



**FIRST NATION COMMUNITY OF**  
***BIG GRASSY***

***EMERGENCY RESPONSE PLAN***

VERSION 005

March 20, 2020

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**PART 1: INTRODUCTION**

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. They affect public safety, meaning the health, welfare and property, as well as the environment and economic health of the community.

**Population as of May 12, 2012**

<b>ON-RESERVE</b>	<b>193</b>
<i>Non-band members</i>	28
<b><i>Total On-Reserve</i></b>	<b>221</b>
<b>OFF-RESERVE</b>	<b>503</b>
<b><i>Total First Nation Members</i></b>	<b>696</b>

F

*from the desk of ...  
Daryl Archie  
Indian Registry  
Administrator*

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

The community of Big Grassy First Nation Emergency Management Committee developed this emergency response plan. Every official, community department and agency must be prepared to carry out assigned responsibilities in an emergency. The response plan has been prepared to provide key officials, agencies and departments of the Community of Big Grassy First Nation important emergency response information related to:

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

In addition, it is important that residents, businesses and interested visitors be aware of its provisions. Copies of the Community of Big Grassy First Nation Emergency Response Plan may be reviewed at the Band Office/Esiniwab Health Centre/ Pegamigaabo School. For more information, please contact:

Emergency Management Coordinator

**Band Office** Toll Free: 1-800-361-7228  
Community of Big Grassy First Nation

**PART 2:        AIM**

The aim of this plan is to make provisions for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, environment and economic health of the residents, businesses and visitors of the Community of Big Grassy First Nation when faced with an emergency.

It enables a centralized controlled and coordinated response to emergencies in the Community of Big Grassy First Nation.

Emergencies can occur within the community of Big Grassy First Nation and the most likely are:

- ❖ Ice storm
- ❖ power failure (extended)
- ❖ flood
- ❖ tornado or windstorm
- ❖ fire – infrastructure
- ❖ fire – forest/wildfire
- ❖ transportation – road
- ❖ transportation – fuel spills
- ❖ Explosion

See Appendix B for more information.

For further details, please contact the Emergency Management Coordinator.

### **PART 3: AUTHORITY**

Ontario Fire Marshalls Office & Emergency Management recognizes the authority of the Chief to declare a state of emergency within the Community of Big Grassy First Nation.

Ontario Fire Marshalls Office & Emergency Management recognizes the authority of the Chief to terminate a state of emergency within the Community of Big Grassy First Nation.

Ontario Fire Marshalls Office & Emergency Management recognizes that the Deputy Chief may act on behalf of the Chief if the chief is absent. Another member of council may act on behalf of the Chief if the Chief is absent. Another member of council may act on behalf of the Chief when the Chief or Deputy Chief are absent if the councillor is supported by a Band Council Resolution.

This emergency response plan and its elements have been:

- Issued under the authority of Community of Big Grassy First Nation Band Council Resolution #\_\_\_\_\_.

#### **a. Definition of an Emergency**

The Emergency Management and Civil Protection Act (EMCPA) defines an emergency as:

“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.”

The Emergency Operations Centre (EOC) can be activated for any emergency for the purposes of managing an emergency, by maintaining services to the community and supporting the emergency site.

#### **b. Action Prior to Declaration**

When an emergency exists but has not yet been declared to exist, community officials and employees may take such action(s) under this emergency response plan as may be required to protect property and the health, safety and welfare of the Community of Big Grassy First Nation.

## **PART 4: EMERGENCY NOTIFICATION PROCEDURES**

Only a member of the CCG may initiate the notification procedure.

The contact phone numbers and addresses of the CCG members (and their alternates) are contained in Annex A.

When a member of the CCG receives a warning of a real or potential emergency, that member will immediately contact the Community Emergency Management Coordinator (CEMC) and direct them to initiate the notification of the CCG. The member initiating the call must provide pertinent details (e.g. – a time and place for the CCG to meet) as part of the notification procedure. Sample in Annex A is the recommended format.

If deemed appropriate, the individual CCG members may initiate their own internal notification procedure of their staff and volunteer organizations.

Where a threat of an impending emergency exists, any member of the CCG may initiate the notification procedure and place CCG members on standby.

The CEMC must record the date and time CCG members were contacted.

When phone service is unavailable the CEMC will go door to door to contact CCG members in the same order as would be followed if contacting by phone.

### **a. Requests for Assistance**

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

The Emergency Notification Contact List, including contact numbers for requesting assistance, is attached as Annex A.

### **b. A Declared Community Emergency**

The Chief or Deputy Chief of the Community of Big Grassy First Nation is responsible for declaring an emergency.

Upon declaring an emergency, the Chief or designate will notify:

- Big Grassy First Nation Band Council
- Big Grassy First Nation Community
- Ontario Fire Marshalls Office & Emergency Management (OFMEM)

- Indigenous Services Canada (ISC)
- Other Ministries i.e., Ministry of Natural Resources & Forestry (MNRF)
- Anishinabeg of Kabapikotowangag Resource Council
- Neighbouring communities

**c. Terminating a Declared Community Emergency**

A community emergency may be terminated at any time by:

- Chief or designate; or
- Band Council

When terminating an emergency, the Chief or designate will notify:

- Big Grassy First Nation Band Council
- Big Grassy First Nation Community
- Emergency Management Ontario (EMO)
- Indigenous Services Canada (ISC)
- Other Ministries i.e., Ministry of Natural Resources & Forestry (MNRF)
- Anishinabeg of Kabapikotowangag Resource Council (AKRC)
- Neighbouring communities

**PART 5: EMERGENCY COMMUNITY CONTROL GROUP**

**a. Emergency Operations Centre (EOC)**

The location of the Community of Big Grassy First Nation’s primary and alternate Operations Centres are detailed in Page 11.

**b. Community Control Group (CCG)**

The emergency response will be directed and controlled by the community Control Group (CG) – a group of officials who are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community. The CCG consists of the following officials:

- Chief of the Community of Big Grassy First Nation, or alternate;
- Chief Executive Officer/Band Manager, or alternate, who becomes the Operations Officer in the EOC;

- Community Emergency Management Coordinator (CEMC), or alternate;
- Police representative, or alternate;
- Medical/Health Representative, or alternate;
- Social Services Representatives, or alternate;
- Child Care Program/Services, or alternate
- Emergency Medical Services Representative, or alternate;
- Maintenance Representative or alternate, if required
- Water Operations Representative or alternate, if required
- Emergency Information Coordinator;
- Additional personnel called or added to the CCG may include:
  - Emergency Management Ontario Representative;
  - Ontario Provincial Police Representative;
  - Indigenous Services Canada (ISC);
  - Liaison staff from Provincial Ministries;
  - Any other officials, experts or representatives from the public or private sector as deemed necessary by the CCG.

The CCG may function with only a limited number of persons depending up the emergency. While the CCG may not require the presence of all the people listed as members of the control group, all members of the CCG must be notified.

**c. Operating Cycle**

Members of the CCG will gather at regular intervals to inform each other of actions taken and problems encountered. The Chief Executive Officer/Band Manager will establish the frequency of meetings add agenda items. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. The CEO/Band Manger’s Assistant will maintain status board and maps that will be prominently displayed and kept up to date.

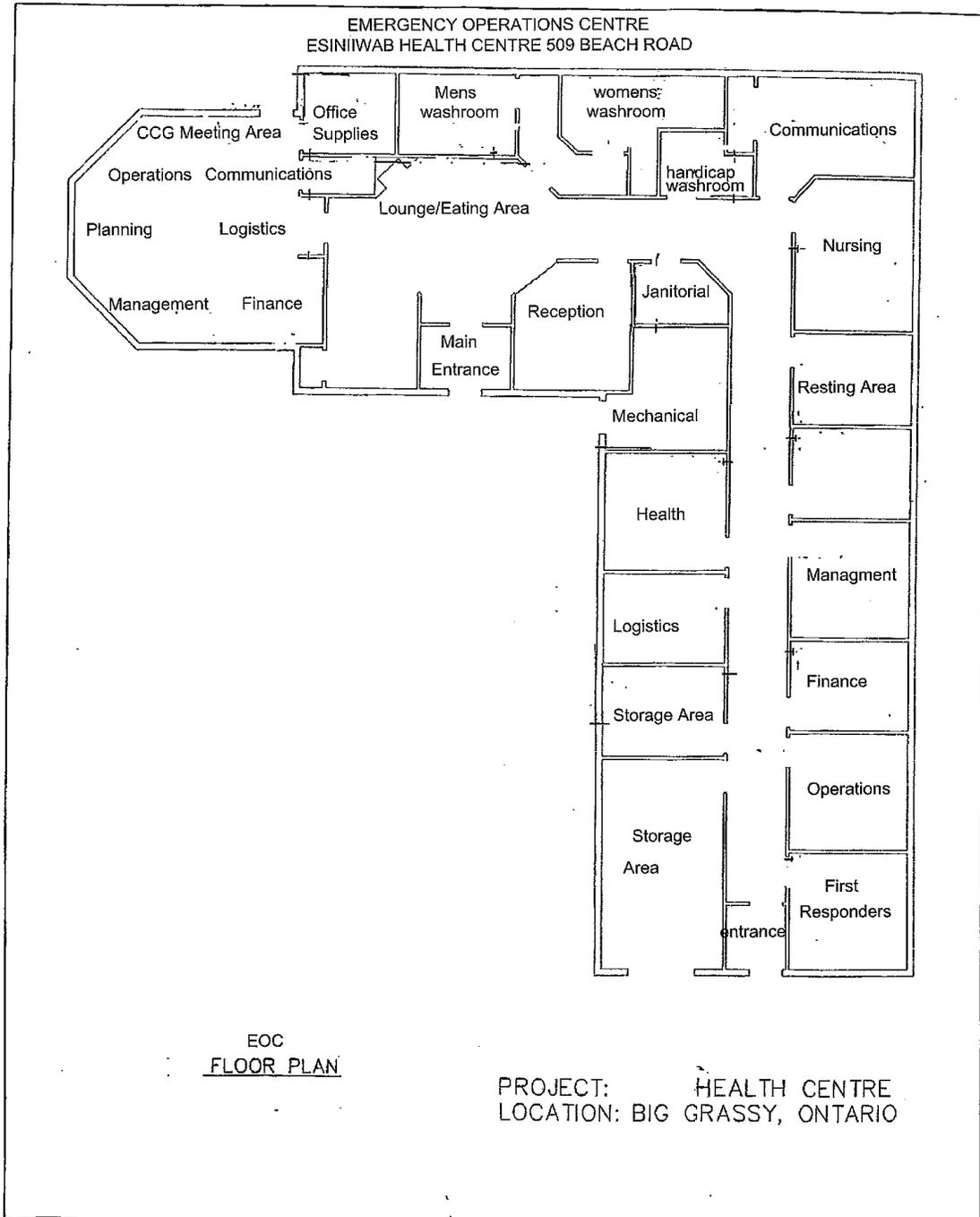
**d. Community Control Group Responsibilities**

The members of the Community control Group (CCG) are likely to be responsible for the following actions or decisions:

- Calling out and mobilizing their emergency service, agency and equipment;
- Coordinating and directing their service and ensuring that any action necessary for the mitigation of the effects of the emergency are taken, provided that they are not contrary to law;
- Determining if the location and composition of the CCG are appropriate;
- Advising the Chief as to whether the declaration of an emergency is recommended;

- Advising the Chief on the need to designate all or part of the community as an emergency area;
- Ensuring that an Emergency Site Manager (ESM) is appointed, if required;
- Ensuring support to the ESM by offering equipment, staff and resources, as required;
- Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger;
- Discontinuing utilities or services provided by public or private concerns, i.e. hydro, gas, water;
- Arranging for services and equipment from local agencies not under community control i.e. private contractors, industry, volunteer agencies not under community control i.e. private contractors, industry, volunteer agencies, service clubs;
- Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary;
- Determining if additional volunteers are required and if appeals for volunteers are warranted;
- Determining if additional transport is required for evacuation or transport of persons and/or supplies;
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Coordinator and Citizen Inquiry Supervisor, for dissemination to the media and public;
- Determining the need to establish advisory groups and/or sub-committees/working groups for any aspect of the emergency including recovery;
- Authorizing expenditure of money required dealing with the emergency;
- Notifying the service, agency or group under their direction, of the termination of the emergency;
- Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the chief Executive Officer/Band Manager within one week of the termination of the emergency, as required;
- Participating in the debriefing, following the emergency.

# Emergency Operations Centre Configuration



**PART 6: EMERGENCY RESPONSE SYSTEM**

**a. The individual responsibilities of the Community Control Group:**

**1. Chief or Designate (Lynne Indian)**

The Chief or Deputy Chief or Designate is responsible for:

- Providing overall leadership in responding to an emergency;
- Declaring an emergency within the designated area;
- Declaring that the emergency has terminated (Note: Council may also terminate the emergency);
- Notifying Ontario Fire Marshalls Office & Emergency Management, of the declaration of the emergency and termination of the emergency;
- Ensuring the members of council are advised of the declaration and termination of an emergency and are kept informed of the emergency situation.

## **2. Chief Executive Officer/Band Manager – Operations Officer (Lynne Gavin/Gary Tuesday)**

The Chief Executive Officer/Band Manger is responsible for:

- Chairing the CCG;
- Activating the emergency notification system through the community Emergency coordinator;
- Ensuring liaison with the Police representative regarding security arrangements for the EOC;
- As the Operations Officer, coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings;
- Advising the Chief on policies and procedure, as appropriate;
- Approving, in conjunction with the Chief, major announcements and media releases prepared by the Emergency Information Coordinator, in consultation with the CCG;
- Ensuring that a communication link is established between the CCG and the Emergency Site Manager (ESM);
- Calling out additional band office staff to provide assistance, as required.

### **3. Police Representative (Charmaine Hunter)**

The Police Representative is responsible for:

- Notifying necessary emergency and community services, as required;
- Establishing a site command post with communications to the EOC;
- Depending on the nature of the emergency, assign the Site Manager and inform the CCG;
- Establishing an ongoing communications link with the senior police official at the scene of the emergency;
- Establishing the inner perimeter within the emergency area;
- Establishing the outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel;
- Providing traffic control staff to facilitate the movement of emergency vehicles;
- Alerting persons endangered by the emergency and coordinating evacuation procedures;
- Ensuring the protection of life and property and the provision of law and order;
- Providing police service in EOC, evacuee centres, morgues and other facilities, as required;
- Notifying the coroner of fatalities;
- Ensuring liaison with other community, provincial and federal police agencies, as required;
- Providing an Emergency Site Manager, if required.
- Other duties to be performed as assigned by CCG.

#### **4. Fire Chief (Tim Archie)**

The Fire Chief is responsible for:

- Activating the emergency notification system through the community Emergency Coordinator;
- Providing the CCG with information and advice on firefighting and rescue matters;
- Depending on the nature of the emergency, assign the Site Manager and inform the CCG;
- Establishing an ongoing communications link with the senior fire officials at the scene of the emergency;
- Informing the Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements for the provision of additional fire fighters and equipment, if needed;
- Determining if additional or special equipment is needed and recommending possible sources of supply, e.g., breather apparatus, protective clothing;
- Providing assistance to other community departments and agencies and being prepared to take charge of or contribute to non-fire fighting operations if necessary, e.g., rescue, first aid, casualty collection, evacuation;
- Providing an Emergency Site Manager, if required.

## 5. Maintenance Representative (Tim Archie)

The Public Works Representative is responsible for:

- Providing the CCG with information and advice on engineering and public works matters;
- Depending on the nature of the emergency, assign the Site Manager and inform the CCG;
- Establishing an ongoing communications link with the senior public works official at the scene of the emergency;
- Ensuring liaison with the public works representative from the neighbouring community(s) to ensure a coordinated response;
- Ensuring provision of engineering assistance;
- Ensuring construction maintenance and repair of community roads;
- Ensuring the maintenance of sanitary sewage and water systems;
- Providing equipment for emergency pumping operations;
- Ensuring liaison with the fire chief concerning emergency water supplies for firefighting purposes;
- Providing emergency potable water, supplies and sanitation facilities to the requirements of the health officials;
- Discontinuing any public works service to any resident, as required, and restoring these services when appropriate;
- Ensuring liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions;
- Providing public works vehicles and equipment as required by any other emergency services;
- Ensuring liaison with the local flood authority regarding flood control, conservation and environmental matters and being prepared to take preventative action.

