

**Corporation**

**Of the Town of**

**Latchford**

**Emergency Plan**

Updated 2019

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## **Description of the Municipality**

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## **APPENDIX A**

### **EMERGENCY RESPONSE PLAN**

#### **HAZARDOUS SPILL**

##### **SITUATION**

The Town of Latchford has a large quantity of dangerous goods products traveling through the community by road and rail. Traveling on these routes are containers carrying dangerous goods, in solid, liquid and gaseous forms. The possibilities of either a single container or several containers rupturing and causing an event that could be dangerous to the people and the environment are extremely high. A dangerous goods accident through an accident or carelessness presents a real extremely high risk to the inhabitants of Latchford.

The Town of Latchford is responsible for dealing with any dangerous goods accident emergency affecting or likely to affect the people, property and environment within the Town of Latchford.

##### **GENERAL PLAN**

There are three phases to an emergency response involving a dangerous Goods accident.

1. Initial Response
2. Emergency Response
3. Post Emergency Response

The initial response is from the police, fire and emergency medical services. This response will be strengthened in the Emergency Response phase, which will be supplemented by mutual aid. Provincial response teams and industrial response teams.

##### **RESPONSIBILITIES**

###### **Municipal Responsibilities**

1. Implementing the Emergency Plan in whole or in part as deemed appropriate utilizing all available resources.
2. Contacting CANUTEC and MOEE for guidance and assistance.
3. Directing and controlling all municipal emergency operations except for provincial and federal agencies.
4. Requesting Provincial/Federal assistance through the Solicitor General's Office — Emergency Measures Ontario.

###### **Provincial Responsibilities**

1. The Province of Ontario may provide prompt and coordinated response to the Town of Latchford if the Head of Council requests assistance in emergency operations. The Province of Ontario may

assume direction and control of an emergency operation when the emergency is of such magnitude that it is clearly beyond the capability of the Town of Latchford; additional resources may be provided from Provincial and Federal Agencies through the assistance of Emergency Measures Ontario.

## **APPENDIX B**

### **EMERGENCY RESPONSE PLAN FOREST FIRES**

#### **SITUATION**

The Town of Latchford is situated in vast area of mixed forests where during the summer months lightening storms and the influx of people on vacation make the forest potentially vulnerable to fire. A forest fire caused by weather, accident or carelessness presents a real and extremely high risk to the inhabitants of Latchford.

#### **GENERAL PLAN**

There are three phases to an emergency plan involving a forest fire.

1. Initial Response
2. Emergency Response
3. Post Emergency Response

This response will be strengthened in the Emergency response phase, which will be supplemented by mutual aid and Provincial response teams.

#### **RESPONSIBILITIES**

##### **Municipal Responsibilities**

1. Implementing the Emergency Plan in whole or in part as deemed appropriate utilizing all available resources.
2. Communicating with and coordinate emergency operations with the Ministry of Natural Resources.
3. Managing all municipal emergency operations in cooperation with provincial and federal agencies.
4. Requesting Provincial/Federal assistance through the Solicitor General's Office.

##### **Provincial Responsibilities**

The Province of Ontario will provide prompt and coordinated response to the Town of Latchford when it requires assistance in emergency operations. The Ministry of Natural Resources will provide a liaison. The Province of Ontario will assume control of the forest fire fighting operation and do so in cooperation with the Municipality. (Any forest fires, etc. within the Municipal boundaries are under Municipal jurisdiction and responsibility and the

Ministry must keep us informed and work in collaboration with us. Elected Officers have the responsibility for public safety and property within the Municipality.)

**Federal Responsibilities**

Federal Agencies provide assistance through the Solicitor General's office as necessary and if requested. The primary agencies and their responsibilities are:

**EMERGENCY PREPAREDNESS OF CANADA** - assist and expedite the procurement of out of province/country resources; and coordinate assistance of federal agencies. **NOTE:** All municipal requests for either Provincial or Federal resources must be first directed to the Solicitor General-Emergency Measures Ontario.

**ATMOSPHERIC ENVIRONMENT SERVICE** - provides special weather forecast services and predicts dispersion pattern of dangerous airborne emissions.

**ENVIRONMENT PROTECTION SERVICES** - provide technical advice and assist in the on and off site assistance by contacting appropriate industrial resources.

**TRANSPORT CANADA INFORMATION AND EMERGENCY CENTRE (CANUTEC)** -

provide technical information on dangerous goods and arrange on site assistance by contacting appropriate industrial resources.



## **Part 1**

### **EMERGENCY PLAN**

#### **PREAMBLE**

This plan has been prepared to provide a prompt and coordinated response to all types of emergencies affecting the Town of Latchford.

#### **AUTHORITY**

The Town of Latchford has the authority under the Emergency plans Act, R.S.O. 1983 Sec. 3(1-4 inclusive). Town of Latchford Resolution No.????????????????

- To declare a state of Emergency
- To exercise extreme measures to protect life, property and avoid social disruption
- To protect Municipal Employees from liabilities
- To spend monies to manage emergencies

#### **INTRODUCTION**

An emergency is defined as a situation (or threat of a situation) which, by its nature or magnitude, affects or threatens the health, safety, welfare and property of a community, and requires a controlled and coordinated response by a number of agencies.

