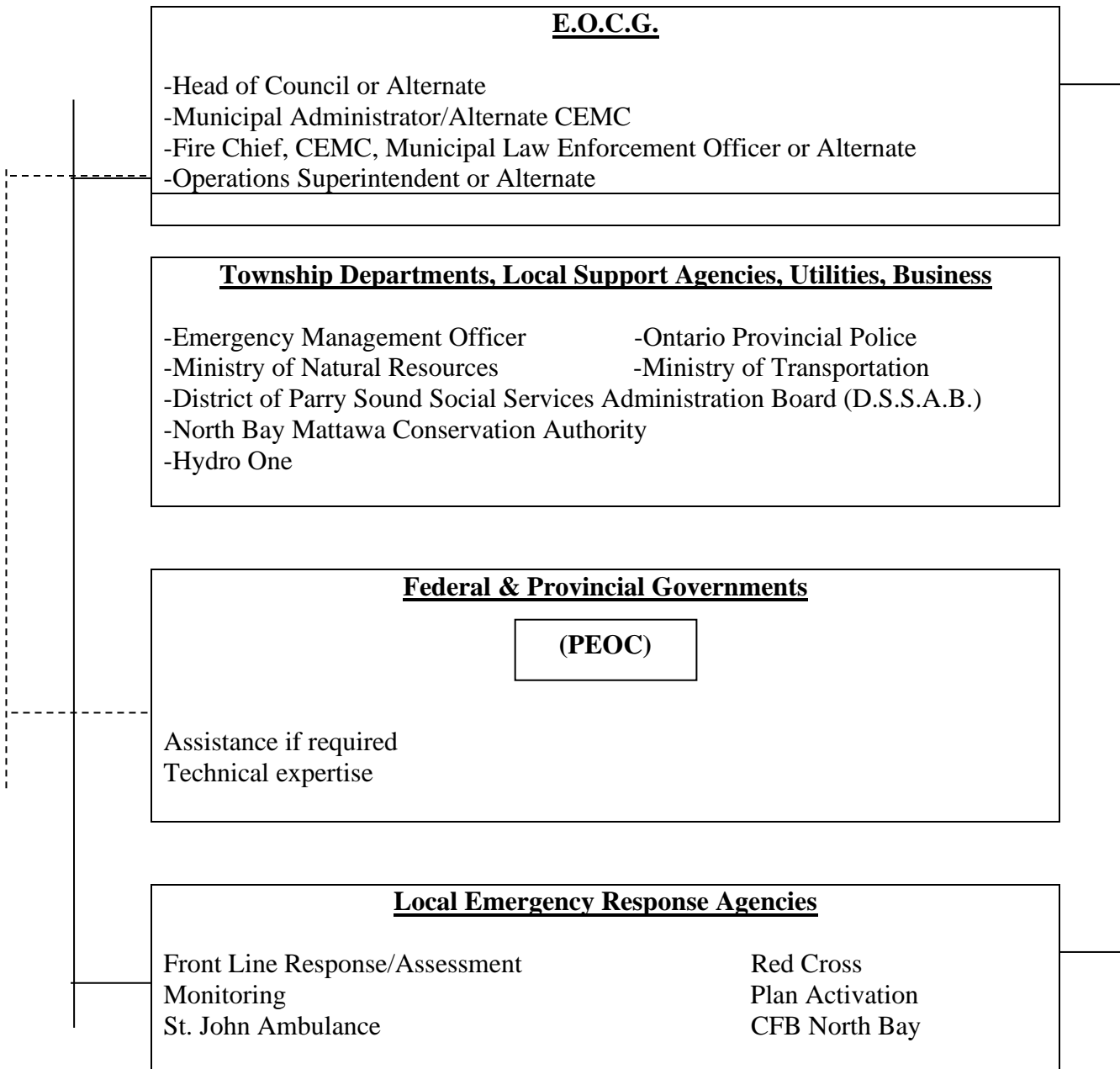