## **6. Medical/Health Authority Representative (James Eastman)**

The Medical/Health Representative is responsible for:

- Acting as a coordinating link for all emergency health services at the CCG;
- Ensuring liaison with Health Canada;
- Depending on the nature of the Emergency, assign the Site Manager and inform the CCG;
- Establishing an ongoing communications link with the senior official at the scene of the emergency;
- Ensuring liaison with the ambulance service representatives;
- Providing advice on any matters, which may adversely affect public health;
- Providing authoritative instruction on health and safety matters to the public through the Emergency Information Coordinator;
- Coordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Health Canada policies;
- Ensuring coordination of care of bed-ridden citizens and invalids at home and in evacuee centres during an emergency;
- Ensuring liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources;
- Ensuring coordination of all efforts to prevent and control the spread of disease during an emergency;
- Notifying the Public Works Representative regarding the need for potable water supplies and sanitation facilities;
- Ensuring liaison with Social Services Representative on areas of mutual concern regarding health services in evacuee centres.
- Ensuring emergency medical services at the emergency site;
- Depending on the nature of the emergency, assign the Site Manager and inform the CCG;
- Establishing an ongoing communications link with the senior EMS official at the scene of the emergency;
- Obtaining EMS from other communities for support, if required;
- Ensuring triage at the site;
- Advising the CCG if other means of transportation is required for large scale response;
- Ensuring liaison with the receiving hospitals;
- Ensuring liaison with the Medical/Health Authority as required.

## **7. Social Service Representative (Lori Comegan)**

The Social Service Representative is responsible for:

- Ensuring the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services;
- Supervising the opening and operation of temporary and/or long-term evacuee centres, and ensuring they are adequately staffed;
- Ensuring liaison with the police representative with respect to the pre-designation of evacuee centres which can be opened on short notice;
- Liaison with the Medical Officer of Health on areas of mutual concern regarding operations of evacuee centres;
- Ensuring that a representative of the Education Authority is notified when facilities are required as evacuee reception centres, and that staff and volunteers utilizing the school facilities take direction from the Education Authority representative(s) with respect to their maintenance, use and operation.

## **8. Water Operations Representative (Melvin Major)**

The Water Operations Representative is responsible for:

- Providing the CCG with information and advice on engineering and public works matters;
- Depending on the nature of the emergency, assign the Site Manager and inform the CCG;
- Establishing an ongoing communications link with the senior public works official at the scene of the emergency;
- Ensuring liaison with the public works representative from the neighbouring community(s) to ensure a coordinated response;
- Ensuring provision of engineering assistance;
- Ensuring construction maintenance and repair of water distribution system;
- Ensuring the maintenance of sanitary sewage and water systems;
- Providing equipment for emergency pumping operations;
- Ensuring liaison with the fire chief concerning emergency water supplies for firefighting purposes;
- Providing emergency potable water, supplies and sanitation facilities to the requirements of the health officials;
- Discontinuing any public works service to any resident, as required, and restoring these services when appropriate;
- Ensuring liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions;
- Providing public works vehicles and equipment as required by any other emergency services;
- Ensuring liaison with the local flood authority regarding flood control, conservation and environmental matters and being prepared to take preventative action.

**9. Community Emergency Management Coordinator (CEMC) or Alternate,  
To be determined at a Community Control Group (CCG)**

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

- Activating the emergency notification system and ensuring all members of the CCG are notified;
- Activating and arranging the Emergency Operations Centre;
- Ensuring that security is in place for the EO and registration of CCG members;
- Ensuring that all members of the CCG has necessary plans, resources, supplies, maps and equipment;
- Providing advice and clarifications about the implementation details of the Emergency Response Plan;
- Ensuring that the operating cycle is met by the CCG and related documentation is maintained and kept for future reference;
- Addressing any action items that may result from the activation of the Emergency Response Plan and keep CCG informed of implementation needs;
- Maintaining the records and logs for the purpose of debriefing and post-emergency reporting that will be prepared.

**b. Support and Advisory Staff**

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

**1. CEO/Band Manager's Administrative Assistant(s) (Cindy/Terri/Jennilee Major)**

The CEO/Band Manager's Administrative Assistant(s) is responsible for:

- Assisting the CEO/Band Manager as required;
- Ensuring all important decisions made and actions taken by the CCG are recorded;
- Ensuring that maps and status boards are kept up-to-date;
- Provide a process for registering CCG members and maintaining a CCG member list;

- Notifying the required support and advisory staff of the emergency and the location of the Emergency Operations Centre;
- Initiating the opening, operation and staffing of switchboard at the community offices, as the situation dictates and ensuring operators are informed of CCG members telephone numbers in the EOC;
- Assuming the responsibilities of the Citizen Inquiry Supervisor;
- Arranging for printing of materials, as required;
- Coordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required;
- Upon direction by the Chief, ensuring that all council are advised of the declaration and termination of declaration of the emergency;
- Upon direction by the Chief, arranging special meetings of the council, as required and advising members of council of the time, date and location of the meetings;
- Procuring staff to assist, as required.

## **2. Community Evacuation Coordinator (CEC), (to be determined at a CCG meeting)**

The Community Evacuation Coordinator (CEC) is responsible for:

- At the direction of the CCG, ensuring the well being of people who have been displaced from their homes, by arranging registration and inquiry, accommodation, lodging, feeding and personal support services;
- Supervising the evacuation centre and ensuring that it is adequately staffed;
- Liaising with the Community Health Nurse and the Community Health Representative on areas of mutual concern;
- Ensuring that the host community is advised of the number of evacuees to be expected;
- Recording and maintaining a list of community transportation resources;
- Recording and maintaining a list of potential drivers of Band vehicles;
- Maintaining a log of personal activities related to the emergency.
- At the direction of the CCG, ensuring all provisions is confirmed for the safety to return home.

### **3. Emergency Information Coordinator (Allison Finlayson)**

The Community's Chief or Designate will act as the Emergency Information Coordinator during an emergency.

The Emergency Information Coordinator is responsible the dissemination of news and information to the media for the public. A detailed Emergency Information Plan is included in Annex C.

### **4. Education Representative (Brad George)**

The Education Authority is responsible for:

- Providing any school (as appropriate and available) for use as an evacuation or reception centre and a representative(s) to coordinate the maintenance, use and operation of the facilities being utilized as evacuation or reception centres;
- Ensuring liaison with the community as to protective actions to the schools (i.e., implementing school stay in place procedure and implementing the school evacuation procedure.

### **5. Child Care Services (Michelle Nordin)**

The Child Care Services is responsible for:

- Providing CCG (as appropriate and available) for use as ie., food prep or a representative(s) to coordinate the maintenance, use and operation of the facilities being utilized and identified as needed;
- Ensuring liaison with the community as to protective actions to Child Care protocols

### **6. Evacuation Liaison (to be determined at a CCG meeting)**

The Evacuation Liaison is responsible for:

- Working the CEC, providing all potential evacuees with a list of things to do to prepare their homes before leaving the community and advising them on key personal items to take the host community;

- Acting as the First Nation’s representative in the host community by working closely with their CCG through meetings and telephone conversations;
- At the outset, establishing a communication process with the evacuees, so that their needs and concerns can be forwarded to the host community as quickly as possible;
- Acting as interpreter and facilitator for evacuees who may be accessing health and social services in the hosting community;
- Continually updating the First Nation CCG on the situation and acting on their direction to resolve current and anticipating issues;
- Assisting the host community in tracking evacuees who have left the community on their own accord;
- Where feasible and required, setting up a remote office in the host community to facilitate business continuity for the First Nation.

**c. Relationship between CCG and Emergency Site Manager (ESM)**

Depending on the nature of the emergency, and once the Site Manager has been assigned, the CCG relationship with the Emergency Site Manager is to offer support with equipment, staff and other resources, as required.

The CCG will also ensure that the rest of the community maintains community services.

**d. Relationship between ESM and command and control structures of emergency responders**

The senior representative for each emergency responder (fire, police, EMS, public works, etc) at the site will consult with the Emergency Site Manager, so as to offer a coordinate and effective response. Regular briefings will be held at the site and chaired by the Emergency Site Manager, so as to establish the manner and process to the emergency.

**PART 7: DISTRIBUTION LIST**

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015 Community of Big Grassy FN		March 27, 2020
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**PART 8: UPDATES AND AMENDMENTS**

Updated dd/mm/yy	Comments	Updated By
10/02/14	Review	Fire Chief
20/03/15	Review	Fire Chief



Chief Executive Officer/Band Manager:  
Name: Lynne Gavin  
Office Phone: 1-(807) 488-5614  
Home Phone: 1-(807) 852-4541  
Cell Phone/Pager:

Alternate:  
Name: Gary Tuesday  
Office Phone: 1-(807) 488-5614  
Home Phone: 1-(807) 488-5553  
Cell Phone/Pager:

Community Emergency Management Coordinator: Alternate:  
Name:  
Office Phone: 1-(807) 488-  
Home Phone: 1-(807) 488-  
Cell Phone/Pager: 1-(807)

Name:  
Office Phone:  
Home Phone:  
Cell Phone/Pager:

Police Services Representative:  
Name: Charmaine Hunter  
Office Phone:  
Home Phone:  
Cell Phone/Pager:

Alternate:  
Name:  
Office Phone:  
Home Phone:  
Cell Phone/Pager:

Medical/Health Representative:  
Name: James Eastman  
Office Phone: 1-(807) 488-5457  
Home Phone:  
Cell Phone/Pager:

Alternate:  
Name: Dianne Skead  
Office Phone: 1-(807) 488-5457  
Home Phone:  
Cell Phone/Pager:

Social Services Representative:  
Name: Lori Comegan  
Office Phone: 1-(807) 488-614  
Home Phone:  
Cell Phone/Pager:

Alternate:  
Name: Allison Finlayson  
Office Phone: 1-(807) 488-5614  
Home Phone:  
Cell Phone/Pager:

Emergency Medical Services Representative:  
Name: James Eastman  
Office Phone: 1-(807) 488-5457  
Home Phone:  
Cell Phone/Pager:

Alternate:  
Name: Dianne Skead  
Office Phone: 1-(807) 488-5457  
Home Phone:  
Cell Phone/Pager:

Education Representative:  
Name: Brad George  
Office Phone: 1-(807) 488-5916  
Toll free: 1-800-265-3379  
Home Phone:

Alternate:  
Name: Judy Major  
Office Phone: 1-(807) 488-5916  
Toll free: 1-800-265-3379  
Home Phone:

Water Operations Manager:

Alternate:

Name: Melvin Major  
Office Phone: 1-(807) 488-5636  
Toll free: Toll free:  
Home Phone:  
Cell Phone/Pager:

Name: Alan Gibbons  
Office Phone: 1-(807) 488-5636  
Toll free:  
Home Phone:  
Cell Phone/Pager:

Emergency Information Coordinator:

Name: Allison Finlayson  
Office Phone: 1-(807) 488-5614  
Toll free: Toll free: 1-800-361 7228  
Cell Phone:

Alternate:

Name: Judy Major  
Office Phone: 1-(807) 488-5916  
Toll free: 1-800-265-3379  
Home Phone:

Treaty Three Police Services Representative:

Name:  
Office Phone: 1-(807) 274-1565  
Toll free: 1-888-310-1122  
Bus Fax: (807) 274-1568  
Cell Phone/Pager:

Alternate:

Name:  
Office Phone: 1-(807) 274-1565  
Toll Free: 1-888-310-1122  
Home Phone:  
Cell Phone/Pager:

Ontario Provincial Police Representative

Name:  
Office Phone:  
Home Phone:  
Cell Phone/Pager:

Alternate:

Name:  
Office Phone:  
Home Phone:  
Cell Phone/Pager:

(This list continues, identifying all members of the Community Control Group and their alternates. All telephone numbers should be included – home, work, cottage, cell phone, pagers, etc.)

The notification may be activated by any member of the CCG.

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

Persons on the notification list will be called in order, starting with the Chief.

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

If neither can be reached, go on to the next appointment on the list. Once the end of the list has been reached, try again to reach those who were not available on the first attempt. Note the exact time each person was reached.

Should any emergency occur or an impending emergency, contact should be made with the Ontario Fire Marshalls Office & Emergency Management Duty Officer (24/7) at 1-866-314-0472 or fax 1-416-314-0474.

**NOTIFICATION MESSAGE FORMAT**

I am **(insert caller's name)**, and I am calling to inform you that the Emergency Operations Centre will be activated at **(insert date and time)** due to **(state the nature of the emergency)**. As a member of the Community Control Group you should report to Esiniwab Health Centre located on 509 Beach Road or (Alternate location at Pegamigaabo School on 513 Beach Road) at **(insert date/time)** and report to the CEMC or Operations Officer. Please bring the following resources with you **(list any required items, including a Copy of the Emergency Response Plan, extra clothing, phone list)**

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Thank You

**Note:** The caller delivering this message **MUST** record the date and time EACH member (or alternate) of the CCG was contacted.

**a. Emergency Operations Centre**

The Emergency Operations Centre will be located in **Esiniwab Health Centre at 509 Beach Road.**

The alternate Emergency Operations Centre will be located in **Administration Office at 403 Anishinabe Way.**

**b. Equipment**

The equipment required for the Emergency Operations Centre is organized in a kit form. The kit is located in the storage room located at Esiniwab Health Centre. The CEMC is responsible for inspecting the kit on a regular basis and for ensuring that kit contents are all in working order

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

<b>Item</b>	<b>Location</b>
<b>Fax Machine</b>	<b>Band Office/Esiniwab Health Centre/Pegamigaabo School</b>
<b>Television</b>	<b>Pegamigaabo School</b>
<b>Telephones</b>	<b>Band Office/Pegamigaabo School/Community Care Program Building</b>
<b>White Boards</b>	<b>Band Office/Pegamigaabo School/Community Care Program Building</b>
<b>Radios</b>	<b>Fire Department</b>
<b>Flip Charts</b>	<b>Pegamigaabo School/Community Care Program Building</b>
<b>Paper</b>	<b>Pegamigaabo School/Esiniwab Health Centre/Band Office</b>
<b>Markers</b>	<b>Band Office/Esiniwab Health Centre/Pegamigaabo School/Community Care Program Building</b>

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

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

- **Emergency Information Coordinator;**
- **Community Spokesperson; and**
- **Citizen Inquiry Supervisor.**

The local Emergency Information Centre (EIC) will be located in the Administration Office located at 403 Anishinabe Way. In the event that this centre cannot be used, the secondary location will be Pegamigaabo School located at 513 Beach Road.

Depending on the nature of the emergency, it may be necessary to establish a media information area adjacent to the emergency site, as decided by the Community Control Group. This area, if established, will be staffed as determined the community spokesperson.