While many emergencies could occur, those most likely to occur are:

Severe Weather (including Tornadoes, Wind Storms, Ice or Snow Storms)  
Hazardous Spill ( Road or Rail)  
Forest Fires  
Flooding

#### **REQUESTS FOR ASSISTANCE**

NOTE: Provincial/Federal assistance resources must first be directed through Emergency Measures Ontario.

Assistance may be requested from:

Ministry of Natural Resources  
CANUTEC / Ministry of Environment  
Ontario Hydro  
Ministry of Transportation  
Ontario Northland

TransCanada Pipelines  
Temiskaming Health Unit

**AIM**

The aim of this plan is to make provision for the extraordinary arrangements and measures that may have to be taken to health, safety, welfare and property of the inhabitants of the Town of Latchford when faced with an emergency.

**PART II**  
**NOTIFICATION SYSTEM. DECLARATION. EMERGENCY OPERATIONS**

**CENTRE DECLARATION OF EMERGENCY**

Head of Council or designate is responsible for declaring a State of

Emergency. Upon such declaration, he/she will notify:

- |                                  |  |
|----------------------------------|--|
| (a) Chief Administrative Officer | (b) Community Emergency Management Coordinator |
| (c) Fire Chief                   | (d) Public Works Superintendent                |
| (e) Ontario Provincial Police    | (e) Temiskaming Health Unit                    |
| (f) Ambulance Service            | (g) Emergency Measures Ontario                 |

**NOTIFICATION SYSTEM**

Upon receipt of a warning of a real or potential emergency, the following community officials (or their designated alternates) may activate the notification system:

The Mayor  
CAO of the Municipality  
Community Emergency Management Coordinator  
Public Works Superintendent  
Fire Chief  
Police  
Temiskaming Health Unit  
Ambulance Service

Upon being notified, it is the responsibility of each member of the control group to notify their staff and/or volunteer organizations, and assemble at the emergency operations centre.

Where a threat of an impending emergency exists, the Control Group will be notified and Placed on alert. The emergency notification list and procedure is attached as Annex 'A'.

**ACTION PRIOR TO DECLARATION**

When an emergency exists but has not yet been declared to exist, community officials take such action(s) under this emergency plan as may be required to protect lives and property under the authority of The Council of the Town of Latchford.

The form to be completed when declaring an emergency is attached at Annex B.

An emergency may be declared terminated at any time by:  
Mayor or Designate/Premier Council

Upon termination of an emergency the following will be notified.

- |                                  |  |
|----------------------------------|--|
| (a) Chief Administrative Officer | (b) Community Emergency Management Coordinator |
| (c) Fire Chief                   | (d) Public Works Superintendent                |
| (c) Ontario Provincial Police    | (e) Temiskaming Health Unit                    |
| (f) Ambulance Service            | (g) Emergency Measures Ontario                 |

### **EMERGENCY OPERATIONS CENTRE (EOC)**

The Control Group will report to the Primary Emergency Operations Centre (EOC) located in the meeting room in the basement of the of the Municipal Office. The Alternate EOC is the Multipurpose Building

The layout and equipment of the EOC are detailed at Annex D.

### **RECOVERY PHASE**

#### **GENERAL**

1. The recovery stage commence when the emergency disaster has been terminated and the immediate actions required for life saving and property protection are generally complete. Short term recovery consist of restoring at least to minimal operation standards necessary for life support systems and community services. Long term recovery from a major disaster may take years to restore the community life to normal. Funding support during the recovery phase may be accessible through the **MINISTRY OF MUNICIPAL AFFAIRS**.
2. Damage Estimation - Arrangements for the inspection of damages caused directly or indirectly from the emergency disaster shall be assessed as soon as practicable and all claims processed through proper channels to the appropriate authorities. The Chief Administrative Officer shall coordinate these estimations.

## **PART III CONTROL**

### **GROUP RESPONSIBILITIES**

#### **CONTROL GROUP**

The emergency response will be directed and controlled by elected and/or appointed officials who are responsible for providing the essential services necessary to minimize the effects of an emergency on the community.

This group is known as the Community Control Group (CCG), and its members are:

- |  |                                  |
|--|----------------------------------|
| (a) Mayor                                      | (b) Chief Administrative Officer |
| (c) Community Emergency Management Coordinator | (d) Ontario Provincial Police    |
| (e) Fire department Chief                      | (f) Public Works Superintendent  |
| (g) Social Services Official                   | (h) Ambulance Service            |
| (i) Public Information Officer                 |                                  |

Other persons added to the Community Control Group to provide assistance and/or technical information may include:

- (a) Ministry of Natural Resources
- (b) Temiskaming Health Unit
- (c) Emergency Measures Ontario

The Community Control Group may function with only a limited number of persons, depending upon the nature of the emergency. While the CCG may not require the presence of all its members, all members of the CCG must be notified.