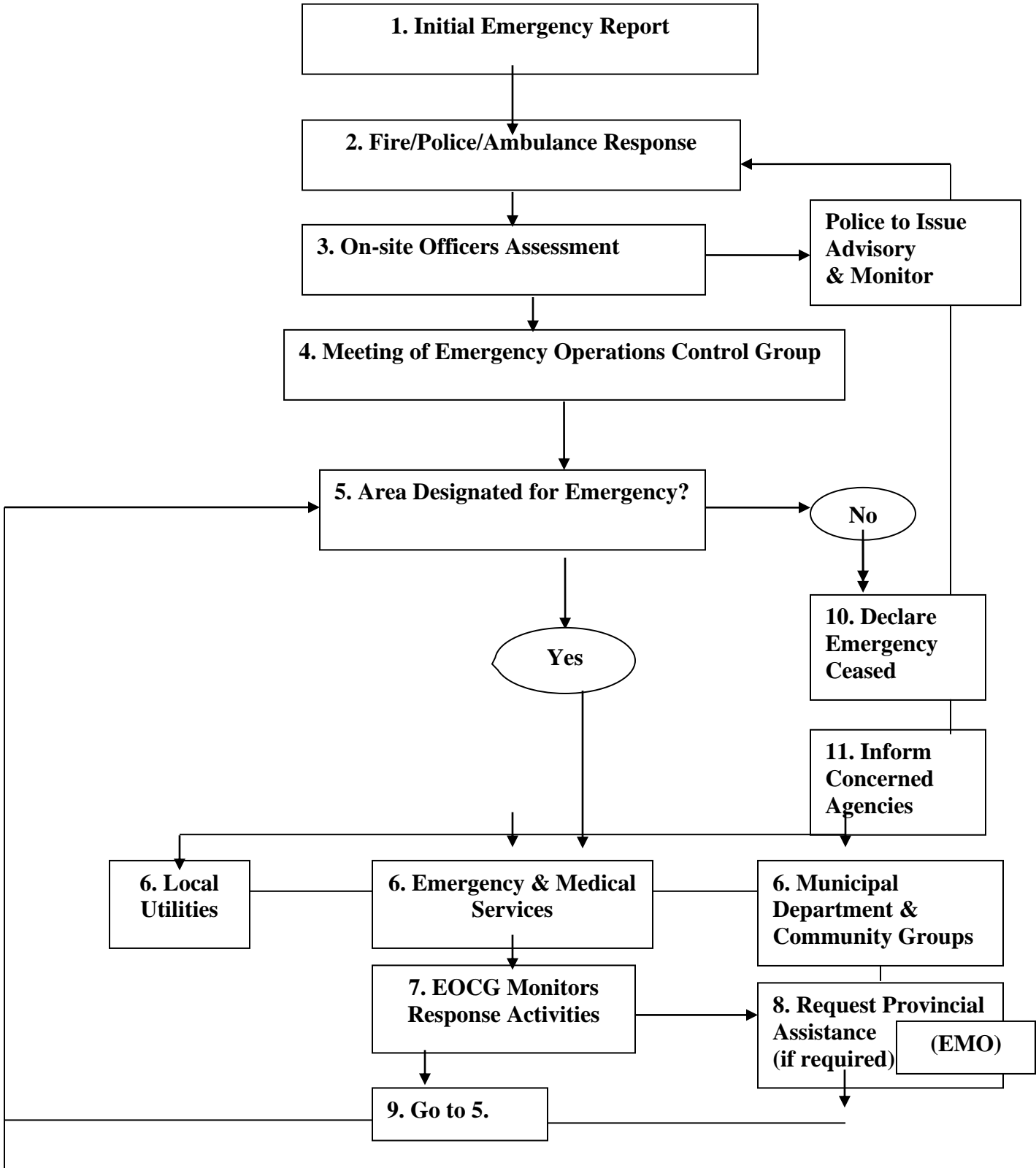