#### **1. Emergency Information Coordinator**

The Emergency Information Coordinator reports to the Chief Executive Officer/Band Manager and is responsible for:

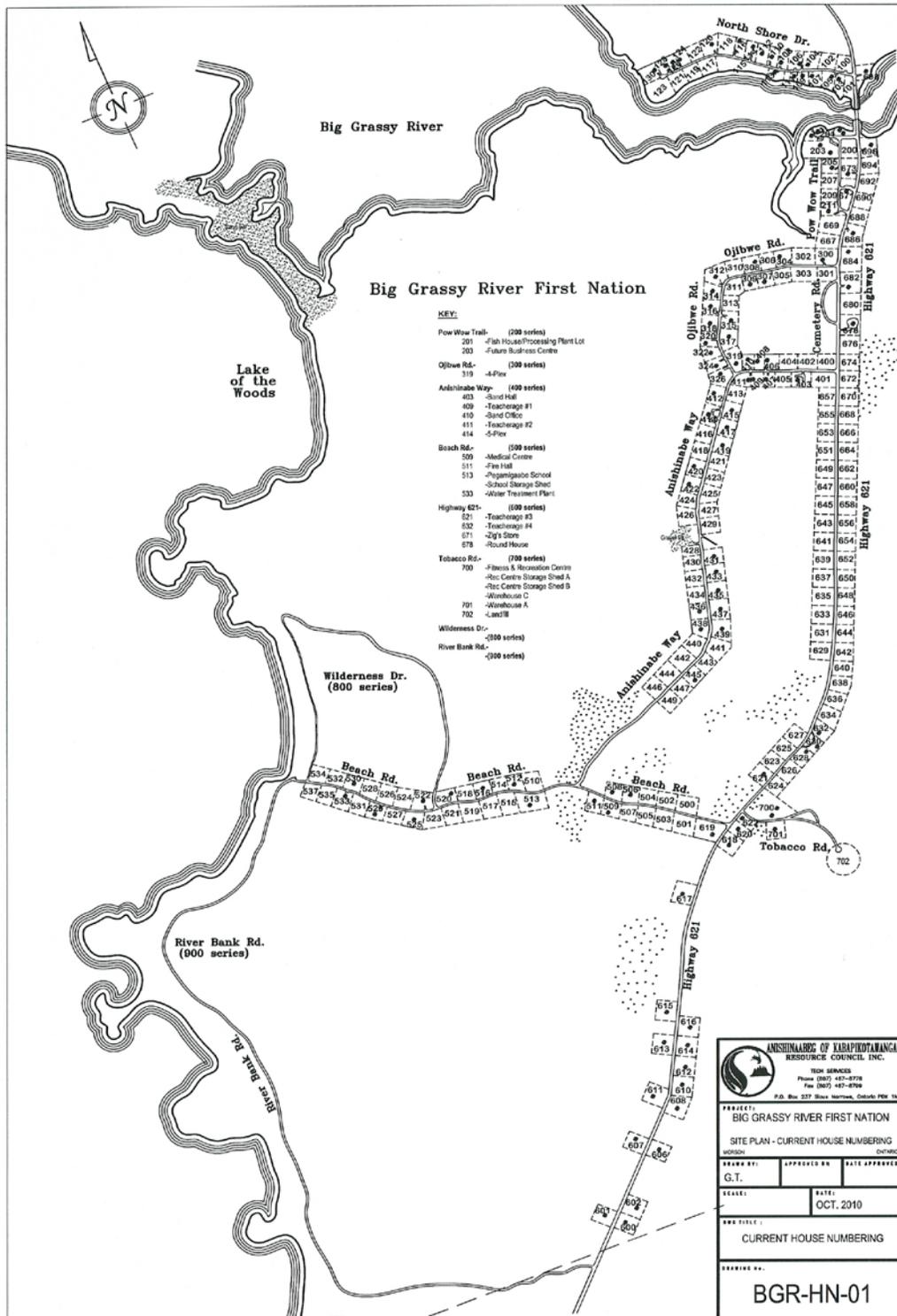
- Establishing a communication link with the Community Spokesperson and any other media coordinator(s) (i.e. provincial, federal, private industry, etc.) involved in the incident, ensuring that all information released to the media and public is timely, full and accurate;
- Ensuring that the EIC is set up and staffed and a site EIC, if required;
- Ensuring liaison with the CCG to obtain up-to-date information for media releases, coordinate individual interviews and organize press conference;
- Ensuring that the following are advised of the telephone number of the media centre:
  - Media;
  - Community Control Group;
  - Community Spokesperson;
  - Police Public Relations Officer;
  - Neighbouring Communities;
  - Any other appropriate persons, agencies or businesses.

- Ensuring that the media releases are approved by the CEO/Band Manager (in consultation with the Chief) prior to dissemination, and distributing hard copies of the media release to the EIC, the CCG and other key persons handling inquiries from the media;
- Monitoring news coverage and correcting any erroneous information;
- Maintaining copies of media releases and newspaper articles pertaining to the emergency.

# BIG GRASSY RIVER FIRST NATION



# BIG GRASSY FIRST NATION MAP



# APPENDICES

# **Appendix A Band Council Resolutions**

**Emergency Planning and Disaster Preparedness  
Band Council Resolution**

**WHEREAS:** the Big Grassy First Nation Community has identified a need to develop an Emergency Response Plan to enhance the safety and preparedness of our community in the event of a major emergency or disaster.

**WHEREAS:** the Chief and Council appoint \_\_\_\_\_ in the role of \_\_\_\_\_ for the Big Grassy First Nation Community.

**WHEREAS:** the Chief and Council appoint the **First Nation Community Control Group**, which includes all the **Program Directors/Managers**. Committee Members will assist in the development of the Emergency Response Plan and participate in training and exercises. Committee Members will also ensure their staff members are aware of the plan and understand their roles and responsibilities, which enhance safety of the First Nation Community and its members in the event of a major emergency or disaster.

**THEREFORE BE IT RESOLVED:**

effective this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, the Chief and Council support the development of an Emergency Response Plan, training and exercises necessary for the wellbeing of our community.

Executed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Chief

\_\_\_\_\_  
Council

\_\_\_\_\_  
Council

\_\_\_\_\_  
Council

**NOTE:** BCR to adopt the emergency plan.

**FIRST NATIONS EMERGENCY RESPONSE PLAN  
BAND COUNCIL ANNUAL APPROVAL**

**Big Grassy First Nation  
Emergency Plan Council Approval**

This Emergency Response Plan provides guidance for First Nations to respond to an emergency in or near it.

This document will not prevent nor alter or reduce the responsibility of an emergency occurring. It is to be used as a guide for providing a prompt and coordinated response, thereby reducing human suffering and loss or damage to property and the environment.

This Emergency Response Plan does not alter or over-ride the responsibilities of our community's Emergency Services (Police, Fire, Ambulance, etc.) to take warranted extraordinary action for the safety and well being of the residents where time is of critical importance.

The Emergency Response Plan was reviewed at a duly convened Council Meeting held at the First Nation on \_\_\_\_\_ 20\_\_, and was approved by that Council.

\_\_\_\_\_  
Band Chief

\_\_\_\_\_  
Band Administrator

**Declaration of an Emergency  
Band Council Resolution**

**WHEREAS:** an emergency exists within the territory of Big Grassy First Nation *due to*  
\_\_\_\_\_

**WHEREAS:** Big Grassy First Nation Community has exceeded all resources and therefore notify AANDC and the Province of Ontario that additional support and resources may be required to assist our First Nation Community.

**WHEREAS:** the Chief and Council of Big Grassy First Nation understand policies and provisions for compensation and some costs will be the responsibility of Big Grassy First Nation and Big Grassy First Nation Chief and Council will ensure documentation and records are available for recovery assessment.

**WHEREAS** this notice may be terminated at any time by Big Grassy First Nation Chief and Council, or after \_\_\_\_ (#) days the notice will automatically expire. If necessary, this notice will be renewed every \_\_\_\_ (#) days until the event is over.

**THEREFORE BE IT RESOLVED**

Big Grassy First Nation Chief and Council declare a State of Emergency effective immediately.

Executed this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Chief

\_\_\_\_\_  
Council

\_\_\_\_\_  
Council

\_\_\_\_\_  
Council

REMINDER: Fax to EMO - PEOC  
The Duty Officer at Provincial Emergency Operations Centre  
can be contacted at **1-866-314-0472**.  
Emergency Response Coordinator - Ontario Region  
100 Anemki Drive, Suite 101 THUNDER BAY, ON P7J 1A5  
**Tel: (807) 737-5609      Fax: (807) 623-3536      Cell: (807) 737-9310**

## TERMINATION OF AN EMERGENCY

*Termination of a State of Local Emergency can be passed by the Band Council.*

**Must be forwarded to** The Duty Officer at Provincial Emergency Operations Centre

RESOLUTION NO. \_\_\_\_\_

Big Grassy First Nation – \_\_\_\_/\_\_\_\_\_/ 2020.

Moved by Band Councillor \_\_\_\_\_

Seconded by Band Councillor \_\_\_\_\_

## TERMINATION OF AN EMERGENCY

the Band Council of *Big Grassy First Nation* declared that the Emergency is terminated.

Executed this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

\_\_\_\_\_  
Signature of Band Chief

\_\_\_\_\_  
Signature of Band Administrator

REMINDER: Fax to EMO - PEOC  
The Duty Officer at Provincial Emergency Operations Centre  
can be contacted at **1-866-314-0472**.  
Emergency Response Coordinator - Ontario Region  
100 Anemki Drive, Suite 101 THUNDER BAY, ON P7J 1A5  
**Tel: (807) 737-5609      Fax: (807) 623-3536      Cell: (807) 737-9310**

# **Appendix B**

## **Risk Assessment & Resource Information**

# 1. WORKSHEETS

<b>First Nation :</b> <u>Big Grassy</u>					<b>Date:</b> <u>February 7, 2013</u>				
<b>Prepared by:</b> <u>Timothy Archie</u>					<b>Position:</b> <u>Fire Chief</u>				
<b>Rating Procedure:</b> A. Identify potential emergency or disasters. B. Assess the probability of occurrence. C. Determine the impact to life, property, or environment of the municipality. D. Rate the community's ability to respond. E. Establish planning priorities. F. Transfer final results to risk assessment table.					<b>Rating for Consequence:</b> 1. Very Low 2. Low 3. Moderate 4. High			<b>Rating for Probability:</b> 1. Very Low 2. Low 3. Moderate 4. High	
<b>NATURAL</b>	<b>COMMUNITY</b>				<b>Comments</b>				
	<b>Probability</b>	<b>Impact</b>	<b>Ability to Respond</b>	<b>Planning Priority</b>					
Blizzards/Massive Snowstorms	4	4	3	4					
Ice Storm	4	4	3	1					
Major Wind/Hailstorm/Tornado	4	4	3	1					
Rainfall/Run-off Flooding	4	4	3	1					
Watercourse Flooding	2	1	2	1					
Plant Diseases/Pest Infestation	0	0	4	0					
Animal Diseases	0	0	4	0					
<b>MAN - MADE</b>	<b>COMMUNITY</b>				<b>Comments</b>				
	<b>Probability</b>	<b>Impact</b>	<b>Ability to Respond</b>	<b>Planning Priority</b>					
Construction Accidents/Structural Collapse									
Building Explosions									
Major Industrial Accident									
Public Utility Failures	4	4	1	1					
Major Gas Main Break									
Major Water Main Break	4	4	4	4					
Water Pollution or Shortage									
Major Fire (urban/rural)	4	2	4	4					
Forest Fire/Wild Fire	3	3	4	4					
Environmental Contamination/Chemical Spills	4	4	2	2					
Toxic Gas Releases									
Pipeline Explosion									
Oil Spill									
Major Road Accidents (truck/bus)	3	3	4	3					
Major Rail Accidents									
Airplane Crash									
Public Health Epidemic	3	4	3	2					
Radiological Accidents									
Evacuation/Reception	2	3	4	2					
Abnormal Frost/Freeze									
Missing Persons (Search & Rescue)	4	3	4	3					
<b>OTHER:</b>									
<b>TECHNOLOGICAL</b>	<b>COMMUNITY</b>				<b>Comments</b>				
	<b>Probability</b>	<b>Impact</b>	<b>Ability to Respond</b>	<b>Planning Priority</b>					
Fiber Optics	0								
Satellites	0								
Communications Towers	3	3	1	1					

### Probability and Consequences Matrix

Probability	4				<i>HIGHEST</i>
	3				
	2				
	1				
	<i>LOWEST</i>	1	2	3	4

Consequences

## 2. POTENTIAL HAZARDS - DETAILED ANALYSIS

This section provides detailed analyses of the effects and potential actions for different types of disasters. The information will assist your planning committee in completing the emergency plan.

Both possible effects and potential actions are listed in an approximate order of significance and/or priority. In most cases, for example, the first crucial steps are to establish an emergency headquarters and communication network.

Use the analyses as a guide, but do not necessarily follow them precisely. The organizations responsible for taking specific actions could vary somewhat from one community to another, depending upon facilities. The following analyses should therefore be adapted to suit your own particular situation.

- ❖ Ice storm
- ❖ power failure (extended)
- ❖ flood
- ❖ tornado or windstorm
- ❖ fire – infrastructure
- ❖ fire – forest/wildfire
- ❖ transportation – road
- ❖ Transportation-fuel spills
- ❖ explosion

## ICE STORMS

<b>ICE STORMS</b>		
<b>A.</b>	<b>Possible Major Effects</b>	
1.	Casualties	
2.	Deaths	
3.	Fires	
4.	Explosions	
5.	Damage to property	
6.	Special cargo problems	
7.	Sudden hospital requirements	
8.	Disruption of traffic and communications	
9.	Disruption of utilities	
<b>B.</b>	<b>Potential Actions</b>	<b>Agency Responsible</b>
1.	Establish an EOC	Local government/EMO
2.	Establish adequate communications	Police/EMO
3.	Define a working area and establish a control perimeter	Police
4.	Secure disaster scene for subsequent investigation	Police - Transportation Safety Board
5.	Rescue and fire fighting	Fire Department/Rescue Services
6.	Establish routes for emergency vehicles	Police
7.	Notify hospitals of casualties including type and number	Ambulance Coordinator/Media/Police
10.	Establish traffic control	Police - Military if Armed Forces aircraft
11.	Establish crowd control	Police
12.	Eliminate hazards from damaged utilities	Engineering/Utilities
13.	Protect property and valuables	Police
14.	Establish a news release system	Public Information Officer
15.	Set up an inquiry service	Social Services
<b>C.</b>	<b>Equipment</b>	<b>Source</b>
1.	Fire fighting and rescue equipment	Fire/Engineering/Industry
2.	Ambulances	Medical/Transportation/Police
3.	Communication equipment	Police/Telephone Co./Dispatch
4.	Auxiliary lighting	Engineering/Utilities/Maintenance
5.	Barricades	Engineering/Fire fighters
6.	Mobile public address equipment	Police/Fire/EMO/Radio Stations

## POWER FAILURE (Extended)

<b>POWER FAILURE (Extended)</b>		
<b>A.</b>	<b>Possible Major Effects</b>	
1.	Casualties - indirect effects due to lack of power	
2.	Deaths - as above	
3.	Panic - real danger in crowded areas	
4.	Disruption of traffic	
5.	Disruption of utilities	
6.	Trapped persons	
<b>B.</b>	<b>Potential Actions</b>	<b>Agency Responsible</b>
1.	Establish an EOC for emergency services to community	Local Government/EMO
2.	Restore power	Power Authorities
3.	Establish a priority for essential requirements	Local Government/EMO
4.	Control the allocation of auxiliary power	Power Authorities/EMO
5.	Establish a news release system and keep population informed	Power Company Authorities
6.	Establish traffic control	Police
7.	Protection of property by requesting assistance in law enforcement	Police
8.	Establish special assistance to aged, infirm and home patients	Social Services
9.	Establish an inquiry service	Social Services/Volunteer Agencies
10.	Establish adequate emergency communications	Telephone/Radio Facilities
11.	Organize an emergency transportation pool	Engineering Department/EMO
12.	Ascertain the status of water and food and arrange distribution	Health/Social Services/EMO
13.	Release trapped persons in electrically operated devices	Specialists
14.	Assess danger to public health and provide emergency services	Health
15.	Lack of heat for schools and public buildings	Engineering/School Boards
<b>C.</b>	<b>Equipment</b>	<b>Source</b>
1.	Auxiliary power	Engineering Department/Any other source of supply
2.	Auxiliary heaters	Engineering Department/Any other supply source
3.	Mobile public address equipment	Police/EMO
4.	Auxiliary lighting	Engineering/Police/Fire Department/Retail Stores, etc.
5.	Emergency lodging and feeding	Social Services and Voluntary Organizations