When an emergency involves evacuation to another community, a liaison officer should be sent to the receiving community.

A person will be appointed to act as liaison officer, and will remain in contact with the Emergency Operations Centre.

#### **BUSINESS CYCLE**

Members of the Control Group will gather at regular briefings to inform each other of actions taken and problems encountered. The Emergency coordinator will establish frequency of meetings and agenda items. Meetings will be kept as brief as possible, thus allowing members to carry out their individual responsibilities.

Maps and status boards will be prominently displayed and kept up to date by the Emergency Operations Coordinator.

He/she will ensure that:

1. The EOC is activated and communications are established with the participating agencies
2. Provide direction to EOC staff required in support of the ERCG and ensure proper setup and operation of the EOC
3. Establish liaison and communications with the provincial response/support team(s) as required

### **GROUP RESPONSIBILITIES**

The actions or decisions that the members of the Control Group are likely to be collectively responsible for include:

- Designate all or part of the community as an emergency area
- Authorize expenditures to implement the emergency plan
- Discontinue utilities or other services — public and private - when they constitute a hazard
- Disperse crowds
- Arrange accommodation and "welfare" for evacuees
- Call in community employees and equipment
- Arrange for services and equipment from volunteer agencies and private contractors not normally under community control
- Ask for help from neighboring communities and other levels of government

### **INDIVIDUAL RESPONSIBILITIES**

**Head of Council** The head of Council is responsible for:

- (a) Declaring Emergency
- (b) Notifying Council of Emergency
- (c) Keeping Council informed
- (d) Providing ECG with such direction from council as may be required.

**Chief Administrative Officer** The Chief Administrative Officer (CAO), is the Emergency Coordinator, and is responsible for:

- (a) Activating the Community Control Group
- (b) Activating the EOC and establishes communications with the participating agencies
- (c) Providing direction to the EOC staff required in support of the Community Control Group and ensures proper setup and operation of the EOC.
- (d) Establishing liaisons and communications with the Provincial Response/Support Team(s) as required
- (e) Upon warning of an emergency or disaster activate the Emergency Plan in whole or in part

- (f) Appointing a Site Manager to manage the emergency site(s)
- (g) Gathering, processing and disseminating information for the Community Control Group
- (h) Identify the scope of the emergency, response required and how the response shall be carried out
- (i) Assume control of the emergency operations in accordance with the Emergency Plan and the Head of Council or designate and give general direction
- (j) Contacting Emergency Measures Ontario prior to requesting Federal/Provincial assistance
- (k) When authorized by the Head of Council implement evacuation, reception and reentry arrangements (l) Authorize Mutual Aid arrangements and other support services as required
- (m) Provide updated situation reports for the Head of Council, Council and the Emergency Response agencies (n) Provide appropriate direction and updated reports for the Public Media Relations Officer or designate with respect to the authorization and release of official statements (o) Arrangements, through the department heads, for the evaluation of the Emergency response operations and identification of deficiencies in procedure and equipment (p) Provide an after action report for the Mayor and Council

**SENIOR POLICE REPRESENTATIVE** The Senior Police Representative is responsible for:

- (a) Responding to the emergency with sufficient personnel to undertake security, crowd control and traffic control
- (b) Establish perimeters, both inner and outer, for the emergency
- (c) Implement the controlled evacuation of buildings, or residential areas in conjunction with any other agency deemed appropriate and as authorized by the Community Control Group.
- (d) Provide assistance to the coroner
- (e) Maintain a log of operations and actions taken, and
- (f) Provide a liaison representative to the Community Control Group.

**SENIOR FIRE REPRESENTATIVE**

- (a) Communication with the Emergency Operations Centre on the status of the Emergency Site(s). The status reports should include progress made, problems encountered and assistance required
- (b) Coordinate site management as designated
- (c) Coordinate fire ground and rescue operations; coordinate with MNR if appropriate
- (d) Maintain a log of operations and actions taken
- (e) Provide liaison with CANUTEC (Transport Canada) and Ministry of Environment in any emergency involving dangerous goods
- (f) Initiate mutual aid arrangements, and
- (g) Provide assistance on evacuation of people

**SENIOR PUBLIC WORKS REPRESENTATIVE**

- (a) The Township Works Superintendent shall report to the EOC as soon as practicable after the emergency plan has been initiated and the response has been assessed. The Works Superintendent shall make such reports to the CAO to take the most appropriate course of action
- (b) Provide municipal equipment and personnel as required
- (c) Provide barricades and lighting as is necessary to secure the incident area
- (d) Disconnect services that would represent a hazard and as is authorized
- (e) Provide assistance in the cleanup operations and repair damages where there is a municipal responsibility
- (f) Provide or make arrangements for alternate water supplies when required and restore essential services
- (g) Communication with the utility services i.e. Hydro, Telephone, etc., and (h) Maintain a log of operations and actions taken



## **SOCIAL SERVICES**

The Chair of Social Services will liaise with the manager of the Non-Profit Housing Corporation and will act as the Senior Social Services representative in the event of an emergency, and is a member of the Community Control Group. In the event of an emergency, Social Services will provide essentials and will be responsible for the following:

- (a) Reporting to the EOC
- (b) Provide a list of emergency agencies and volunteer organizations which will assist in:
  - Emergency feeding
  - Emergency lodging
  - Emergency clothing
  - Emergency registration and inquiry
  - Personal services
- (c) Provide emergency communications
- (d) Liaise with the volunteer organizations directly involved in Social Services, and
- (e) Provide support required for and during evacuation.