Figure 2

Administrative Framework



Community Emergency Procedural Flow Chart



1 AIM

2.1 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 inhabitants of the Township of Nipissing when faced with an emergency.

2.2 Abbreviations/Definitions

1. **CEMC** means “Community Emergency Management Co-ordinator” as appointed by the Council of the Township of Nipissing
2. **CEP** means “Community Emergency Plan”
3. **CEMPC** means “Community Emergency Management Program Committee”
4. **CERV** means “Community Emergency Response Volunteer”
5. **DCSR** means “Daily Consolidated Situation Report”
6. **DSSAB** means “District of Parry Sound Social Services Administration Board”
7. **EC** means “Evacuation Centre”
8. **ECC** means “Emergency Command Centre” or EOC Emergency Operations Centre
9. **EMA** means “Emergency Management Act (Bill 148) RSO 1990 Chapter E9 as amended
10. **EMS** means “Emergency Medical Service”
11. **EMO** means “Emergency Management Ontario”
12. **EOCG** means “Emergency Operations Control Group”
13. **ESM** means “Emergency Site Manager”
14. **Emergency** means “Situations or the threat of impending situations which, by their nature or magnitude, abnormally affect the lives or property of our society”
15. **HAZMAT** means “Hazardous Materials”
16. **HIRA** means “Hazard Identification and Risk Analysis” (Reference EMA, 2003)
17. **NNCCAC** means “Near North Community Care Access Centre”
18. **OCIPEP** means “Office of Critical Infrastructure Protection and Emergency Preparedness”

19. **OFMEM** means “Office of the Fire Marshal and Emergency Management”
20. **PEP** means “Provincial Emergency Plan”
21. **PEOC** means “Provincial Emergency Operations Centre” located and operational at the Discretion of Province of Ontario

Emergency Management Act – definition of an emergency: “a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.”

Emergency Management and Civil Protection Act

Definition of an Emergency

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. Emergencies can affect public safety, meaning the health, welfare, and property, as well as the environment and economic health of the Township of Nipissing. By their nature or magnitude, these situations may require municipal expenditures, requests for additional resources, provisions for emergency shelter, or evacuation. These situations are distinct from normal operations where coordinated activities among agencies are adequate to resolve the situation.

Emergency Operations Centre (EOC)

The Township of Nipissing has two Emergency Operations Centre locations:

- The primary EOC is located at 45 Beatty St. Nipissing Township Office
- The secondary EOC is located at 2381 Hwy 654 Fire Station 1/Community Centre

When activated, the Emergency Operations Control Group (EOCG) will report to the primary EOC (45 Beatty St. Nipissing). In the event this Operation Centre cannot be used, the EOCG will use the secondary EOC to conduct operations. Both the primary and secondary EOC locations will provide meeting space, communication equipment and required materials to address the emergency.

Operating Cycle

Members of the EOCG will gather at regular intervals to inform each other of actions taken and problems encountered. The Community Emergency Management Coordinator 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 member will maintain status boards and maps which will be prominently displayed and kept up to date.

3 COMPOSITION OF THE EMERGENCY OPERATIONS CONTROL GROUP FOR THE TOWNSHIP OF NIPISSING

3.1 All emergency operations shall be directed and controlled by a group of officials responsible for providing the essential services needed to minimize the effects of the emergency on the Municipality. This will be known as the “Emergency Operations Control Group”. It will consist of the following:

3.1.1 The Mayor or Alternate

3.1.2 The Municipal Administrator, Alternate CEMC

3.1.4 The Fire Chief, CEMC, Municipal Law Enforcement Officer or Alternate.

3.1.5 The Operations Superintendent or Alternate.

3.2 The Services, Agencies of Officials listed below or appended to this Plan may operate in support of the Emergency Operations Control Group as and when required. Notification will be passed to them by the Municipal Administrator or the Municipal service with whom they normally operate.

3.2.1 Township of Nipissing Councillors

3.2.2 Township administrative staff

3.2.3 The Staff Sergeant or Alternate of Ontario Provincial Police

3.2.4 The Medical Officer of Health or Alternate

3.2.5 The Manager of the Parry Sound & District Ambulance Service or Alternat

3.2.6 Hydro One Services

3.2.7 North Bay Regional Health Centre

3.2.8 Bell Canada

3.2.9 Canadian Forces Base North Bay .

NOTE: A current listing of telephone numbers will be appended to this document and shall be updated as required to remain current. (see Appendix: IV)

4 ACTIVATING THE PLAN

- 4.1 This Plan will be formally activated when an emergency is considered by the Emergency Operations Control Group, through the Head of Council to be of such magnitude as to warrant its use or “designation” as an emergency.