## FLOOD

<b>FLOOD</b>		
<b>A.</b>	<b>Possible Major Effects</b>	
1.	Disruption of community	
2.	Damage to property	
3.	Contamination of normal water supplies	
4.	Casualties	
5.	Evacuation of the population	
6.	Dangers to public health	
7.	Losses to local economy	
<b>B.</b>	<b>Potential Actions</b>	<b>Agency Responsible</b>
1.	Warning of imminence: a) long term b) short term	Provincial Flood Authority Meteorological Services Police/EMO
2.	Establish an EOC	First Nation/EMO
3.	Mobilize necessary manpower and equipment	First Nation/Canada Employment Centres
4.	Establish adequate communications	Police/EMO
5.	Establish jurisdiction	Government
6.	Establish traffic control	Police
7.	Establish dyking as required	Engineering
8.	Check stocks of sand and sandbags	Engineering
9.	Eliminate hazards from damaged utilities	Engineering/Utilities
10.	Protect property and relocate resources where necessary	Police/Industry
11.	Establish emergency social services	Social Services
12.	Evacuation of personnel, livestock, etc.	Social Services/Volunteer Agencies
13.	Storage of furnishings and equipment	First Nation/EMO
14.	Establish a news release system	EMO/PIO
15.	Set up an inquiry service	Social Services/Volunteer Agencies
16.	Establish emergency health facilities	Health Services
<b>C.</b>	<b>Equipment</b>	<b>Source</b>
1.	Transportation	Road/Rail/Air Authorities
2.	Communication equipment	First Nation/Police
3.	Dyking equipment	Engineering/Industry
4.	Heavy equipment (bulldozers, etc.)	Engineering/Industry
5.	Auxiliary lighting equipment	Engineering/Industry
6.	Auxiliary power facilities	Engineering/Industry
7.	Medical and health supplies	Health Services
8.	Food and lodging	Social Services
9.	Pumps	Engineering Department
10.	Storage facilities for equipment, furnishings and livestock	Federal
11.	Mobile public address equipment	Police/Fire/EMO/Radio Stations

## TORNADO/WINDSTORM

<b>TORNADO/WINDSTORM</b>		
<b>A.</b>	<b>Possible Major Effects</b>	
1.	Casualties	
2.	Deaths	
3.	Disruption of community	
4.	Disruption of utilities	
5.	Damage to property	
6.	Disruption of traffic and communications	
<b>B.</b>	<b>Potential Actions</b>	<b>Agency Responsible</b>
1.	Warning of imminence	Meteorological Service/CBC/Other News Media
2.	Establish an EOC	First Nation/EMO
3.	Establish adequate communications	Police/EMO
4.	Define a working area and establish a control perimeter	Police
5.	Establish routes for emergency vehicles	Police
6.	Notify hospitals of casualties, including number and type	Medical/Police
7.	Rescue	Fire/Police/Rescue Service
8.	Establish a temporary morgue	Police/Medical Examiner
9.	Eliminate hazards from damaged utilities	Engineering/Utilities
10.	Establish a news release system	Police/EMO/ Municipal Affairs – PIO
11.	Protection of property	Police
12.	Establish emergency feeding services	Social Services/Volunteer Services
13.	Establish an inquiry service	Social Services
14.	Provide auxiliary power	Engineering/Utilities
15.	Clear debris	Engineering
<b>C.</b>	<b>Equipment</b>	<b>Source</b>
1.	Rescue equipment	Police/EMO/Industry
2.	Fire equipment	Fire Department
3.	Ambulances	Medical/Transportation/Police
4.	Road clearing equipment	Engineering
5.	Barricades	Engineering
6.	Auxiliary generators	Various Sources
7.	Mobile public address equipment	Police/EMO/Radio Stations

## FIRE – Infrastructure

<b>FIRE – Infrastructure</b>		
<b>A.</b>	<b>Possible Major Effects</b>	
1.	Casualties	
2.	Deaths	
3.	Fires	
4.	Damage to property	
5.	Sudden hospital requirements	
6.	Disruption of traffic and communications	
7.	Explosions and other hazards	
8.	Collapse of buildings	
9.	Disruption of buildings	
10.	Evacuation	
<b>B.</b>	<b>Potential Actions</b>	<b>Agency Responsible</b>
1.	Establish an EOC	Local Government/EMO
2.	Establish adequate communications	Police/Fire/EMO
3.	Define a working area and establish a control perimeter	Police
4.	Secure disaster scene for subsequent investigation	Police
5.	Rescue and firefighting	Fire Department/Rescue Services
6.	Control panic in firefighting area	Police
7.	Establish routes for emergency vehicles	Police
8.	Notify hospital of casualties, including number and type	Medical/Police
9.	Establish temporary morgue, if required	Police/Medical Examiner
10.	Establish traffic control	Police
11.	Establish crowd control	Police
12.	Eliminate hazards from damaged utilities	Engineering/Utilities
13.	Warning of spread of fire	Police/News Media
14.	Establish a news release system	EMO/PIO
15.	Set up an inquiry service	Social Services
16.	Establish a social service	Social Services
<b>C.</b>	<b>Equipment</b>	<b>Source</b>
1.	Firefighting and rescue equipment	Fire Department
2.	Ambulances	Private/Hospitals
3.	Water tankers, i.e. street cleaners	Engineering
4.	Relay pumps	Engineering
5.	Communication equipment	Fire Department/Police/EMO
6.	Auxiliary lighting	Engineering/Utilities/Fire Department
7.	Blankets and food	Social Services
8.	Mobile public address equipment	Police/Fire/EMO

## FIRE – Forest/Wildfire

<b>FIRE – Forest/Wildfire</b>		
<b>A.</b>	<b>Possible Major Effects</b>	
1.	Casualties from fire or smoke	
2.	Deaths	
3.	Damage to property	
4.	Disruption of traffic and communications	
5.	Disruption of utilities (power lines, etc.)	
6.	Losses to local economy	
<b>B.</b>	<b>Potential Actions</b>	<b>Agency Responsible</b>
1.	Establish an EOC	(Forest Protection Division)
2.	Control traffic and access routes	Police/Forest Protection Division
3.	Recruit firefighters	Province/Police/Canada Employment Centres
4.	Firefighting	Province/Forest Industry
5.	Rescue	Rescue Services
6.	Establish emergency communications	Province
7.	Establish water points	Province/ Forest Protection Division
8.	Establish transportation requirements and obtain vehicles	Road/Rail/Air
9.	Warning of spread of fire	Forest Protection Division/News Media/Province
10.	Establish a news release system	Forest Protection Division - /Police/AMA - PIO
11.	Establish emergency feeding services	Social Services Agencies/Volunteer Agencies
12.	Establish first aid posts	Forest Protection Division/Medical
<b>C.</b>	<b>Equipment</b>	<b>Source</b>
1.	Light portable firefighting equipment	Forest Protection Division
2.	Water bombers	Province
3.	Bulldozers	Province/Industry
4.	Tankers	Province/Industry
5.	Power saws, shovels, axes, back tank and other hand tools for fire suppression	Province/Industry
6.	Establish emergency feeding services	Social Services
7.	Communications equipment	Province/Industry

## TRANSPORTATION – Road

<b>TRANSPORTATION – Road</b>		
<b>A.</b>	<b>Possible Major Effects</b>	
1.	Casualties	
2.	Deaths	
3.	Fires and explosions	
4.	Trapped persons	
5.	Disruption of traffic	
<b>B.</b>	<b>Potential Actions</b>	<b>Agency Responsible</b>
1.	Establish an EOC	Police/EMO
2.	Establish adequate communications	Police/EMO
3.	Request additional police assistance	Police
4.	Establish routes for emergency vehicles	Police
5.	Request doctors, ambulances, wreckers, fire truck and heavy equipment, as required	Police
6.	Notify hospitals of casualties, including number and type	Medical/Police
7.	Define a working area and establish a control perimeter	Police
8.	Establish temporary morgue, if required	Police/Medical Examiner
9.	Special precautions needed when radioactive container or dangerous gases, chemicals, etc. are involved	Police/Medical Examiner
10.	Establish a news release system	Police/EMS
<b>C.</b>	<b>Equipment</b>	<b>Source</b>
1.	Wrecker/tower equipped with cutting torches	Police/Garage
2.	Fire fighting equipment	Fire Department
3.	Barricades to control traffic	Engineering Department
4.	Radio test equipment if accident involves radioactive material	Industry/EMS/EMO/Province
5.	Test equipment for dangerous gases, where applicable	Industry/Fire/EMO/EMS

## TRANSPORTATION – Fuel Spills

<b>TRANSPORTATION – Fuel Spills</b>		
<b>A.</b>	<b>Possible Major Effects</b>	
1.	Casualties	
2.	Deaths	
3.	Fires and explosions	
4.	Trapped persons	
5.	Disruption of traffic	
6.	Contamination of water source/soils	
<b>B.</b>	<b>Potential Actions</b>	<b>Agency Responsible</b>
1.	Establish an EOC	CCG/Police/EMO
2.	Establish adequate communications	CCG/Police/EMO
3.	Request additional police assistance	Police
4.	Establish routes for emergency vehicles	Police
5.	Request doctors, ambulances, wreckers, fire truck and heavy equipment, as required	Police
6.	Notify hospitals of casualties, including number and type	Medical/Police/Fire
7.	Define a working area and establish a control perimeter	Police/Fire
8.	Establish temporary morgue, if required	Police/Medical Examiner/Medical
9.	Special precautions needed when radioactive container or dangerous gases, chemicals, etc. are involved	Police/Medical Examiner/Spills Action Centre
10.	Establish a news release system	Police/EMS
<b>C.</b>	<b>Equipment</b>	<b>Source</b>
1.	Wrecker/tower equipped with cutting torches	Police/Garage
2.	Fire fighting equipment	Fire Department
3.	Barricades to control traffic	Engineering Department
4.	Radio test equipment if accident involves radioactive material	Industry/EMS/EMO/Province
5.	Test equipment for dangerous gases, where applicable	Industry/Fire/EMO/EMS

## EXPLOSION

<b>EXPLOSION</b>		
<b>A.</b>	<b>Possible Major Effects</b>	
1.	Casualties	
2.	Deaths	
3.	Trapped persons	
4.	Damage to property	
5.	Infrastructure damage - roads and bridges, utilities, buildings	
6.	Fires, explosions and fire hazards	
7.	Escape of gases	
8.	Flooding	
9.	Slides and/or seismic waves	
10.	Dangers to public health	
11.	Evacuation of population and livestock	
12.	Jurisdictional problems	
<b>B.</b>	<b>Potential Actions</b>	<b>Agency Responsible</b>
1.	Establish an EOC	Local Government/EMO
2.	Mobilize necessary manpower and equipment	Local Govt/Canada Employment Centres
3.	Request outside assistance, including military	Local Government
4.	Rescue	Police/Fire/Rescue Services
5.	Establish adequate communication (internal and external)	Police/EMO
6.	Establish medical facilities	Emergency Health Services
7.	Establish emergency social services	Social Services
8.	Establish temporary morgue	Police/Medical Examiner
9.	Establish control of population	Police
10.	Coordination and administration of incoming aid	Local Government
11.	Establish a news release system	EMO/First Nation PIO
12.	Set up an inquiry service	Social Services/Volunteer Agencies
13.	Eliminate hazards from damaged utilities	Police/Fire
14.	Establish salvage operations of essential items, if necessary	Police/Fire
<b>C.</b>	<b>Equipment</b>	<b>Source</b>
1.	Transportation vehicles	Road/Rail/Air Authorities
2.	Rescue equipment, all types	All agencies
3.	Public service maintenance vehicles	Engineering/Utilities
4.	Mobile generators, lighting & commercial equipment	Federal/Fire/EMO/Industry
5.	Medical units and supplies	Health Services
6.	Emergency feeding facilities	Social Services
7.	Piping for emergency repairs to water and sewage facilities	Engineering/Industry
8.	Tank cars for drinking water	Utilities/Railways/Dairy Trucks
9.	Mobile public address equipment	Police/Fire/EMO/Radio Stations

### 3. **EMERGENCY PUBLIC WARNING SYSTEM**

#### 1. **Severe Weather Advisory System Guidelines - Environment**

##### **Canada**

Severe weather watches and warnings are issued by Environment Canada. Severe thunderstorms are an expected part of summer weather in Ontario. Additionally, EMA may issue severe thunderstorm warnings to communities.

**Three Levels of Severe Weather Advisory Messages are:**

**Weather Watch, Weather Warning,**

**and an Actual Event**

##### **a) *Severe Thunderstorm Watch***

This forecast message will be issued by Environment Canada when meteorological conditions exist for severe weather to develop. Severe Weather Watches will normally be issued in the late morning for broadcast on radio and television noon-hour newscasts. Watches are issued for groups of public forecast regions covering a large part of the province.

When a Watch is issued, thunderstorms may not necessarily have developed and the sky may still be clear. Nevertheless, a Watch should be considered in planning activities for the remainder of the day. Keep alert for developing thunderstorms and stay tuned to the radio if possible. Better still, check if a Weather Radio service is available in your area and monitor it for possible updates to the Watch.

##### **b) *Severe Thunderstorm Warning***

A Warning message is issued when a dangerous severe thunderstorm is occurring or considered imminent. Warnings are issued for specific Counties, Municipal Districts, Improvement Districts or Special Areas. Warnings are updated hourly. Listen to the radio or Weather Radio for updated information. Destructive winds, very large hail, intense lightning, or flooding downpours have occurred or are about to occur somewhere in the Warning area. Keep a lookout for thunderstorms and be prepared to take action. Darkening skies along with thunder and lightning will mark the storm's approach.

When a Warning is issued for a specific area, there is a likelihood that a severe weather event will occur somewhere in that area. Not all parts of the area may be affected.

When the Weather Centre has reliable evidence that a tornado is occurring, a Tornado Warning is issued. In spite of its destructive intensity, a tornado is generally a small and short-lived event, which is usually detected by eyewitness reports. With a tornado warning in effect, typically only a single location in an area will suffer damage. The response should be similar to that for a severe thunderstorm warning. Be prepared to move away from the area or to find shelter. Keep a close eye on any approaching thunderstorms.

**c) *Thunderstorm Approaching***

When a thunderstorm approaches, the safest place to be is inside a solid building, especially one with a basement.

If caught outdoors, keep in mind that the biggest killer in thunderstorms is lightning. Be particularly careful with fishing rods and golf clubs, as they may attract a lightning bolt. Stay away from fences, metal structures, and farm equipment. Keep away from hills, ridges, or wide-open areas, and do not seek shelter under a tree. A ditch or gulley may be the safest bet.

Boating accidents are the second biggest cause of fatalities. Any thunderstorm is capable of producing dangerous winds. Severe thunderstorms often produce extreme winds, which could rapidly capsize even large pleasure boats.

**d) *Tornado Warning Issued for Area***

Danger at this point can be extreme. If the tornado is directly approaching, immediate response is required. Schools and public facilities should activate their Tornado Action Plans.

If you are in or near a building, seek shelter in the basement or in a small room near the building's core. Stay away from windows, since flying glass and storm projectiles can be deadly. Leave any building that has large expanses of roof, such as a gymnasium or an arena. Leave a mobile home to seek shelter in a nearby permanent structure.

**e) *When a Severe Tornado Storm Threatens***

- ❖ During heavy storm activity, have a battery-powered radio available as a good source for warning information or advice.
- ❖ Check access to the designated shelter area and your “Emergency Kit”; stay away from windows.
- ❖ Avoid travelling any great distance so that you will not be caught in the open.
- ❖ If the storm approaches severe proportions, go to your designated shelter area.
- ❖ If caught outdoors and you cannot reach your designated shelter, lie flat in a ditch, excavation or culvert. If possible, lie flat, holding on to the base of a small tree, bush or shrubbery to avoid being lifted or blown away.
- ❖ If caught while driving, drive away from the funnel at a right angle (if possible). If you cannot escape the path of the funnel, get out of your vehicle immediately and seek shelter in a ditch or a ravine away from the vehicle, keeping the ditch’s slope between you and the funnel.
- ❖ If caught away from home in a built up area, seek shelter in a sturdy building and go to an interior hallway or washroom on the lower floor away from flying glass; avoid buildings with large span roofs such as malls or supermarkets, etc.

**f) *Mobile Home Owners: Special Precautions***

Mobile home owners must take special precautions to protect themselves; mobile home residents are the exception to the “stay indoors” rule. Get out of your mobile home immediately and seek shelter in a ditch or a ravine away from the building, keeping the ditch’s slope between you and the funnel.