## **•EMERGENCY OPERATIONS CENTRE (EOC)**

The Control Group will report to the Primary Emergency Operations Centre (EOC) located in the basement of the Municipal Office. The Alternate EOC is the Latchford Arena in the Multi Purpose Building.

The layout and equipment of the EOC are detailed at Annex D.

## **RECOVERY PHASE**

### **GENERAL**

1. The recovery stage commence when the emergency disaster has been terminated and the immediate actions required for life saving and property protection are generally complete. Short term recovery consist of restoring at least to minimal operation standards necessary for life support systems and community services. Long term recovery from a major disaster may take years to restore the community life to normal. Funding support during the recovery phase may be accessible through the **MINISTRY OF MUNICIPAL AFFAIRS.**
2. Damage Estimation - Arrangements for the inspection of damages caused directly or indirectly from the emergency disaster shall be assessed as soon as practicable and all claims processed through proper channels to the appropriate authorities. The Chief Administrative Officer shall coordinate these estimations.

**EMERGENCY MEDICAL SERVICES** The responsibilities of the Emergency Medical

Service (Ambulance Manager or designate) are:

- (a) Activate sufficient personnel and equipment as deemed appropriate to handle the emergency response
- (b) Alert surrounding hospital as to the degree of the emergency to best prepare them for receiving the sick and injured
- (c) Communicate with the local Health Office to initiate any warning due to contamination or special precautions
- (d) Provide emergency transportation for the injured
- (e) Set up a triage area where injuries may be assessed and transportation can be arranged depending on the degree of severity, and
- (f) Maintain a log of actions taken

**SENIOR HEALTH SERVICES REPRESENTATIVE**

Ambulance manager will act as the Senior Health Services Representative in the event of an emergency, will be a member of the control Group, and is responsible for:

- (a) Communications with the Emergency Operations Centre on the status of the Emergency Site(s). The status reports should include progress made, problems encountered and assistance required
- (b) Coordinate site management as designated
- (c) Coordinate triage operations
- (d) Maintain a log of operations and actions taken, and
- (e) Provide transportation for the injured person(s) as required

**PUBLIC INFORMATION OFFICER**

A person appointed by the Mayor or his/her designate will act as the Public Information Officer during an emergency.

They reports to the CAO and is responsible for dissemination of news and information to the media and the community.

A detailed public information plan is attached.

### **LIAISON OFFICER(S)**

A person or persons will be appointed by the Community Emergency Management Coordinator and will proceed to the evacuation site(s).

The Liaison Officer(s) will be responsible for:

- (a) Maintaining a list of evacuees and their locations.
- (b) Working with the appropriate officers of the receiving/sending communities.
- (c) Maintaining communications with the Emergency Control Centre.
- (d) Contacting the necessary people (Canadian Red Cross offers free assistance to communities when requested)
- (e) Keeping evacuees and their families informed and responding to and redirecting inquiries to persons who may be located in evacuation and reception centers.
- (f) Assisting Social Services Representative during evacuations.

### **PART IV SUPPORT STAFF**

The following persons may be required to provide assistance and support to the Control Group:

- (a) Municipal Office Staff
- (b) Municipal Public Works Staff
- (c) Fire Dept. Staff
- (d) Ambulance Staff

## **SUPPORT STAFF**

- Ensure Council is kept informed and consulted on action to be taken.
- Ensure Council is kept informed
- Coordinate feeding & rest arrangements for Control Group
- Set up and maintain EOC
- Coordinate offers of, and appeals for, volunteers
- Ensure volunteer registration forms are completed
- Ensure telephone and radio systems function effectively, and arranging for repair and maintenance if necessary
- Record decisions made by Control Group
- Handle inquiries from the public
- Provide identification cards to Control Group
- Maintain records of expenses
- Ensure prompt payment of settlement of all invoices and claims incurred during the emergency
- Maintain and update a list of vendors
- Typing, photocopying, etc.