Preliminary Phase (Emergency Services)

- 4.2 In the preliminary phase, the senior officers of the Police, Fire and Ambulance services **on-site** will gather soon after arrival and assess the incident.
 - 4.2.1. If the incident can be dealt with under normal procedures, then the response continues.
 - 4.2.2. If the incident could expand to become a community emergency, then the duty officer with the Ontario Provincial Police will send an advisory message to local Emergency Response providers, North Bay Regional Health Centre (who may notify other regional hospitals), and EOCG members (see Appendix “I”). Monitoring should continue.

Secondary Phase (EOCG Members)

- 4.3 The secondary phase of activation will be made by a member of the Emergency Operations Control Group, who receives the initial warning and/or arrives first on the scene of the emergency.
 - 4.3.1 The notification may be activated by the Municipal Administrator, the Fire Chief, the Ontario Provincial Police, the Operations Superintendent or the Manager the Parry Sound District Ambulance Service or a designate of any of the aforementioned.
 - 4.3.2 Upon activation, the notification process will begin at once by the most senior staff member attending the EOCG or Township Office. The staff member will ensure this information is passed to and understood by each person called. A statement regarding the detail passed to each member, time and names contacted will be noted in the Staff members log for record keeping purposes.
 - 4.3.3. Persons on the notification list will be called in order, starting with the Mayor (see Appendix “I”).
 - 4.3.4 Each member will be notified in order of the list. If a member is not available, the Staff person notifying the EOCG will move to the next name on the list. Note and record time of attempted contact.
 - 4.3.5 Once the end of the list has been reached, try again to reach those who were not available on the first attempt. Continued attempts at communication are to be made until all members are notified.

- 4.3.6 Record the exact time each person was reached, or the time of attempted contact.
(Page 14)
- 4.4. On receiving the Emergency Alert, the members of the Emergency Operations Control Group will assemble at the Emergency Command Centre most appropriate and designated as the EOC. Radio systems will be established at the site.
 - 4.4.1 The Municipal Administrator will exercise overall control, pending the arrival of the Mayor or Alternate, at the Command Centre.
 - 4.4.2 The Fire Department or Roads Department will provide a radio-equipped vehicle for the use of the Mayor and the Municipal Administrator
 - 4.4.3 Other agencies and organizations may be contacted for assistance (see Appendix “IV”).
- 4.5 The Emergency Information Officer will be apprised of the incident and, on authorization of the Head of Council, will make contact with local Media at the earliest possible opportunity to release information.
 - 4.5.1 The Emergency Information Officer, with Emergency Operations Control Group approval, will arrange for the safe conduct of Media Representatives to a point as close as possible to the incident site as soon as possible. Such site visits may be repeated from time-to-time during the emergency if deemed to be safe and feasible.
 - 4.5.2 Media contact with members of the Emergency Operations Control Group will be through the Head of Council or the Emergency Information Officer only, unless otherwise indicated.
 - 4.5.3 The Emergency Information Officer will prepare a media statement to be distributed via Code Red, Township Website and Township departmental social media accounts to assist with public notification of any significant information or events.

Request for Assistance

A Mutual Assistance Agreement has been established between:
Township of Bonfield; Municipality of Callander; Township of Chisholm; Municipality of East Ferris; Township of Nipissing and Municipality of Powassan.

The Agreement provides that the Council of a municipality may make a request for provision of personnel, service, equipment or material during an emergency and provides the guidelines and liabilities for such a request.

A copy of the most current Agreement is attached to this Emergency Plan as Appendix A.

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 Provincial Emergency Operations Centre. All requests for assistance from the federal government must also go through the PEOC.

The Emergency notification contact list, including contact numbers for requesting assistance, is attached as Appendices II and IV.

Individual Responsibilities of EOCG Members

5.0 RESPONSIBILITIES OF THE HEAD OF COUNCIL

- 5.1 The responsibilities and functions of the Mayor in a peacetime Emergency will be as follows:
 - 5.1.1 On the advice of the other members of the Emergency Operations Control Group, officially declare an Emergency to exist.
 - 5.1.2 On the advice of the other members of the Emergency Operations Control Group, officially declare the Emergency terminated.
 - 5.1.3 On consultation with members of the Emergency Operations Control Group, request Senior Government assistance.
 - 5.1.4 As the Head of Council, inform other members of Council of incident status from time-to-time.
 - 5.1.5 Consult with the Emergency Information Officer and review substance of Information Notices prior to release.
 - 5.1.6 Maintaining a personal log including dates, times and significant events.