- ❖ Severe storms usually travel from a southwest, west or northwesterly direction; mobile homes facing these directions present a smaller profile to an approaching storm.
- ❖ Mobile homes are vulnerable to being overturned, lifted then hurtled to the ground. They may be protected somewhat by being anchored to

the ground using heavy cable or chain which has been secured to the mainframe and embedded into solid concrete set deeply into the ground; the manufacturer should be consulted about tie down measures which can deal with the equivalent of 18,000 kg of explosive pressure being exerted against an area (wall) of 3 meters by 15 meters. A securely anchored mobile home which has been securely skirted by chain link will offer protection (underneath) from flying debris only if no other shelter is available.

**g) *After the Tornado's Impact***

- ❖ Listen to your radio for information and follow instructions.
- ❖ Unless you are requested or qualified to give help, stay away from the stricken area.
- ❖ Activate your family's pre-planned rendezvous arrangements.
- ❖ Avoid using the telephone except for emergencies.

**h) *Tornado Watches and Warnings:***

The word tornado may be used in three different weather announcements.

- ❖ If there is a severe thunder storm warning, it may include the phrase "Remember: some severe thunderstorms can produce tornados." This is really the same as a tornado watch. It does not mean that there will be a tornado; it means that a tornado could develop. Stay alert and listen to your radio.
- ❖ A tornado watch means that all the conditions that make a tornado are present. It does not mean that a tornado will necessarily occur. It is a "watch" only. Listen to your radio for half-hour updates.
- ❖ A tornado warning means that a tornado has touched down. If the warning is for the area where you live, take precautions immediately and listen to your radio for constant updates.

**i) *Watches and Warnings***

The weather office issues, and radio and T.V. repeat, weather watches and weather warnings.

Remember - A “watch” is advisory only. Nothing may happen but a watch could develop into a warning. Stay alert! Listen to your radio. B93.FM (93.1 FM) KQ92 FM (92.5 FM)

Remember - A “warning” means that the event is imminent. Take precautions and listen to your radio.

**j) *Information***

If you require information on any watch or warning currently in effect, you may call your local Environment Canada weather information number or the Severe Weather Desk at Environment Canada.

Address: Environment Canada  
National Inquiry Response Team  
77 Westmorland Street  
Suite 260  
Fredericton, New Brunswick  
E3B 6Z3

Facsimile: 506-451-6010

Teletypewriter: 819-994-0736

**2. Internet Weather Information**

[http://www.weatheroffice.gc.ca/forecast/canada/index\\_e.html?id=ON](http://www.weatheroffice.gc.ca/forecast/canada/index_e.html?id=ON)

**3. Reporting Severe Weather**

<http://www.ec.gc.ca/meteo-weather/default.asp?lang=En&n=F3FC6CAA-1>

# **Appendix C**

## **Job Descriptions**

1. Departmental Plan for: **Emergency Management Coordinator (EMC)**

2. Date of this page/last revision: \_\_\_\_\_

3. Name and title of person in charge:

\_\_\_\_\_ E.M.C.

4. Responsibilities:

- ✓ Keep the Band Chief and Council informed on a regular basis on developments.
- ✓ Advise the Band Chief and Council, as requested, on issues arising from emergency.
- ✓ Ensure the directions of Band Chief and Council are carried out.
- ✓ Manage the Emergency Management response.
- ✓ Maintain a log of activities related to the emergency.
- ✓ Assure the community plan is exercised and updated annually.

5. Listing of positions, names and phone numbers of those reporting to this position:

- ✓ Asst. Emergency Coordinator
- ✓ Financial Officer
- ✓ Emergency Social Services
- ✓ Emergency Health Services
- ✓ Policing Coordinator
- ✓ Fire Coordinator
- ✓ Maintenance Coordinator
- ✓ Water Operations Coordinator
- ✓ Volunteer Coordinator
- ✓ Education Authority
- ✓ Transportation Coordinator
- ✓ Telephone System
- ✓ Hydro System
- ✓ Communications
- ✓ Public Relations
- ✓ Business Representative
- ✓ Airport Manager

6. Other Information: \_\_\_\_\_

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1. Departmental Plan for: **Assistant Emergency Management Coordinator**

2. Date of this page/last revision: \_\_\_\_\_

3. Name and title of person in charge: In the event of the emergency CCG to appoint  
\_\_\_\_\_ E.M.C.

4. Responsibilities:

- ✓ Be the backup person for the Emergency Manager.
- ✓ Assume the responsibilities of the Emergency Manager in his/her absence.
- ✓
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- ✓
- ✓

5. Listing of positions, names and phone numbers of those reporting to this position:

- ✓ See Emergency Management Coordinator's sheet.
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6. Other Information: \_\_\_\_\_

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1. Departmental Plan for: **Financial Officer**

2. Date of this page/last revision: \_\_\_\_\_

1. Name and title of person in charge: Gary Tuesday, Finance Officer

\_\_\_\_\_ E.M.C.

4. Responsibilities:

- ✓ Advise the Band Chief and Council on emergency financial procedures
- ✓ Take direction from the Band Chief and Council
- ✓ Maintain financial and other records pertaining to the emergency operations.
- ✓ Compile all reports and backup materials for claims resulting from the emergency.
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5. Listing of positions, names and phone numbers of those reporting to this position:

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6. Other Information: \_\_\_\_\_

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1. Departmental Plan for: **Emergency Social Services (ESS)**

2. Date of this page/last revision: \_\_\_\_\_

3. Name and title of person in charge: Lori Comegan, Ontario Works

\_\_\_\_\_ E.M.C.

4. Responsibilities:

- ✓ Assure the allocation of social services equipment and responders.
- ✓ Provide such emergency social services (food, clothing, shelter, personal services, registration and inquiry) as necessary and within the capabilities of the available resources.
- ✓ If evacuation is anticipated, establish communications with the hosting community(ies) Emergency Social Services Director.
- ✓ If evacuated, work with the host community(ies) E.S.S. staff directly.
- ✓ Maintain a log of activities throughout the period of the emergency.
- ✓ Maintain the E.S.S. fan out list
- ✓ Provide necessary final reports to the Emergency Management Coordinator

5. Listing of positions, names and phone numbers of those reporting to this position:

- ✓ Food Manager
- ✓ Clothing Manager
- ✓ Shelter Manager
- ✓ Personal Services Manager
- ✓ Registration and Inquiry Manager
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6. Other Information: \_\_\_\_\_

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1. Departmental Plan for: **Emergency Health Services (EHS)**

2. Date of this page/last revision: \_\_\_\_\_

3. Name and title of person in charge: James Eastman, Health Director

\_\_\_\_\_ E.M.C.

4. Responsibilities:

- ✓ Assure the allocation of health equipment and responders.
- ✓ Set up a morgue, if necessary, in conjunction with the policing authorities.
- ✓ Provide such medical assistance within the available resources as necessary.
- ✓ Establish liaison with other responding health agencies, Medivac and medical teams.
- ✓ Establish a liaison with all organizations and persons-at-risk in the community
- ✓ to assure their medical needs are looked after.
- ✓ If evacuation in whole or part, assure medical records for those under medical
- ✓ care are available and ready to be sent with the evacuees. Coordinate medical
- ✓ evacuation with Transportation Coordinator.
- ✓ If evacuations are taking place, contact the host community's(ies) E.H.S.
- ✓ directly or in person to assure the evacuees are properly being cared for.
- ✓ If evacuated, work with the host community(ies) E.H.S. staff directly.
- ✓ Maintain a log of activities throughout the emergency period.
- ✓ Maintain a "fan out" list (below) of available assistance.
- ✓ Provide necessary final reports to the Emergency Management Coordinator.
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5. Listing of positions, names and phone numbers of those reporting to this position:

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6. Other Information: \_\_\_\_\_

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1. Departmental Plan for: **Policing Coordinator**

2. Date of this page/last revision: \_\_\_\_\_

3. Name and title of person in charge: \_\_\_\_\_, Policing Committee Chair  
\_\_\_\_\_ E.M.C.

4. Responsibilities:

- ✓ Ensure the policing responsibilities to the community are carried out.
- ✓ Assure the community is secure, especially if it has been evacuated.
- ✓ Set up a morgue, if necessary, in conjunction with the Emergency Health Services Coordinator
- ✓ Possibly serve as the “on-site” commander if required.
- ✓ Maintain a log of activities throughout the period of the emergency.
- ✓ Maintain a “fan out” list (below) of available assistance.
- ✓ Provide necessary final reports to the Emergency Management Coordinator.
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5. Listing of positions, names and phone numbers of those reporting to this position:

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6. Other Information: \_\_\_\_\_

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1. Departmental Plan for: **Fire Coordinator**

2. Date of this page/last revision: \_\_\_\_\_

3. Name and title of person in charge: Tim Archie, Fire Chief

\_\_\_\_\_ E.M.C.

4. Responsibilities:

- ✓ Assure the allocation of fire equipment and resources.
- ✓ Ensure the fire fighting requirements are carried out during the emergency.
- ✓ Possibly serve as the on-site commander, if required.
- ✓ Establish a liaison with other responding fire departments and direct their activities when they arrive.
- ✓ Maintain a log of activities throughout the period of the emergency.
- ✓ Maintain a "fan out" list (below) of available assistance.
- ✓ Provide necessary final reports to the Emergency Management Coordinator.
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5. Listing of positions, names and phone numbers of those reporting to this position:

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6. Other Information: \_\_\_\_\_

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1. Departmental Plan for: **Maintenance Coordinator**

2. Date of this page/last revision: \_\_\_\_\_

3. Name and title of person in charge: Tim Archie, Maintenance Supervisor

\_\_\_\_\_ E.M.C.

4. Responsibilities:

- ✓ Assure the allocation of maintenance equipment and responders
- ✓ Arrange for such public works functions as necessary and within the resources available.
- ✓ Maintain a log of activities throughout the period of the emergency.
- ✓ Maintain a "fan out" list (below) of available assistance.
- ✓ Provide necessary final reports to the Emergency Management Coordinator.
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5. Listing of positions, names and phone numbers of those reporting to this position:

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6. Other Information: \_\_\_\_\_

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1. Departmental Plan for: **Water Operations Coordinator**

2. Date of this page/last revision: \_\_\_\_\_

3. Name and title of person in charge: Melvin Major, Water Operations Manager

\_\_\_\_\_ E.M.C.

4. Responsibilities:

- ✓ Assure the allocation of maintenance equipment and responders
- ✓ Arrange for such public works functions as necessary and within the resources available.
- ✓ Maintain a log of activities throughout the period of the emergency.
- ✓ Maintain a "fan out" list (below) of available assistance.
- ✓ Provide necessary final reports to the Emergency Management Coordinator.
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5. Listing of positions, names and phone numbers of those reporting to this position:

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6. Other Information: \_\_\_\_\_

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1. Departmental Plan for: **Volunteer Coordinator**

2. Date of this page/last revision: \_\_\_\_\_

3. Name and title of person in charge: Will be decided by CCG

\_\_\_\_\_ E.M.C.

4. Responsibilities:

- ✓ Recruit, register, and place additional volunteers not already named in the plan.
- ✓ Screen persons who come to volunteer to determine skills and placement
- ✓ Liaise with other Coordinators to determine their work force needs.
- ✓ Maintain a log of activities throughout the period of the emergency.
- ✓ Maintain a "fan out" list (below) of available assistance.
- ✓ Provide necessary final reports to the Emergency Management Coordinator.
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5. Listing of positions, names and phone numbers of those reporting to this position:

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6. Other Information: \_\_\_\_\_

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1. Departmental Plan for: **Education**

2. Date of this page/last revision: \_\_\_\_\_

3. Name and title of person in charge: Brad George, Education Director

\_\_\_\_\_ E.M.C.

4. Responsibilities:

- ✓ Allocate equipment and resources as required.
- ✓ Assure, where possible, that classes continue for students.
- ✓ Assure access to the school facilities in accordance with prearranged agreements.
- ✓ Assure security of school facilities and equipment if being utilized for emergency use.
- ✓ Assist in the provision of recreation, nursery and day care programmes.
- ✓ Liaise with hosting community(ies) Education Authority if evacuation is probable to assure continuity of schooling in the host community(ies)
- ✓ Maintain a log of activities throughout the period of the emergency.
- ✓ Maintain a "fan out" list (below) of available assistance.
- ✓ Provide necessary final reports to the Emergency Management Coordinator.
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5. Listing of positions, names and phone numbers of those reporting to this position:

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6. Other Information: \_\_\_\_\_

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1. Departmental Plan for: **Transportation Coordinator**

2. Date of this page/last revision: \_\_\_\_\_

3. Name and title of person in charge: To be decided by CCG

\_\_\_\_\_ E.M.C.

4. Responsibilities:

- ✓ As required, allocate available transportation resources including buses
- ✓ In conjunction with Emergency Social Service and Emergency Health Services, determine size of loads and departure/arrival times in order to provide vehicle transportation to and from the community.
- ✓ Assure access to available transportation resources in accordance with prearranged agreements.
- ✓ If evacuation is anticipated or inevitable, liaise with outside transportation providers to assure appropriate transportation is available.
- ✓ If evacuation is ordered, responsible for the loading site and movement of evacuees on to and off of the vehicles.
- ✓ Maintain a log of activities throughout the period of the emergency.
- ✓ Maintain a "fan out" list (below) of available assistance.
- ✓ Provide necessary final reports to the Emergency Management Coordinator.
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5. Listing of positions, names and phone numbers of those reporting to this position:

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6. Other Information: \_\_\_\_\_

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1. Departmental Plan for: **Telephone System**

2. Date of this page/last revision: \_\_\_\_\_

3. Name and title of person in charge: To be decided by CCG

\_\_\_\_\_ E.M.C.

4. Responsibilities:

- ✓ Assure the provision of telephone communications in as well as out of the community
- ✓ Provide such additional equipment as may be required – especially in the EOC.
- ✓ Maintain a log of activities throughout the period of the emergency.
- ✓ Maintain a “fan out” list (below) of available assistance.
- ✓ Provide necessary final reports to the Emergency Management Coordinator.
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5. Listing of positions, names and phone numbers of those reporting to this position:

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6. Other Information: \_\_\_\_\_  
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1. Departmental Plan for: **Hydro System**

2. Date of this page/last revision: \_\_\_\_\_

3. Name and title of person in charge: Tim Archie, Maintenance Supervisor

\_\_\_\_\_ E.M.C.

4. Responsibilities:

- ✓ Assure the provision of Hydro services to the community.
- ✓ Provide whatever connect/disconnect services required during the emergency.
- ✓ Maintain a log of activities throughout the period of the emergency.
- ✓ Maintain a "fan out" list (below) of available assistance.
- ✓ Provide necessary final reports to the Emergency Management Coordinator.
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5. Listing of positions, names and phone numbers of those reporting to this position:

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6. Other Information: \_\_\_\_\_

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1. Departmental Plan for: **Communications**

2. Date of this page/last revision: \_\_\_\_\_

3. Name and title of person in charge: Jenny Major, Administrative Secretary

\_\_\_\_\_ E.M.C.

4. Responsibilities:

- ✓ Allocate available communications resources as required.
- ✓ Assure the access to available resources in accordance with rearranged agreements.
- ✓ As required, be the liaison with communication providers for such requirements as telephones, radios, etc.
- ✓ Maintain a log of activities throughout the period of the emergency.
- ✓ Maintain a "fan out" list (below) of available assistance.
- ✓ Provide necessary final reports to the Emergency Management Coordinator.
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5. Listing of positions, names and phone numbers of those reporting to this position:

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6. Other Information: \_\_\_\_\_

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1. Departmental Plan for: **Public Relations (PR)**

2. Date of this page/last revision: \_\_\_\_\_

3. Name and title of person in charge: Judy Major, Education Alternate

\_\_\_\_\_ E.M.C.