## **HEALTH UNIT INVOLVMENT IN COMMUNITY DISASTERS**

During an emergency situation or a disaster, the Health Unit will have some responsibility in the following areas:

1. *The monitoring of water supplies:* (in conjunction with Ministry of Environment and Energy) including approval of sources, advice on treatment methods, monitoring to prevent pollution of selected sources, and sampling of the distribution system to ensure potable supply.
2. *Food sanitation:* including ensuring the sanitary control of food supplies at the point of supply, during distribution, packaging and processing, providing advice on potentially unsafe or contaminated foods, and providing information on mass feeding including storage, food handling, personal hygiene and refuse disposal.
3. *Evacuation centres:* in the event of mass evacuation to a central location, the Health Unit will monitor the provision of sanitary facilities, the safety of water supply and the food service system. The Health Unit will also provide surveillance for communicable disease outbreaks.
4. *Waste, disposal:* (in conjunction with Ministry of Environment and Energy) including advice on the disposal of all sanitary waste, body waste and garbage including the disposal of liquid waste. The Health Unit can approve methods and sites for sewage disposal during emergency situations.
5. 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.
6. Information and advice on pest control, personal sanitation, emergency cleanups and disinfection, waste disposal and food and water safety will be provided to the public as required.
7. The Health Unit will provide any needed immunization (this is rarely necessary).
8. The Health Unit will provide advice to the public and to local physicians with regards to health consequences, both acute and long term, of exposure to spills of toxic chemicals.
9. Issuing orders to mitigate or eliminate health hazards.

## **PLAN MAINTENANCE AND REVISION. TESTING AND INTERNAL PROCEDURES**

### **Plan Maintenance and revision**

This plan will be reviewed every term of Council (3 years).

Administrative revisions (for example telephone numbers) may be authorized by the CAO.

Substantial changes to the plan must be approved by Council, upon recommendation of the Protection to Persons and Property Committee.

### **Testing of Plan**

This plan will be tested in January 2005.

Three types of testing include:

Paper Exercise

Table Top Exercise

Field Exercise

### **Internal Procedures**

Each service involved with this emergency plan will prepare emergency procedures or guidelines outlining how it will fulfill its responsibilities during an emergency.

Each service will ensure that it designates a staff member to maintain and revise its own emergency procedures or guidelines.

**The following are authorized to activate the notification:**

**Mayor**

**CAO**

**OPP**

**Fire Chief(s)**

**Ambulance Service**

**Public Works Superintendent**

**The following procedure will be used to notify the Community Control Group:**

- **Telephone notification by Mayor/CAO as required, call alternate for each.**
- **If telephone communication is out, notify OPP to contact persons.**

## **ANNEX A**

### **EMERGENCY NOTIFICATION LIST AND PROCEDURE**

Head of Council	George Lefebvre	705-676-1129
Alternate	Jo-Anne Cartner	705- 6762127
Deputy-Tres/DepClerk	Laurel Gadoury	780-919-1817
Public Works	Roger Clark	705-648-9900
CEMC	Jaime Allen	705-672-1025
Fire Chief	Mike Beaupre	705-676-2149



**Annex B**

**DECLARATION OF AM EMERGENCY**

## **Annex C**

### **TERMINATION OF AM EMERGENCY**

**Annex D**

**EMERGENCY EVACUATION**

## ANNEX E

### EMERGENCY EVACUATION

#### NOTIFICATION AREAS

In the event of an emergency requiring an evacuation, areas to be notified would include Latchford Town and Murphy Mill Subdivision residents. Any campers and canoe trippers would also have to be reached.

#### EVACUATION ROUTES

1. Latchford Town
  - Highway #11 North or South and/or rail North or South evacuation
2. Murphy Mill Subdivision residents:
  - Highway 11 North or South and/or rail North or South evacuation through Latchford town

Boat or snowmachine evacuation may be considered depending on the nature of the emergency, the time of year and other considerations

For both areas the preferred route would be Highway #11.

#### RALLYING POINTS

- Multipurpose Building - Primary
- Municipal Office - Secondary

Public should be made aware of these locations and persons appointed to coordinate at each position.

## **EMERGENCY EXIT ROUTES**

Route north/south from Latchford via Highway #11

The Preferred direction would be north to Temiskaming Shores: Lager centre with medical facilities and accommodations.

### **CONSIDERATIONS BY ECG FOR EVACUATION**

- Who will go where
- How do we control transport congestion on Hwy. 11
- Who will need transportation
- Reception and evacuation plan for pets & livestock:  
could involve feeding & care or removal of animals from area.
- Who will pay for feeding & bus costs for evacuation
- At reception sites, washroom facilities, showers, food preparation must be available.
- Check with local organizations eg. Royal Canadian Legion re persons needing special assistance.
- Registration area persons (Liaison Officers) will be required in evacuation to list who is where and to answer questions.
- How many persons will potential need accommodation. (Age groups, non-ambulatory and other special needs could be catalogued).
- Traffic control.
- Day & Night populations.
- Approximate populations for each area.
- Vehicles for transporting those who do not have other means of transport. Control mechanism for proper evacuation.

## **ANNEX F**

### **EMERGENCY PUBLIC INFORMATION PLAN**

The person appointed by the CCG will inform the public of events as authorized by Community Control Group and will set up regular information sessions as necessary with media.

#### **OBJECTIVES**

1. Inform the Public of the Emergency Plan and outline briefly where current information may be obtained during an Emergency.
2. During an Emergency, the Public Information Officer will keep the Public and Media informed and up-to-date on the state of the Emergency.
3. Inform various agencies who may have potential involvement of the Emergency Plan.
4. Copies of the approved Emergency Plan (excluding the telephone directory) will be sent to those persons and agencies as deemed appropriate by Council and the CEO.