6.0 RESPONSIBILITIES OF THE MUNICIPAL ADMINISTRATOR

- 6.1 The responsibilities of the Municipal Administrator in an emergency shall be as follows:
 - 6.1.1 As the Operations Officer, coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings.
 - 6.1.2 Advising the Mayor on policies and procedures, as appropriate.
 - 6.1.3 Approving, in conjunction with the Mayor, major announcements and media releases prepared by the Emergency Information Officer, in consultation with the Emergency Operations Control Group.
 - 6.1.4 Ensuring that a communication link is established between the Emergency Operations Control Group and the **ESM**, Emergency Site Manager and response team at the site.
 - 6.1.5 Calling out additional Township staff to provide assistance, as required.
 - 6.1.7 Arranging for support clerical assistance for the discussions and actions of the Emergency Operations Control Group.
 - 6.1.8 Maintaining a personal log including dates, times and significant events.

7.0 RESPONSIBILITIES OF THE EMERGENCY OPERATIONS CONTROL GROUP (EOCG)

- 7.1 Declaration and Termination of Emergency shall be the official task of the Mayor or Alternate, upon the advice given by the Emergency Operations Control Group.
- 7.2 The Emergency Control Group shall provide direction and advice on the following actions which may be taken during an Emergency:
 - 7.2.1 Acknowledgment of an appropriate **ESM** (Emergency Site Manager) usually the highest-ranking operational incident Commander from the lead organization and appointment if required.
 - 7.2.2 Selection of an assembly area at which additional personnel and equipment of all Services will gather.
 - 7.2.3 Dispersal of groups of people who, by their presence, are considered to be in danger, or whose presence hinders in any way the efficient functioning of the operation.
 - 7.2.4 For the accommodation and maintenance on a temporary basis of any residents who are in need of assistance due to displacement as a result of the Emergency.
 - 7.2.5 The calling out and deployment of any Municipal equipment and personnel.
 - 7.2.6 Request the activation of the Mutual Assistance Agreement and specify the personnel and equipment as may be required for emergency operations from other agencies not under Municipal control. (Appendix No. IV).
 - 7.2.7 Emergency Information Officer for the issuance of accurate releases to the Media, and for the distribution of authoritative instructions to the general public.
 - 7.2.8 Establishment of a Registration and Inquiry Centre to handle individual requests for information concerning all aspects of the Emergency.
 - 7.2.9 Should the resources of the Township of Nipissing be insufficient to control the Emergency, assistance from other Government Agencies, either Civilian or Military, will be requested.
 - 7.2.10 Inspection for the safe and orderly re-occupation of all premises within the designated Emergency Area.
 - 7.2.11 Ensure that the CEMC or Scribe designated, maintains a written record of Control Group discussions and actions taken during the incident.

- 7.2.12 Arrange for and coordinate assistance from the volunteer agencies within the community. (e.g., Red Cross, Church Groups, Local Business and Industry) as required.
- 7.2.13 Arrange for the establishment of Registration and Inquiry Centre or Centres as required.
- 7.2.14 Each member of the EOCG shall maintain a personal log including dates, times and significant events.
- 7.2.15 Participating in the debriefing following the emergency.

8.0 RESPONSIBILITIES AND FUNCTIONS OF THE FIRE DEPARTMENT

- 8.1 The responsibilities and functions of the Fire Department in an Emergency will be as follows:
 - 8.1.1 Provide an **ESM**, as required, at the direction of the **EOCG**.
 - 8.1.2 Conduct all operations connected with the fighting of fires and rescue services.
 - 8.1.3 Inform the Nipissing-Parry Sound Mutual Fire Aid Coordinators, if it is deemed necessary.
 - 8.1.4 Determine if additional special equipment or supplies will be required and, if so, make the necessary arrangements for procurement (e.g. special protection clothing, Haz-mat team etc.).
 - 8.1.5 Provide equipment and personnel to assist in pumping operations, if required.
 - 8.1.6 Assist the Ontario Provincial Police in conducting any required evacuation.
 - 8.1.7 Establishing an ongoing communications link with the Senior Fire Official at the scene of the emergency.
 - 8.1.8 Maintaining a personal log including dates, times and significant events.