4. Responsibilities:

- ✓ As required, arrange for media interviews with community spokesperson(s).
- ✓ Liaise with, and host, incoming media.
- ✓ Prepare press releases, in consultation with the Band Chief, for distribution to the media and the community members.
- ✓ Monitor the media reports and compile a folio of the “copy”
- ✓ Assure that community responders and residents are informed on a timely basis about the emergency activities in the community.
- ✓ If the community is evacuated, prove the evacuees with timely information through the media serving the host community(ies) or directly through the

- E.S.S. or P.R. counterpart in those communities
- ✓ Maintain a log of activities throughout the period of the emergency.
- ✓ Maintain a "fan out" list (below) of available assistance.
- ✓ Provide necessary final reports to the Emergency Management Coordinator.
- ✓
- ✓
- ✓
- ✓

5. Listing of positions, names and phone numbers of those reporting to this position:

- ✓
- ✓
- ✓
- ✓

6. Other Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1. Department Plan for: **Business Representative**

2. Date of this page/last revision: \_\_\_\_\_

3. Name and title of person in charge: Lynne Gavin, Band Manager

\_\_\_\_\_ E.M.C.

4. Responsibilities:

- ✓ Serve on the E.O.C. to provide or procure resources to meet emergency needs which could be purchased locally.
- ✓ Liaise with community businesses to keep them apprised of the developing situation and their role as potential suppliers of emergency goods for the community.

- ✓ Maintain a log of activities throughout the period of the emergency.
- ✓ Maintain a "fan out" list (below) of available assistance.
- ✓ Provide necessary final reports to the Emergency Management Coordinator.
- ✓
- ✓
- ✓
- ✓
- ✓
- ✓

5. Listing of positions, names and phone numbers of those reporting to this position:

- ✓
- ✓
- ✓
- ✓
- ✓
- ✓

6. Other Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1. Departmental Plan for: **Public Information Officer (PIO)**

2. Date of this page/last revision: \_\_\_\_\_

3. Name and title of person in charge: E.M.C.

\_\_\_\_\_ E.M.C.

4. Responsibilities:

- ✓
- ✓
- ✓
- ✓
- ✓
- ✓
- ✓
- ✓
- ✓
- ✓
- ✓

5. Listing of positions, names and phone numbers of those reporting to this position:

- ✓
- ✓
- ✓
- ✓
- ✓
- ✓

6. Other Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# **Appendix D**

## **Contacts & Resource Lists**

# **EMERGENCY PHONE RESOURCE LISTS**

The following lists are included in this section:

## **1. Committee Members**

- Band Chief and Council
- Director of Emergency Management
- Deputy EMO
- Finance/Administration
- Health Services
- Social Services
- Maintenance Services
- Water Services
- Transportation
- Education
- Public Information

## **2. First Responders**

- Police-Treaty Three Police Services
- Fire-Big Grassy Fire Department
- Ambulance-911

## **3. Emergency Contact Numbers**

## **4. Mutual Aid Partners**

## **5. Volunteer Emergency Services**

## **6. Public Information Resources**

## **7. Health Resources**

- Ambulances (Local/Regional)
- Ambulances (Private/Industrial)
- Blankets
- Critical Incident Stress Debriefing
- Emergency Air Ambulance
- Environmental Health Officers
- Medical Personnel
- Self Contained Breathing Apparatus
- Vans/Buses/Taxis

## **8. Equipment & Supplies**

- Air Compressors
- Air Services/Airports/Float Planes/Helicopters
- Barricades
- Boats (Private/Commercial)
- Catering Services/Grocery Stores
- Chain Saws
- Communications
- Emergency Generators
- Emergency Lighting
- Global Positioning Units
- Hardware Supplies
- Heavy Equipment
- Sandbags
- Service Stations/Mechanical Repair
- Sour Gas Detection Equipment
- Tents/Shelters
- Trucks
- Vans/Buses/Taxis

## **9. Other**

- Kennels
- SPCA
- Veterinary clinics

## 10. Resource Board

<b>First Responders</b>				
<b>Organization</b>	<b>Name/Contact</b>	<b>Office</b>	<b>Residence</b>	<b>Cell</b>
Treaty Three Police Services		(807) 274-1565		
Fire	Archie, Tim	(807) 488-5916	(807) 488-1023	(807) 276-1376
Ambulance	Rainy River	911		

## Emergency Contact Numbers

<b>Service/Org.</b>	<b>Name</b>	<b>Number</b>	<b>Cell</b>	<b>Fax</b>
Gas	Wally's Marine & Service Ltd.	<b>(807) 488-5620</b> <b>(807) 482-1357</b>		
	Kaemingh Fuels Ltd.	<b>(807) 482-2390</b>		<b>(807) 482-2635</b>
	Norlund Oil Petro Canada Distributor	<b>807-482-2680</b>		<b>(807)482-2014</b>
Power	Hydro One Networks Inc.	<b>1-(800)434-1235</b>		<b>(905) 944-3251</b>
Water /Waste Water	World of Water	<b>(807) 274-2760</b>		
	Romyn Pumping Ltd.	<b>(807) 483-5339</b>		<b>(807) 483-7080</b>
Telephone Company	Tbay Tel	<b>1-(800) 264-9501</b>		
	Bell Canada	<b>1-(800) 668-6878</b>		
Industry/ Business Representatives	B & B Electric Ltd.	<b>(807) 482-2396</b>		
Ontario Environment/ Spills Action Centre Ontario Ministry of the Environment	Spills/Ordour	<b>1(866) 663-8477</b>		
	SAC	<b>1(416)325-3000 or 1-800-268-6060</b>		
	Kenora, ON	<b>1-888-367-7622</b> <b>Tel: (807) 468-2718</b>		
Ontario Government				
Ministry of Natural Resources	Wildfire	<b>(807) 274-8643</b>		
	Tony Elders	<b>(807) 274-8628</b>		
CN Rail		<b>1(888)-888-5909</b>		
Protective Services				
STARS				

## Mutual Aid Partners

### First Nation:

Appointment/ Position	Name	Office	Residence	Alternate
Chief				
Council				
EMO				
Administrator				
Fire Chief				
Other				

### Municipality:

Appointment/ Position	Name	Office	Residence	Alternate
Mayor				
EMO/DDS Deputy DDS				
Administrator				
Fire Chief				
DDS County				
DDS				

<b>Volunteer Emergency Services</b>				
<b>Service</b>	<b>Group</b>	<b>Contact</b>	<b>Office</b>	<b>Residence</b>
Communications: (Amateur Radio, CB)	VE3RBK - Blackhawk	<b>147.04500</b>		
Administrative Support Staff		Jenny Major	(807) 488- 5614	
		Cindy Major	(807) 488- 5614	
		Terri Major	(807) 488- 5614	
Non Government Organizations – Voluntary Agencies	Canadian Red Cross Society – Dryden, ON		(807) 223-4751	
	Canadian Red Cross Society – Kenora, ON		(807) 547-2683	
	The Salvation Army- Fort Frances, ON		(807) 274-3871	
	Rainy River United Church		(807) 852-4311	
	Our Lady of Good Counsel Catholic Church		(807) 483-5383	
	Rainy River Evangelical Covenant Church		(807) 852.4359	

<b>Public Information Resources</b>			
<b>Service</b>	<b>Organization</b>	<b>Contact</b>	<b>Office</b>
EMA			
TV	CICA-TV-64		
Radio	B93 FM-Fort Frances, ON		(807) 274-5341
	KQ92-Warroad, MN		(218) 386-3024
	89.5 CJRL-FM, Kenora, ON		(807) 468-3181
Newspapers			
	Fort Frances Times		(807) 274-5373
	Kenora Daily Miner		(807) 468-5555
	Winnipeg Free Press		(204)697-7000

<b>Health Resources</b>			
<b>Service/Organization</b>	<b>Contact</b>	<b>Location</b>	<b>Number</b>
<b>Ambulances (Local/Regional)</b>			
Rainy River			9-1-1
<b>Ambulances (Private) Industrial</b>			
<b>Blankets</b>			
<b>Critical Incident Stress Debriefing (CISD) - Mental Health</b>			
Fort Frances Tribal Area Health Services Inc.			(807) 274-2042
<b>Emergency Air Ambulance</b>			
Rainy River		Rainy River	9-1-1
Telehealth Ontario			1-866-797-0000
<b>Environmental Health Officers</b>			
<b>Health Canada</b>		Fort Frances, ON	(807) 274-7771/
<b>Medical Personnel (Doctors, Nurses, Medical Examiner)</b>			
Fort Frances Tribal Area Health Services Inc.			(807) 274-2042

<b>Health Resources</b>			
<b>Service/Organization</b>	<b>Contact</b>	<b>Location</b>	<b>Number</b>
<b>Medical Supplies (Drug Stores)</b>			
Rainy River Drugs		Rainy River, ON	(807) 852- 3264
Emo Drugs		Emo, ON	(807) 482- 2360
Fort Frances Drug Dispensary		Fort Frances, ON	(807) 274- 6204
Pharmasave		Fort Frances, ON	(807) 274- 5383
Shoppers Drug Mart		Fort Frances, ON	(807) 274- 5341
<b>Self-Contained Breathing Apparatus</b>			
Big Grassy Fire Services		Big Grassy Fire Hall	(807) 488-
<b>Stretchers/Cots</b>			
<b>Vans/Buses/Taxis</b>			
Asselin Transportation & Storage Limited		Fort Frances, ON	(807) 274- 6255
Iron Range Bus Lines		Fort Frances, ON	(807) 274- 8757
North Air Services		Fort Frances, ON	(807) 274- 5301

Description	Contact	Location
<b>Communications</b>		
Amateur (HAM) Radio		
Cable TV		
Cellular Phone	Tbay Tel	Thunder Bay, ON
Citizen's Band Radio		
Command Post		
Computers		
Internet Access/Address		
Local Area Network (Computers)		
Emergency Response Radios	Tim Archie	Big Grassy FN
Fax Machines		
Fax Modems		
Fleenet		
Line Load Control		
Local Broadcast Capability		
Marine Radio		
Megaphones (Loud Hailers)	Fire department	
Pagers	Fire Department	
Portable (Mobile) Phones		
Portable AM/FM Radios		
Portable TV's		
Satellite Pagers		
Satellite Phones		
Scanners		
Signs		
Traffic Cones/Barricades		
Trapper's Radios		
VHF Radios		
Warning System Receive, Initiate		
Weather Band Radio		
Other		

Description	Contact	Location
<b>Human Resources</b>		
<b>Catering Services</b>		
Private	(807) 488- 5317	Morson, ON
Volunteer		
Other		
<b>Medical</b>		
Physician		
Coroner	(807) 684-6000	Thunder Bay Regional Health Sciences Centre
	(807) 343-7663/(416) 314-4100	Ontario Ministry of Community Safety and Correctional Services
Candy Strippers/Volunteers		
Chiropractor		
Critical Incident Stress Debriefers	(807) 274-2042	Fort Frances Tribal Health Services Inc.
Community Health Workers	(807) 274-2042	Fort Frances Tribal Health Services Inc.
Crisis Center Workers	(807) 274-2042	Fort Frances Tribal Health Services Inc.
Suicide Prevention Workers	(807) 274-9400	Canadian Mental health Association Fort Frances, ON
Dentist	(807) 274-7131	Fort Frances Family Dental
Doctors		
Emergency Medical Tech.		
First Aiders		
First Responders	Big Grassy Fire	Big Grassy FN
Geriatrician		
Health Care Aides		
Licensed Practical Nurses	(807) 274-2042	Fort Frances Tribal Health Services Inc.
Mental Health Worker	(807) 274-2042	Fort Frances Tribal Health Services Inc.
Natural Healer		

<b>Description</b>	<b>Contact</b>	<b>Location</b>
Physiotherapist		
Psychiatrist		
Psychologist		
Public Health Nurse		
Registered Nurses	(807) 274-2042	Fort Frances Tribal Health Services Inc.
Veterinarians		
Other		
<b>Description</b>	<b>Contact</b>	<b>Location</b>
<b>Community Committees</b>		
Fundraising Committee	Audrey Comegan	Big Grassy FN
Crisis Center Committee		
Elders Council	Robert Archie	Big Grassy FN
Friendship Committee		
Pow Wow Committee	Jenny Major	Big Grassy FN
Resource Center Committee		
Special Cause Committee		
Council Committees		
Abuse/Crisis Committees		
Child and Family Services Committee		Big Grassy FN
Big Grassy Development Corporation	James Comegan	Big Grassy FN
Housing Committee	Chris Jack	Big Grassy FN
Justice Committee		
Police Committee		Big Grassy FN
Public Works Committee	Tim Archie	Big Grassy FN
Recreation Committee		Big Grassy FN
Other		

<b>Description</b>	<b>Contact</b>	<b>Location</b>
<b>Organizations</b>		
<b>Education</b>		
Home and School Committee		
School Board		
Student Council		
Other		
<b>Government Agencies</b>		
Federal Agencies		
Provincial Agencies		
Municipal Agencies		
First Nations Agencies		
Other		
<b>Service Clubs</b>		
<b>Trade/Professional</b>		
<b>Unions</b>		
<b>Search and Rescue Teams</b>		
<b>Translators (Spoken, Written, Sign)</b>		
<b>Others</b>		
<b>Description</b>	<b>Contact</b>	<b>Location</b>
<b>Equipment</b>		
<i>Where not in community indicate nearest location</i>		

Description	Contact	Location
<b>Construction Supplies</b>		
Acetylene Welding		
Arc Welding		
Chains		
Electric Generators		
Electric Wire		
Fencing		
Hardware		
Jack Hammers		
Jacks		
Ladders		
Plywood		
Portable Heating Equipment		
Power Saws Chain		
Concrete		
Sand/salt		
Sand Bags		
Tarps and Vapour Barrier		
Winches		
Other		
<b>Farm</b>		
Animal Shelters		
Corrals		
Feed		
Livestock Trailers		
Loading Ramps		
Stoneboats		
Tractors		
Others		
<b>Food Supplies</b>		
Convenience Stores		
Grocery Stores		
<b>Description</b>	<b>Contact</b>	<b>Location</b>
Restaurants		

Description	Contact	Location
Wholesalers		
Others		
<b>Fuel Distribution</b>		
Mobile Trailers		
Rail Cars		
Tanker Trucks		
Others		
<b>Hazardous Materials</b>		
Chemical Storage Facilities		
Fuel Storage Tanks		
Manufacturing Facilities		
School Laboratories		
Others		
<b>Office Supplies</b>		
Air Conditioning/Heating		
Batteries		
Cards (20.5 cm x 12.5 cm)		
Clips (Paper)		
Computers		
Desks and Chairs		
Flip Charts		
Lighting		
Marker Pens		
Masking Tape		
Message Forms		
Paper and Pencils/Pens		
Photocopier		
Photography Equipment		
Rubber Bands		
Scissors		
Staplers/Staples		
Thumb Tacks		
Video Equipment		
Description	Contact	Location

Description	Contact	Location
Others		
<b>Public Works</b>		
Backhoes		
"Bob Cat"		
Bull Dozers		
Cranes (Mobile/Fixed)		
Diesel Fuel		
Drilling Equipment		
Electricity		
Explosives		
Fork Lift		
Garbage Truck		
Gas (Auto)		
Graders		
Hoists (Hydraulic/Chain)		
Loaders		
Mixers (Cement)		
Natural Gas		
Propane		
Rollers/Packers		
Septic Fields		
Sewage Lines		
Sewage Truck		
Sewers/Septic Tanks		
Skidders		
Snow Plows		
Water Delivery Truck		
Water Services		
Others		

Description	Contact	Location
<b>Rescue Equipment</b>		
Air Bag Lifts		
Airport Rescue Truck		
Animal Rescue Truck		
Aquatic Rescue		
Blankets		
Emergency Medical Kits		
Fire Truck		
Flashlights and Floodlights		
Generators		
Hazard Suits		
Heavy Rescue Truck		
Jaws of Life		
Night Vision Equipment		
Search and Rescue Team		
Tow Truck		
Trauma Kit		
Turnout Gear (Fire Fighters)		
Others		

Description	Contact	Location
<b>Facilities</b>		
<b>Non-Health</b>		
<i>Where not in community indicate nearest location</i>		
Animal Shelter	Fort Frances Friends of Animals	Fort Frances, ON
Arena		
Band Hall		
Banquet Hall		
Bed and Breakfast		