#### **MESSAGES**

1. When the Emergency Plan has received Council approval, a brief notification will be given to all ratepayers and affected agencies. This notification will include;
  - An Emergency can be declared only by the Mayor or his designate.
  - A contact telephone number and location for Public Information Centre.
  - Advice that the Public should refrain from gathering at the site of the emergency and at the Emergency Control Centre.
  - In the event of a major emergency, various radio and TV stations within the reception area will be requested to broadcast appropriate information for public knowledge and safety.
  - Should evacuation become necessary, neighboring communities will be contacted.
  - Inform public of rallying and evacuation points.

## **IMPLEMENTATION**

**When the Emergency Plan has been approved by Council, inform the public about the Plan by direct mailout, notices in the Latchford (annually)**

### **PRIMARY AUDIENCE**

- 1. All property owners and residents**
- 2. Ontario Provincial Police**
- 3. Ambulance Service**
- 4. Ontario Hydro**
- 5. Ontario Northland Railway**
- 6. Local agencies**

**Emergency Measures Ontario  
Latchford Fire Dept.  
Ministry of Natural Resources  
TransCanada Pipelines  
Ministry of Transportation  
ONTel Media**

## **SECONDARY AUDIENCE**

**Surrounding Municipalities (especially for assistance and potential evacuation) and non-residents in case of highway blockage.**

**2. Regular briefings during an Emergency will be coordinated by the Public Information Officer for:**

- (a) the Residents**
- (b) the Media**

**3. The Public Information Officer will ensure that appropriate information as approved by the Emergency Coordinator is forwarded to radio and TV stations and newspapers as deemed necessary.**

## **CRITICAL INCIDENT STRESS**

**The community recognizes those persons, be they employees/representatives of the community or citizens may experience emotional/physical stresses, which may have lasting effects on both the individuals/community. The community may wish to provide assistance to help rehabilitate or restore some level of normalcy.**



## **ANNEX G**

### **EMERGENCY NUMBERS FOR EVACUATION**

#### **NORTH**

##### **TEMISKAMING SHORES**

**MUNICIPAL OFFICE**                      705-672-3363

**OPP**    705-647-8400

**Fire Dept.**                                      705-647-8298

#### **Cobalt**

**Municipal Office**                      705-679-8877

**Fire Dept.**                                      705-679-8345

## **ANNEX H**

### **EMERGENCY NUMBERS FOR EVACUATION**

#### **SOUTH**

##### **North Bay**

**City Office**                      **705- 474-0400**

**Fire Dept.**                        **705-474-5662**

##### **Temagami**

**Municipal Office**                **705-569-3421**

# Town of Latchford

Plan for Emergency Action  
Vital Service

Telephone Directory

1. Airport.....	4
2. Auxiliary Lighting.....	4
3. Ambulance .....	4
4. Barges, Crash Boats .....	4
5. Bus Service .....	4
6. Caterers, Food Services.....	4
7. Chemicals.....	4
8. Clergy.....	5
9. Communication.....	5
10. Coroners .....	5
11. Department of National Health & Welfare.....	5
12. Divers and Diving Equipment .....	5
13. Doctors.....	5
14. Express and/or Courier Agencies.....	5
15. Fire Departments.....	5
16. Forestry Patrol.....	5
17. Fuel (Gas & Diesel) .....	6
18. Funeral Homes .....	6
19. Handicapped Assistance Agencies .....	6
20. Health Services and Health Units .....	6
21. Heaters, Outdoor (portable) .....	6
22. Heavy Equipment.....	6
23. Helicopters .....	6
24. Highway Transportation Trucks (refrigerated).....	6
25. Hospitals.....	6
26. Hotels & Motels.....	7
27. Immigration.....	7
28. Marine Services.....	7
29. Medical.....	7
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Plan for Emergency Action  
Vital Service Telephone Directory

1. Airport  
Earlton Airport 705-563-2215  
Jack Garland Airport (North Bay) 705-474-2241  
Lakeland Airways (Sea Plane Base) 705-569-3455  
Kirkland Lake Municipal Airport 705-567-6010  
Air Regulations, Ontario Region 416-224-3520
  
2. Auxiliary Lighting  
Miller Paving (North Bay) 705-472-3312
  
3. Ambulance  

Latchford First Response	Emergency	9-1-1
Temagami Ambulance Service	Emergency	9-1-1
	Administration	705-569-3258
Buffam Ambulance Service	Emergency	9-1-1
	Administration	705-672-2626
North Bay Ambulance Service	Emergency	9-1-1
	Administration	800-693-0408
  
4. Barges, Crash Boats  
Temagami Barge Ltd. (C. F. Lowery, Lake Temagami) 705-237-8922  
Berube Repairs Ltd. (Temagami) 705-569-3813  
George Mathias Construction (Lake Temagami) 705-237-8973
  
5. Bus Service  
Ontario Northland Passenger Services 705-647-4061  
Stock Transportation 705-672-3341  
Or 705-672-5109  
Deluxe Bus Lines 705-474-4370
  