9.0 RESPONSIBILITIES AND FUNCTIONS OF THE OPERATIONS SUPERINTENDENT

- 9.1 The responsibilities and functions of the Operations Superintendent in an Emergency will be as follows:
 - 9.1.1 Provide an **ESM**, as required, at the direction of the **EOCG**.
 - 9.1.2 Provide required directional equipment at the site of the incident or request of the Emergency responders.
 - 9.1.3 Provide Municipal vehicles and resources to any other emergency service, as required and as available.
 - 9.1.4 Liaison with Public Works department from neighboring community(s) to ensure a coordinated response.
 - 9.1.5 Coordinate all snow clearing and removal operations in accordance with the approved Minimum Maintenance Standards and plan in place for the Township of Nipissing.
 - 9.1.6 Advise the Ontario Provincial Police on alternate traffic routes during an emergency.
 - 9.1.7 Assistance with road closures and/ or roadblocks.
 - 9.1.8 The providing of emergency portable water, supplies, and sanitation facilities to the requirements of the EOCG.
 - 9.1.8 Maintaining a personal log including dates, times and significant events.

10.0 RESPONSIBILITIES AND FUNCTIONS OF THE COMMUNITY EMERGENCY MANAGEMENT COORDINATOR (CEMC)

10.1 The responsibilities and functions of the CEMC will be as follows:

10.1.1 Activate and arrange the Emergency Operations Centre.

10.1.2 Ensure that all members of the **EOCG** have necessary plans, resources, supplies, maps, and equipment.

10.1.3 Provide advice and clarification about the implementation details of the Emergency Response Plan.

10.1.4 Ensuring liaison with community support agencies.

10.1.5 Ensure that the operating cycle is met by the **EOCG** and related documentation is maintained and kept for future reference.

10.1.6 Coordinating and advising supervisory staff in the Township on basic training in the area of Community Emergency planning.

10.1.7 Maintain communication with Ontario Power Generation (OPG) on rising flood waters as required and operate accordingly within the OPG Emergency Response procedures.

10.1.8 Ensure the security is in place for the EOC and registration of EOCG members.

10.1.9 Ensuring that the volunteers, staff, members of council are registered and provided with identification.

10.1.10 Maintaining a personal log including dates, times and significant events

Responsibilities Support and Advisory Staff

11.0 RESPONSIBILITIES AND FUNCTIONS OF THE ONTARIO PROVINCIAL POLICE (OPP)

11.1 The responsibilities and functions of the Ontario Provincial Police in an Emergency will be as follows:

11.1.1 Provide an **ESM**, as required, at the direction of the **EOCG**.

11.1.2 Assume overall security control at the incident and at the EOCG.

11.1.3 Control and disperse crowds within the Emergency Area.

11.1.4 Conduct any Ontario Provincial Police investigations that may be required by law or practice.

11.1.5 Maintaining a personal log including dates, times and significant events.

12.0 RESPONSIBILITIES OF THE NORTH BAY PARRY SOUND DISTRICT HEALTH UNIT (NBPSDHU)

- 12.1.1 Coordinates public health services with various Emergency Control Group members and related agencies in the Emergency Operations Centre;
- 12.1.2. Provides advice to the public and local health care professionals on matters which may adversely affect public health within North Bay and Parry Sound District (e.g. toxic spills, water quality, air quality);
- 12.1.3 Liaises with Ontario Ministry of Health and Long-Term Care, Public Health Division and area Medical Officers of Health as required to augment and coordinate a public health response as required;
- 12.1.4 Coordinates the surveillance and response to communicable disease-related emergencies or anticipated epidemics according to Ministry of Health and Long-Term Care directives;
- 12.1.5 Ensures the coordination of vaccine/antiviral storage, handling and distribution across North Bay and Parry Sound District;
- 12.1.6 Initiates and implements mass vaccination clinics during outbreaks of disease within affected municipalities in North Bay and Parry Sound District;
- 12.1.7 Provides inspection of evacuation centre,, makes recommendations and initiates remedial action in areas of accommodation standards related to:
 - a. overcrowding, sewage and waste disposal;
 - b. monitoring of water supply, air quality, sanitation;
 - c. food handling, storage, preparation, distribution and service;
- 12.1.8 Liaises with local social service agencies on areas of mutual concern regarding the evacuation centre related to public health information;
Advises on or orders any necessary evacuation, isolation or quarantine measures;
- 12.1.9 Provides instruction and health information through public service announcements and information networks;
- 12.1.10 In the event of mass casualties, the Health Unit will monitor the situation to ensure early and sanitary disposition of human remains in order to minimize the spread of disease;
- 12.1.11 Liaises with the District Coroner to coordinate the activities of the mortuary within the community and provide assistance when necessary.
- 12.1.12 Maintaining a personal log including dates, times and significant events.