Description	Contact	Location
Boats/Barges		
Café		
Camping Facilities		
Camps Commercial/Resorts		
Camps Residential		
Churches/Church Halls		
Community Hall		
Cottages		
Curling Rink		
Day Camps		
Daycare Centres		
Detention Cells/Prisons		
First Aid Station		
Hotels		
Institutions		
Kennels		
Meeting Hall		
Military Facilities		

Description	Contact	Location
Mobile Canteen		
Mobile Homes/Trailers		
Motels		
Parking Garages		
Portable Trailers		
Private Residential Schools		
Railway Sleeper Cars		

Description	Contact	Location
Recreation Center		
Recreation Facilities		
Refrigeration Facilities		
Resorts		
Restaurants		
Rinks		
Schools		
Seniors' Residences Congregate/Single		
Septic Fields		
Sewage Treatment Plant		
Sheltered Workshop		
Shopping Complex		
Special Care Facilities		
Stadium		
Tents/Tarps		
Trailer Courts		
Trailer Rental Facilities		
Trailer Sales Facilities		
Water Treatment Plant		
Other		

Description	Contact	Location
<b>Facilities</b>		
<b>Non-Health</b>		
<i>Where not in community indicate nearest location</i>		
Ambulance Fixed Wing		
Ambulance Four Wheel Drive		
Ambulance Helicopter		

Description	Contact	Location
Ambulance Land		
Ambulance Marine		
Ambulance Snowmobile		
Casualty Collections Centers		
Clinics Private		
Clinics Public		
Drop In Clinics		
First Aid Station		
Funeral Home		
Hazardous Materials		
Decontamination Center		
Hospitals Beds/Services		
Laboratories		
Mortuary		
Nursing Station		
Personal Care Home (Levels of Care)		
Public Health Centers		
Refrigeration Capabilities		
Special Center		
Trauma Center		
Veterinary Hospitals		

Description	Contact	Location
<b>Transportation</b>		
<i>Where not in community indicate nearest location</i>		
All Terrain Vehicles		
Ambulance	9-1-1	Rainy River/Emo, ON
Animal Trailers		

Description	Contact	Location
Airplanes		
Airport		
Barge	(807) 488-5620 (807) 482-1357 Wally's Marine & Service	Morson, ON
Boats/Canoes		
Bombardiers		
Buses Commercial	(807)274-6255 Asselin Transportation	Fort Frances, ON
Buses School	(807) 488-5916	Big Grassy FN
Buses Private	(807)274-6255 Asselin Transportation	Fort Frances, ON
Cars		
Dump Trucks		
Flat Bed Trucks/Trailers	(807)274-7243 North Auto	Fort Frances, ON
Four Wheel Drives		
Handivans		
Helicopters		
Horses		
Marina	(807) 488-5551 Morson Marina	Morson, ON
Medical Vans		
Mobile Canteen		
Pickups		
Ports/Harbours	Big Grassy Fishery Morson Governemnt Dock	
Refrigerator Trucks		
Railways		
Skis		
Sleds		
Snow Shoes		

Description	Contact	Location
Snowmobiles		
Taxis		

Description	Contact	Location
Tankers (Fuel, Water, Milk, etc.)	(807) 488-5943 Miller Contracting Ltd	Morson, ON
Tow Truck	(807)852-2886 Kreger Sales & Service (807) 487-2244 Barwick Service	Rainy River, ON Barwick, ON
Trailers		
Trucks (Large)	(807)274-6255 Asselin Transportation	Fort Frances, ON
Vans		
Other		
Maps and Drawings		
Aerial		
Evacuation Routes		
Flood Plain		
Hazard		
Lifeline (Water, Sewer, Power)		
Line		
Manufacturing		
River/Stream		
School		
Street		
Topographic (Contour)		
Other		

Description	Contact	Location
Agreements		
Agencies		
Businesses		
Federal Departments		

Description	Contact	Location
First Nations		
Individuals		
Municipal	MTA-Roads 2013	Kenora, ON
Policing	OPP-CERB 2012	Orillia, ON
Provincial		
Automatic Aid		
Mutual Aid		
Partnerships		
Memorandum of Understanding		

# **Appendix E**

**Standard Forms  
Glossary Event Log**

## **PART V – STANDARD FORMS**

The following lists are included in this section in alphabetical order:

- ❖ Communications Log
- ❖ Dangerous Goods Emergency Call Report
- ❖ Emergency Operations Centre: Communications System
- ❖ Emergency Operations Log
- ❖ Emergency Event Log
- ❖ Evacuation Advisory
- ❖ Initial Emergency Information Data Form
- ❖ Mutual Aid Agreement (Disaster)
- ❖ Preliminary Media Statement
- ❖ Public Announcement Statement Form
- ❖ Shift Schedule
- ❖ Staff Fan-Out Chart
- ❖ Volunteer Worker Registration Form



## Dangerous Goods Emergency Call Report

<b>First Nation:</b> _____ <b>Reported by:</b> _____		<b>Date:</b> _____ <b>Position:</b> _____	
Name of Person Calling:		Telephone Number (for call-back):	
Caller's Location:		Caller's Address:	
Name and telephone number of contact at scene of accident (if different from above):			
Product Involved:		U.N. Number (TDG):	
Manufacturer:			
Supplier:			
Distributor:			
Is there a leak? Yes _____ No _____	If Yes, Source of Leak:	Approximate Quantity or Rate of Leak:	
Location of Incident:		Date and Time of Incident:	
Directions to Scene:			
Type of Incident: Road _____ Rail _____ Stationary Truck _____ Other (specify) _____		Name of Carrier:	
Who has been informed of incident? Police Department _____ Fire Department _____ Environment _____ Shipper _____ Other _____			





### Emergency Event Log

Community \_\_\_\_\_

Emergency Event Log #: \_\_\_\_\_

Event \_\_\_\_\_

EVENT #	DATE	24 HR. TIME	FROM	TO	SUMMARY OF CONVERSATION	ACTION TAKEN	INITIAL

GLOSSARY TO LOG SHEET – (Suggestions for completion)

N.B. Each member of the Emergency Response Team (E.R.T.) should maintain their own log.

\_\_\_\_\_ Emergency Event Log – fill in name of position or person for whom this is the log

Community \_\_\_\_\_ Fill in name of community if coordinating several e.g. our town

Event \_\_\_\_\_ Fill in name of event e.g. Flood of 1997

EVENT # - Number each action sequentially for this particular log. As every E.R.T. member will be maintaining a log each of their logs will have a #1, #2, #3, etc. Each event could include a phone call, a face to face meeting, an E.R.T. meeting, etc. (Basically any action received by or taken by the person maintain a log.

DATE – enter as Day/Month/Year e.g. 20/03/20

24 HOUR TIME – use 24 hour clock report – 12:30 in the morning is 0030 hrs. 12:30 in afternoon is 1230 hrs.

FROM – indicate who the message was from or with whom the meeting was held.

TO – indicate to/for whom the action was taken.

SUMMARY OF CONVERSATION – Briefly describe the content of the call, conversation, meeting, etc.

ACTION TAKEN – Briefly describe action taken/follow-up required.

INITIALS – Person making the entry in the log. This is especially important where the log is passed on to the incoming staff person to continue on. By passing the log on the replacement which then allows for the incoming person to feel what has been done on the previous shift.

# EVACUATION ADVISORY

This is \_\_\_\_\_  
(name and position)

An emergency exists in the community of Big Grassy First Nation

For your personal safety, evacuation of \_\_\_\_\_ of Big Grassy First Nation  
is necessary due to \_\_\_\_\_

The collection points for the evacuation are:

1. Pegamigaabo School 513 Beach Road
2. Community Centre 400 Anishinabe Way
3. 200 Pow Wow Trail

**Note: Please ensure you bring your medication.**

If you require transportation, go to the collection point in your area. If you are evacuating with your own car, please go via the collection point in your area to pick up people without transportation. If you are physically unable to go to the collection point, call **(807) 488-5457** (Emergency Operations Centre phone number) to make arrangements for pick up.

The evacuation route to follow is

Flooding: 202 Pow Wow Trail  
Fire: Route Hwy 621 North/South  
Big Grassy River east to Lake of the Woods  
Medical: Lake of the Woods Township Ambulance Helipad

All evacuees are requested to report and register at the reception centre set up in **Pegamigaabo School**

If you are planning to stay with friends, advise the Reception Centre Telephone (807) 488-5916.

You will be advised when the emergency has ended, and it is safe to return to your homes. During the period of evacuation, security of your homes and businesses will be provided by the Police.

For additional information, listen to radio **B93 Fm** and **KQ92**

**INDICATE WHETHER PETS MAY BE BROUGHT TO THE RECEPTION CENTRE(S).  
BRING MEDICATION, BLANKETS, SLEEPING BAGS AND SPECIAL NEEDS ITEMS, IF POSSIBLE.**

<b>INITIAL EMERGENCY INFORMATION DATA</b>	INCIDENT DATE	DD	MM	YY	INCIDENT TIME: (24 hr. local clock)		
	CALL DATE	DD	MM	YY	CALL TIME: (24 hr. local clock)		
<b>CALLER INFORMATION:</b>							
CALLER(S) NAME / POSITION / ORGANIZATION:				PHONE NUMBER: ( )			
CALLER(S) PRESENT LOCATION:				PHONE NUMBER: ( )			
<b>EMERGENCY INFORMATION:</b> (e.g. Date; Time; Product/U.N. Number; Transportation Mode; Who Is Involved? What Is Leaking? Source? Rate?)							
INCIDENT DESCRIPTION:							
ADDITIONAL COMMENTS (OVER)							
LOCATION OF EMERGENCY / DIRECTIONS TO SCENE:							
LEGAL DESCRIPTION:	LSD/1/4	SEC	TWP	RG	M	MEDIA INVOLVEMENT: MEDIA OUTLET:	_____ YES _____ NO
NEAR RESIDENCES? (VILLAGE / TOWN / CITY / CAMPGROUND)				_____ YES _____ NO		NAME AND DISTANCE:	
ARE ANY PEOPLE IN IMMEDIATE DANGER? _____ YES _____ NO				HAS ANYONE BEEN SHELTERED? HAS ANYONE EVACUATED THE AREA?		_____ YES _____ NO _____ YES _____ NO	
HOW MANY PEOPLE WERE EVACUATED / SHELTERED?				WHERE WERE THEY EVACUATED TO?			
INJURIES: _____ YES _____ NO		_____ PUBLIC		_____ INDUSTRY		_____ CONTRACTORS	
EXTENT OF INJURIES:							
MEDICAL FACILITY / PERSON HANDLING INCIDENT:							
<b>WEATHER CONDITIONS:</b> (Specify)							
WIND DIRECTION:		WIND SPEED: (Strong, Light, Gusts)			TEMPERATURE:		
OTHER WEATHER CONDITIONS (e.g. Fog, Rain, Sleet, Snow, Hail, Sunny, Cloudy, etc.)							
<b>AGENCIES CALLER HAS NOTIFIED:</b> (FN = First Nation P = PROVINCIAL F = FEDERAL) <span style="float: right;">M / P / F</span>							
POLICE (From Where):							
FIRE: (From Where)							
AMBULANCE (From Where):							
ONTARIO ENVIRONMENTAL:							
OCCUPATIONAL HEALTH AND SAFETY:							
OTHER (e.g. Shipper):							
<b>ACTION TAKEN:</b>							
1. WHAT HAS CALLER REQUESTED?							
2. WHAT HAVE WE ADVISED WE WILL DO?							
3. WHO HAVE WE PASSED INFORMATION TO?							
INFORMATION RECORDED BY: (Print)				PHONE NUMBER:			
SIGNATURE:		DATE:		TIME: (24 Hour Clock)			

**NOTE: Mutual Aid Agreements are legally binding documents: thus, it is strongly recommended that your legal department review any Mutual Aid Agreement before executing.**

## **MUTUAL AID AGREEMENT (DISASTER)**

THE \_\_\_\_\_, a First Nation in the Province of Ontario  
- and -  
THE TOWN OF \_\_\_\_\_ a Municipal Corporation in the Province of Ontario  
- and -  
THE COUNTY OF \_\_\_\_\_ a Municipal Corporation in the Province of Ontario  
  
(Hereinafter referred to as “the Parties”)

### **INTRODUCTION**

1. Each of the Parties has appointed a \_\_\_\_\_ pursuant to Band Council Resolutions/Bylaws. However, a disaster or major emergency could affect the Parties to such a degree that local resources could be inadequate to cope with the disaster or emergency.

### **AIM**

2. To form an agreement among the Parties for mutual aid to be provided in the event of a Disaster or Emergency. **This agreement is not intended to replace agreements for the sharing of firefighting resources that may already exist.**

### **DEFINITIONS**

3. For the purpose of this Agreement, the terms listed below will have the following meanings:
  - a) **“Assisting Party”** is the Party furnishing equipment, supplies, facilities, services and/or manpower to the Requesting Party;
  - b) **“Disaster”** is an event that results in serious harm to the safety, health or welfare of people or in widespread damage to property;
  - c) **“Emergency”** is a present or imminent event that requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property;
  - d) **“Mutual Aid”** includes, but is not limited to, such resources as facilities, equipment, services, supplies and personnel; and
  - e) **“Requesting Party”** is the Party requesting aid in the event of a Disaster or Emergency.

### **PROCEDURE FOR INVOKING MUTUAL AID**

4. Prior to invoking the provisions of this agreement, the party affected or threatened by the disaster or emergency and requesting mutual aid may implement its Emergency Operation Plan. When an elected official or designate deems appropriate, a request for assistance may be made.

5. All requests for mutual aid shall be made in accordance with the following procedure:
  - a) All requests for assistance should be initiated by an elected official or designate of the Requesting Party; and
  - b) in the event that the Assisting Parties receive(s) a request for mutual aid from someone other than an authorized official listed above, the Assisting Parties shall confirm, by reasonable means, its (their) response with the Requesting Party prior to making such response.

#### **COMMAND AND CONTROL OVER EMERGENCY RESPONSE PERSONNEL AND EQUIPMENT**

6. Emergency response personnel and equipment, including those from the Assisting Parties are at all times under the direct command of its (their) own respective departments. However, officials of the Requesting Party shall direct the deployment of all emergency response personnel and equipment dispatched to the aid of the Requesting Party to the area, which, in the opinion of the Requesting Party, requires the most attention.

#### **COST RECOVERY PROCEDURE**

7. In general, the Requesting Party shall be liable for the payment of all costs incurred by the Assisting Parties in coming to its aid.

#### **LIMITATIONS ON ASSISTANCE PROVIDED**

8. Mutual aid for disaster or emergency assistance contemplated herein shall be provided solely and absolutely at the discretion of the elected officials or designate of the Assisting Parties. In general, the Assisting Parties may provide one of the following responses:
  - a) no response; or
  - b) a full response; or
  - c) a limited response.
9. The Assisting Parties shall not be required to respond immediately to disaster or emergency calls. In the sole opinion of the elected official (or designate) of the Assisting Parties, only personnel and equipment which can reasonably be spared at the time of the call without impairing the Assisting Parties capacity to protect life or property within its own boundaries shall be provided. Furthermore, the Assisting Parties shall not be liable to the Requesting Party for any damage or injury for failing to respond to any call or for a delay in responding to any call or as a result of failure of the equipment in going to the scene of the disaster or emergency.

#### **INDEMNITY**

10. The Requesting Party shall indemnify and save harmless and Assisting Parties, its (their) employees, personnel and volunteers engaged in the performance of this agreement from and against all claims and demands, loss, costs, damages, actions, suits or other proceedings, including personal injury or death. Further, the Requesting Party shall indemnify the Assisting Parties against all loss or expense incurred by the Assisting Parties for damage to its (their) equipment incurred by the performance of the services by the Assisting Parties pursuant to this agreement, excluding damage or loss caused by negligence of the Assisting Party in the performance of duty.

**BINDING AGREEMENT**

11. This agreement shall supersede any and all previous disaster and emergency mutual aid agreements (other than the aforementioned agreements for the sharing of firefighting resources), whether oral or written, among the Parties.

**INCEPTION AND TERMINATION**

12. This agreement shall come into force when it has been signed by all parties. After having taken effect, this agreement shall continue in force indefinitely, provided however that any Party may withdraw from this agreement by giving not less than \_\_\_\_\_ day(s) notice to all other Parties of this agreement. This agreement shall continue in force until such time as Parties give proper notice and withdraw.