6. Caterers, Food Services  
Royal Canadian Legion Br. 629 – Ladies 705-676-2129  
Gisele’s Catering 705-647-8466  
Goudreault’s Catering 705-563-2332  
Galaxy Restaurant 705-482-1767
  
7. Chemicals  
CANUTEC (notify OPP) 888-310-1122  
Ministry of Environment, Spill Reporting 800-268-6060

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|     | Ministry of Natural Resources, North Bay  | 705-475-5551   |
| 17. | <u>Fuel (Gas &amp; Diesel)</u><br>The Dam Depot   | 705-676-2313   |
| 18. | <u>Funeral Homes</u><br>Buffham Funeral Home, Haileybury<br>Perrin Funeral Chapel, New Liskeard   | 705-672-3122<br>705-647-5020   |
| 19. | <u>Handicapped Assistance Agencies</u><br>Tri-Town Association for Community Living, Haileybury   | 705-672-2000   |
| 20. | <u>Health Services and Health Units</u><br>Temiskaming Hospital, New Liskeard<br>North Bay General Hospital, North Bay<br>Temiskaming Health Unit, New Liskeard   | 705-647-8121<br>705-474-8600<br>705-647-4305   |
| 21. | <u>Heaters, Outdoor (portable)</u><br>TIME, New Liskeard<br>Pedersens, New Liskeard<br>Campsall Electric, New Liskeard<br>Superior Propane, New Liskeard  | 705-647-8138<br>705-647-6223<br>705-647-4359<br>705-647-6855                                 |
| 22. | <u>Heavy Equipment</u><br>Pedersens, New Liskeard<br>Cooper's Crane Rental, North Bay<br>Miller Paving, North Bay<br>Caldwell Alvin Sand & Gravel, New Liskeard<br>Berube Repairs Ltd., Temagami<br>Town of Latchford | 705-647-6223<br>705-472-9720<br>705-474-2241<br>705-647-5369<br>705-569-3813<br>705-676-2416 |
| 23. | <u>Helicopters</u><br>Gateway Helicopters Ltd., North Bay<br>Heli-North Aviation Inc., Sudbury<br>Canadore College, North Bay<br>Expedition Helicopter Inc., Cochrane<br>Canadian Helicopters, Buttonville            | 800-474-4214<br>800-482-4434<br>705-476-3626<br>705-272-5755<br>905-415-8090                 |
| 24. | <u>Highway Transportation Trucks (refrigerated)</u><br>Trans Provincial Freight Carriers Ltd., New Liskeard<br>Manitoulin Transport Inc., New Liskeard<br>Laidlaw Carriers Inc., North Bay                            | 705-647-8855<br>705-647-6881<br>705-472-1343   |
| 25. | <u>Hospitals</u>  |  |



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|     | Temiskaming Hospital, New Liskeard           | 705-647-8121 |
|     | North Bay General Hospital, North Bay        | 705-474-8600 |
| 26. | <u>Hotels &amp; Motels</u>                   |              |
|     | Frontiersman Motel                           | 705-676-2424 |
|     | Northland Motel                              | 705-676-2096 |
|     | Lady Evelyn Camp                             | 705-676-2116 |
| 27. | <u>Immigration</u>                           |              |
|     | Immigration Inquiries, Sudbury               | 800-416-3519 |
| 28. | <u>Marine Services</u>                       |              |
|     | Temagami Marine Ltd., Temagami               | 705-569-3221 |
| 29. | <u>Medical</u>                               |              |
|     | See HOSPITAL                                 |              |
|     | AMBULANCE                                    |              |
|     | DOCTOR                                       |              |
| 30. | <u>Meteorological Office</u>                 |              |
|     | Environment Canada, Sault Ste. Marie Airport | 800-463-6377 |
|     | Environment Canada, Sudbury                  | 705-693-4540 |
| 31. | <u>Military (Canadian Armed Forces)</u>      |              |
|     | C.F.B. North Bay                             | 705-474-6600 |
|     | C.F.B. Trenton                               | 800-267-7270 |
| 32. | <u>Ministry of Natural Resources</u>         |              |
|     | North Bay Office                             | 705-475-5515 |
|     | Emergency                                    | 888-863-3473 |
| 33. | <u>Mobile Canteens</u>                       |              |
|     | C.F.B. North Bay                             | 705-474-6600 |
| 34. | <u>Mobile Portables</u>                      |              |
|     | Port-A-Room, North Bay                       | 800-461-6084 |
| 35. | <u>Morgues</u>                               |              |
|     | Temiskaming Hospital, New Liskeard           | 705-647-8121 |
|     | North Bay General Hospital, North Bay        | 705-474-8600 |
| 36. | <u>Municipal Offices and Departments</u>     |              |
|     | Town of Latchford                            | 705-676-2416 |
|     | Municipality of Temagami                     | 705-569-3421 |