13.0 RESPONSIBILITIES OF THE DISTRICT OF PARRY SOUND SOCIAL SERVICES ADMINISTRATION BOARD. (DSSAB)

The representative for the District of Parry Sound Social Services Administration Board will:

13.1 Provide direction and information to the Emergency Operations Control Group on procedures for accessing emergency financial and housing assistance for those affected.

13.1.1. Maintain a personal log including dates, times and significant events.

14.0 RESPONSIBILITIES OF THE CLERK'S DEPARTMENT

14.1 Maintenance of the Township Office communications including telephone, fax, electronic and social media and to establish a base of operations for the Emergency Operations Control Group.

14.1.1 Provide support clerical services to the Emergency Operations Control Group as required.

14.1.2 Action service requests for EOCG, emergency responders and/or assisting agencies as required.

14.1.3 Establish an Evacuation Centre (EC) as requested at the 2381 Hwy 654 location.

14.1.4 Maintain a personal log including dates, times and significant events.

15.0 PROVINCIAL ASSISTANCE

Assistance may be requested from Emergency Management Ontario at any time. Emergency Management Ontario maintains a 24-hour duty roster and can co-ordinate assistance from several Provincial agencies and the Federal Government, including Military Aid to the Civil Authority. When requested by the Township of Nipissing, Emergency Management Ontario will send a staff member(s) to the Township of Nipissing to provide a Provincial liaison and advice on Provincial matters.

Assistance may be requested from the Province of Ontario at any time without any loss of control or authority. Such a request shall be made to Emergency Management Ontario.

The Provincial Emergency Operations Centre contact information is:

- 24/7 Direct Tel: +1 (416) 314-0472 or +1 (866) 314-0472
- 24/7 Direct Fax: 416-314-0474
- 24/7 Email: peocdo01@ontario.ca

16.0 PLAN MAINTENANCE

This Plan was originally created in January 1.2014 and has been updated continually for currency. It is essential that it be kept current and viable by adherence to a maintenance schedule. Responsibility for the plan being kept up to date rests with the Community Emergency Management Coordinator & Municipal Administrator who may delegate tasks accordingly.

The following areas will be reviewed annually:

- The emergency telephone contact numbers
- The notification system
- The Vital Services and/or Local Services Directory should be updated annually.

The Community Emergency Management Coordinator & Municipal Administrator may update, correct, or amend the plan as part of maintenance. Committee composition and changes to the roles and responsibilities of said committee must be recognized by Council.

17.0 TESTING OF THE PLAN

This plan shall be tested annually. An annual test will be conducted in the form of a training exercise and will include all EOCG members.

The Township of Nipissing Emergency Operations Control Group (EOCG) will conduct an annual review of the Emergency Response Plan. The EOCG will ensure that all EOCG members demonstrate an adequate level of training in each of the following areas:

- 20.1.1 Knowledge of the components of the the Emergency Operations Control Group, including the municipal HIRA and Critical Infrastructure list
- 20.1.2 Knowledge of their municipality's Municipal Community Emergency Plan, including their roles and responsibilities, and those of organizations which may have a role in response
- 20.1.3 Knowledge of the notification procedures used to activate and operate under the Municipal Community Emergency Plan
- 20.1.4 Knowledge of the notification procedures used to notify members of the EOCG when the Municipal Community Emergency Plan is activated
- 20.1.5 Knowledge of the location, communications infrastructure, and technology in their Municipal Emergency Operations Centre

Support and advisory staff may be invited to attend annual testing of the plan.