	City of Temiskaming Shores	705-672-3363
37.	<u>Newspapers</u> North Bay Nugget, North Bay Temiskaming Speaker, Temiskaming Shores Northern Daily News, Kirkland Lake Latchford & Area Moose Call	705-472-3200 705-647-6791 705-567-5321 705-676-2416
38.	<u>Ontario Hydro</u> Emergency & Outage Number	888-835-9444
39.	<u>Pest Control</u> PCO Pest Control, North Bay Canadian Pest Control Services, North Bay	800-726-7378 866-705-8008
40.	<u>Poison Control Centre</u> Poison Control Centre	800-267-1373
41.	<u>Police Services</u> Ontario Provincial Police Emergency	888-310-1122 9-1-1
42.	<u>Post Office</u> Latchford Post Office Temagami Post Office North Bay Post Office New Liskeard Post Office	705-676-2305 705-569-3444 705-474-0663 705-647-7302
43.	<u>Propane Suppliers</u> The Dam Depot  Temagami Shell  Grant Propane, New Liskeard TIME, New Liskeard	705-676-2313  705-569-3310  705-647-6566 705-647-8138
44.	<u>Pumps (portable)</u> Municipality of Temagami Gauvreau Pumps, New Liskeard	705-569-3421 705-647-7655
45.	<u>Radio Stations</u> CJTT, New Liskeard (104.5 fm) CFCH, North Bay (101.9 fm) CHUR, North Bay (100.5 fm) CKAT, North Bay (600 am)	705-647-7334 705-474-2000 705-472-1110 705-474-2310

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|     | CBC North (102.3 fm)   | 800-461-1138   |
|     | Q92, Sudbury (92.7 fm)   | 705-566-4480   |
|     | CJKI, Kirkland Lake  | 705-567-6200   |
| 46. | <u>Railways</u><br>Ontario Northland Railways  | 800-461-8558<br>705-544-2294                                 |
|     |  | or   |
| 47. | <u>Red Cross</u><br>North Bay  | 705-472-5760   |
| 48. | <u>Road Maintenance &amp; Conditions</u><br>IMOS, Guy Ouellette<br>Ministry of Transportation, New Liskeard<br>Ministry of Transportation, General Inquiries | 877-236-4667<br>800-720-1120<br>800-268-4686                 |
| 49. | <u>Salvation Army</u><br>New Liskeard<br>North Bay   | 705-647-6634<br>705-474-3210                                 |
| 50. | <u>Search &amp; Rescue</u><br>** Go through OPP and/or Ambulance dispatch ONLY **  |  |
| 51. | <u>St. John Ambulance</u><br>North Bay Branch<br>Sudbury Branch  | 705-472-5178<br>705-524-9338                                 |
| 52. | <u>Tables and Chairs</u><br>Town of Latchford<br>Royal Canadian Legion Br. 629<br>Municipality of Temagami<br>Royal Canadian Legion Br. 408 (Temagami)       | 705-676-2416<br>705-676-2129<br>705-569-3421<br>705-569-3350 |
| 53. | <u>Tents &amp; Supplies</u><br>Department of National Defence, North Bay   | 705-474-6600   |
| 54. | <u>Toilets (portable)</u><br>Bunn's Septic Service, New Liskeard<br>K & T Port-a-John Rentals, North Bay<br>Hurby Enterprises Ltd., Sudbury                  | 705-647-6217<br>705-476-5311<br>800-267-4372                 |
| 55. | <u>Tow Trucks</u><br>Temagami Auto Clinic<br>G & W Jelly's Ltd., New Liskeard<br>Cobalt Car Clinic, Cobalt<br>** Call OPP for assistance **                  | 705-569-2800<br>705-647-5751<br>705-679-8500                 |

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| 56. | <u>TransCanada Pipeline</u><br>Regional Office, North Bay<br>District Office, North Bay   | 705-476-6210<br>705-472-7100                 |
| 57. | <u>Television Stations</u><br>MCTV, North Bay<br>Global   | 705-476-3111<br>800-387-8001                 |
| 58. | <u>Welding Services</u><br>Berube Repairs Ltd., Temagami<br>Terry's Small Engines, Temagami<br>Ebert Welding Ltd., New Liskeard | 705-569-3813<br>705-569-2707<br>705-647-6896 |
| 59. | <u>Wilderness Outfitters</u><br>Temagami Outfitting Company<br>Smooth water Wilderness Outfitting                               | 705-569-2595<br>705-569-3539                 |
| 60. | <u>X-Ray Machines (stationary &amp; portable)</u><br>Temiskaming Hospital, New Liskeard<br>North Bay General Hospital           | 705-647-8121<br>705-474-8600                 |

## **Government Offices**

### **Federal**

Member of Parliament, Anthony Rota	705-474-3700
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### **Provincial**

Member of Provincial Parliament, John Vanthof	705-647-5995
Ministry of Environment, North Bay	800-609-5553
Ministry of Finance	800-668-0128
Ministry of Health	800-263-1154
Ministry of Labour, Health & Safety	800-531-5551
Ministry of Municipal Affairs and Housing	800-461-1193
Ministry of Natural Resources, North Bay	705-475-5550
Fire Marshall's Office	705-564-4550
CEMC	416-314-3723

## **Annex I**

### **Critical Infrastructure**

**The Latchford water and sewage treatment plant.**