**IN WITNESS WHEREOF THIS AGREEMENT IS EXECUTED ON BEHALF OF THE  
\_\_\_\_\_ FIRST NATION AND PARTICIPATING MUNICIPALITIES, BY DULY  
AUTHORIZED ELECTED OFFICIALS**

Community of \_\_\_\_\_

\_\_\_\_\_  
Chief Date

\_\_\_\_\_  
Council Date

Town of \_\_\_\_\_

\_\_\_\_\_  
Mayor Date

\_\_\_\_\_  
Town Administrator Date

County of \_\_\_\_\_

\_\_\_\_\_  
Reeve Date

\_\_\_\_\_  
Administrator Date

**NOTE: Mutual Aid Agreements are legally binding documents: thus, it is strongly recommended that your legal department review any Mutual Aid Agreement before executing.**

# PRELIMINARY MEDIA STATEMENT

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Name: \_\_\_\_\_

Job title: \_\_\_\_\_

*(Official title i.e. Director of Emergency Management, Public Information representative, etc.)*

## This is the information I can give you so far

At \_\_\_\_\_ on \_\_\_\_\_  
*(time: am/pm)* *(date)*

a \_\_\_\_\_  
*(incident description)*

occurred at \_\_\_\_\_  
*(location)*

or \_\_\_\_\_  
*kilometres (north/south/east/west)*

of \_\_\_\_\_  
*(nearest town/city)*

At this time \_\_\_\_\_ are being treated for injuries.  
*(number injured)*

The names and condition of the injured can only be released by the Public & Media Information Office through the police.

The \_\_\_\_\_ has been isolated.  
*(incident site)*

It is important to know that emergency response procedures have been activated and our first priority is to protect the public and the environment.

The cause of the \_\_\_\_\_ is not yet known and no estimate of damage  
*(incident description)*

is available. (Only the subsequent accident investigation will reveal the cause and cost).

Any further inquiries should be directed to the Public & Media Information Officer. A media release will be issued shortly and whenever new information becomes available.

**PUBLIC ANNOUNCEMENT FOLLOWING A DECLARATION OF A  
STATE OF EMERGENCY**

The Chief and Council of \_\_\_\_\_

has declared a State of Emergency in the

\_\_\_\_\_

*(describe affected portion of the First Nation Community)*

due to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(enter a description of the nature of the emergency)*

The public is advised for the duration of the emergency, the Chief and Council will take any action it deems necessary to mitigate the situation.

**PLEASE AWAIT FURTHER INFORMATION!**







# **Appendix F Recovery Plan**

## 1. RECOVERY PLAN

- a) The Community Control group may function as the Recovery Committee
- b) Request funds from senior levels of government.
  
- c) Provide recommendations to Council concerning expenditure of funds, new by-laws or changes to existing by-laws and such other matters as may require Council approval.
  
- d) Ensure continuity of mandated services to residents  
Prepare a final report on the recovery phase of the emergency for submission to Council.
  
- e) Assist homeless members/residents to locate temporary housing and have utilities connected.
  
- f) Co-ordinate storage and distribution of donated materials.
  
- g) Ensure that the special needs of children, elderly, disabled are met.
  
- h) Ensure health standards are maintained throughout the community.
  
- i) Arrange financial assistance to those in need for it.
  
- J) Provide information on sources of retraining assistance for residents whose employment has been affected, or who have been injured and cannot return to their former employment.
  
- k) Coordinate transportation for those in need of out-patient care or therapy.
  
- l) Ensure that burials can be conducted in an appropriate manner.
  
- m) Prepare a final report on the committee's activities, together with recommendations for amendments to this recovery plan.

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **2. INFRASTRUCTURE SUB-COMMITTEE**

a) The following will form the Infrastructure Committee and will meet at the direction of the Chair as required:

- First Nations Maintenance Supervisor (Chair)
- Environmental Health Officer
- First Nations Housing Manager
- First Nations Housing Inspector
- First Nations Fire, Engineering & Technical Services

b) Representatives from ISC may be added to the committee.

The Infrastructure Sub-Committee will:

- i) Determine, based on engineering advice, the extent of the damage to homes, First Nations and Commercial buildings, together with damage to roads, bridges and utilities.
- ii) In conjunction with First Nations Police ensure that access to unsafe areas or structures is restricted.
- iii) Maintain liaison with insurance adjusters concerning damaged structures, both private and First Nations owned.
- iv) Arrange for demolition as required.
- v) Ensure that, when safe to do so, residents are given an opportunity to secure and/or remove personal property from damaged locations.
- vi) Expedite procedures to establish new housing, or rebuild/repair damaged housing or other structures.
- vii) Ensure appropriate removal of debris (including hazardous and/or organic materials), and arranging for sorting and recycling of as much debris as possible.
- vii) Ensure that proper sanitation (drinking water, garbage, vermin control) measures are taken.
- viii) Ensure the safety of workers in the damaged area, including volunteers.
- ix) Continue to work with utilities (hydro, phone) to permanently restore services.
- x) Coordinate use of volunteer labour to assist residents with clean up on private property.
- xi) Coordinate activities with those of other sub-committees, and report regularly to the Recovery Committee.
- xii) Prepare a final report, including financial, on the sub-committee's activities, together with recommendations for amendments to this recovery plan.

## **3. FINANCIAL PROCEDURES:-**

a) The Chief and Council, together with the Financial Administrator will be responsible for all matters related to the financial requirements in the Recovery Plan. Representatives of Indigenous Services Canada (ISC), and other agencies may be added as appropriate.

b) The Chief and Council will direct the Band/Financial Manager and provide financial approvals as required:

- i) Ensure accurate records are maintained of all emergency-related expenditures.

- ii) If required, arrange to advance funds to those in need, and arrange for recovery of these funds.
- iii) In the event of a human-caused emergency, prepare and submit claim against person/s and/or company/s at fault.
- iv) Prepare claims for federal and provincial funding.
- v) Analyse the impact of the emergency on the First Nations budget.
- vi) Prepare insurance claims on behalf of the First Nations.
- vii) Assist, if required, with insurance claims on behalf of affected members/residents.
- vii) Maintain minutes and records of Council's decisions.

# **Appendix G**

## **Checklists**

## **A) EMERGENCY PLANNING CHECKLIST**

- \_ CONDUCT A HAZARD IDENTIFICATION AND RISK ASSESSMENT (HIRA)
- \_ AUTHORIZE
  - BCR:
    - \_ Plan Approval
    - \_ Declaration
    - \_ Termination
    - \_ Annual Review
- \_ APPOINT
  - \_ Emergency Coordinator/Officer
  - \_ First Nation Community Control Group
- \_ RESOURCE DIRECTORY
- \_ NOTIFICATION SYSTEM
- \_ EOC PLAN
  - \_ Purpose and scope
  - \_ Primary and secondary locations
  - \_ Structure and lines of authority
  - \_ Response goals
  - \_ Roles and responsibilities
  - \_ Activation procedures
    - \_ Authority to activate
    - \_ Levels of activation
    - \_ Personnel call-out list and procedures
  - \_ Facility set-up
  - \_ Critical operations procedures
    - \_ Evacuation Process
      - \_ Levels
      - \_ Stages/Phases
      - \_ Transportation
    - \_ Receiving Centre (Hosting Community)
  - \_ Information management procedures
  - \_ Forms and supporting documentation
- \_ COMMUNICATIONS STRUCTURE
- \_ PUBLISH AND DISTRIBUTE

## **B) Group Lodging Checklist**

Managing a group lodging facility is not unlike managing a hotel in that nearly every service provided by the latter will be required. The Lodging staff are responsible for the comfort, safety and welfare of the people while they are in your facility. Staff need to remember that the evacuees will be coming in varying states of trauma.

### **First Priorities**

Contact building owner/custodian to secure access
Initiate staff fan-out calls

### **Priorities – as facility is activated**

Establish Manager's office
Start Operations Log. Record time of arrival of Manager and Staff
Brief supervisors and staff on: <ul style="list-style-type: none"> <li>– Number of people expected and arrival times</li> <li>– Problem areas</li> <li>– Unusual resource requirements e.g. Special needs, special diets, etc.</li> </ul>
Check operational (staff, supplies, procedures, space) status of the following: <ul style="list-style-type: none"> <li>– Reception</li> <li>– First Aid</li> <li>– Registration</li> <li>– Clothing</li> <li>– Food</li> <li>– Sleeping accommodations and privacy</li> <li>– Telecommunications – both for staff and evacuees</li> <li>– Administration of the facility</li> <li>– Maintenance and sanitation e.g. Toilets, showers, washers, dryers, garbage, etc.</li> <li>– Security</li> </ul>
Ensure all staff wear identification
Ensure facility staff check: <ul style="list-style-type: none"> <li>– Sanitation facilities and supplies</li> <li>– Fire exits – unlocked and accessible</li> <li>– Emergency generators – if available</li> <li>– Operation of emergency lighting</li> <li>– Operation of heating</li> <li>– Ventilation or air conditioning operation</li> <li>– Operation of internal communications: switchboard, public address system</li> </ul>
Develop a first aid/medical room or area as soon as possible. Room should be private and have running water.
Post appropriate signage for services offered
Arrange for parking control
Provide for reception and coffee/drinks as soon as the evacuees start arriving and usher them to the Registration Area.
Establish communications with the community Emergency Operations Centre's Emergency Social Services Coordinator and/or Chief of Lodging

### **Priorities – as population settles in**

Provide daily information meetings with evacuees.
Assure they have access to non-staff phones
Hold daily staff meetings to receive operational status reports, deal with problems, etc.
Establish a shift schedule – none more than 12 hours – prefer 8 or less
Establish a daily schedule e.g. Meals, cleaning, activities, etc.
Establish a liaison with evacuee officials (or representatives) to assure open discussion about activities, problems, assistance required, etc.
Maintain a record of equipment and supplies purchased or rented. Experience would recommend that these not be "borrowed" due to potential loss, damage, etc.

### **Continuing Priorities**

	Brief evacuees regularly, organize the publication of a newsletter if required. Provide a bulletin board for updates.
	Monitor morale of evacuees
	Monitor operational status of facility
	Maintain daily schedule of services/activities
	Brief Emergency Lodging Chief/Emergency Social Service Coordinator on the needs of evacuees, nature of activities and problems encountered.

### **Closing**

	Inform Lodging Chief/Emergency Social Services Coordinator of the closing.
	Provide final report with all receipts, registration cards and invoices over to ESL Coordinator.
	Arrange for the return of inventory and supplies
	Restock equipment and supplies as required
	Return rented property and equipment to owners. Ensure receipt obtained
	Ensure the building and grounds are clean.
	Arrange for inspection of facilities by owner. Report damage cause by use
	Turn over registry to Chief of Emergency Lodging/Chief of Registration and Inquiry
	Arrange for letters of appreciation or recognition of staff, donors of goods, services and facilities used during the operation.
	Prepare final report on the operation for Chief of Emergency Lodging/Emergency Social Services Coordinator

## **C) Facilities Supplies Checklist**

### **Administration**

	Emergency Lodging Signs
	Directional and other signs
	Caps, badges and/or arm bands
	Chairs or benches
	Tables or desks
	Paper, Pencils, ball-point pens, paper clips, stapler and staples
	Felt Markers – Various Colours – water soluble
	Operation Logs
	Message Forms
	File drawers, card indexes
	Envelopes or boxes for mailing/shipping
	Tape – cellulose and masking
	Telephones (regular and cellular), fax, computer, photocopier
	Emergency Lodging Manual

## Group Lodging Facilities

	<p>Sleeping equipment and supplies</p> <ul style="list-style-type: none"> <li>- Cots, air mattresses (gym mats, rugs and /or mattresses as a last resort)</li> <li>- Sheets, blankets, sleeping bags, pillows</li> <li>- Privacy dividers/curtains</li> </ul>
	<p>Personal Hygiene</p> <ul style="list-style-type: none"> <li>- Soap, towels, face cloths</li> <li>- Toothbrushes, toothpaste</li> <li>- Shaving kits, razors, shaving cream</li> <li>- Combs and hairbrushes</li> <li>- Sanitary napkins, tampons</li> <li>- Disposable beverage cups</li> <li>- Deodorant</li> </ul>
	<p>Sanitation</p> <ul style="list-style-type: none"> <li>- Brooms, mops, sponges, buckets or pails</li> <li>- Waste baskets</li> <li>- Garbage cans with tight fitting lids</li> <li>- Household chlorine bleach, disinfectant, deodorizer</li> <li>- Garbage bags (large, medium, small)</li> <li>- Commercial waste containers</li> <li>- Ash trays – where smoking may be permitted</li> </ul>
	<p>Infant supplies</p> <ul style="list-style-type: none"> <li>- Disposable diapers</li> <li>- Creams or ointments</li> <li>- Baby food</li> <li>- Portable Cribs</li> <li>- Milk and formula</li> <li>- Bottles and nipples, warmers</li> <li>- Sheets, blankets, rubber pads</li> </ul>
	<p>Emergency Equipment</p> <ul style="list-style-type: none"> <li>- Flashlights and batteries</li> <li>- Candles</li> <li>- Emergency generators</li> <li>- Portable public address system</li> <li>- Lanterns (electric)</li> <li>- Matches</li> <li>- Battery-operated radios</li> <li>- Fire Extinguishers</li> </ul>
	<p>Recreational Items</p> <ul style="list-style-type: none"> <li>- Playing cards</li> <li>- Games-electronic/computer</li> <li>- Suitable toys for all ages</li> <li>- Reading material, puzzles</li> </ul>
	<p>Tools and Equipment</p> <ul style="list-style-type: none"> <li>- Hand tools – hammer, screwdriver, saw, pliers, wrench, axe, etc.</li> <li>- Nails and screws</li> <li>- Signs</li> <li>- Rope</li> <li>- Whistle</li> </ul>

	First Aid Kit – and other supplies appropriate to the level of training of the person(s) in charge of it
	Identification <ul style="list-style-type: none"> <li>– Arm Bands</li> <li>– Vests (fluorescent)</li> <li>– Sign sets</li> <li>– Name tags</li> </ul>

## **D) Special Care Checklist**

(not all-inclusive nor a replacement for a separate facility plan)

### **General Planning**

- Review/update current facility plan
- Key personnel included
- Department Heads each have a copy of the plan
- Plan reviewed annually and after each emergency or “exercise”
- Activation system in place and understood by all staff
- Following services provided for: administrative services, records, information and communication, social services, food services, engineering and maintenance, transportation, supply and safe guarding of personal effects.
- Designated centre identified from which the response will be directed

### **Alerting**

- Prompt activation of the plan
- Notify Senior staff person on call
- Implement staff “fan-out” phone system
- Open Switchboard and alternate communication system
- Alerting the community resources
- Establish the facilities’ Operations Centre

### **Activating the Plan**

- Senior person assume responsibility and manage response
- Alert Assistants that they will be needed
- Assess damage and response
- Early meeting of Response Team to report and implement action

### **Traffic Flow**

- Traffic flows maintained
- Entrances and exits controlled
- Roads and Entrances kept clear

### **Discharge Procedures**

- From care plan records determine where residents can best be housed and priority of their movement. Possible sending of residents to live with family (what follow-up needed)
- Arrange for transportation, e.g. ambulance, medical van, private vehicles, etc.

### **Movement to new Resident Areas**

- Move to predetermined suitable reception facilities
- Coordinate arrival of furniture and supplies with that of resident
- Adequate supplies of medicines, bedding and emergency clothing on-site
- Staffing in place

### **Evacuation and Survival Planning**

- Identify “survival” area within building. Assure adequacy of physical safety, emergency supplies, substitute utilities and accessibility of location
- Schedule movement of residents
- Alternative external sites identified – assure adequacy of physical safety, emergency supplies, substitute utilities and accessibility of location

### **Emergency and Reserve Food Supply**

- Locally available
- Adequate pharmaceutical supplies on hand
- Control system for supplies in place
- Separate sets of keys for vital areas

### **Maintenance of Physical Plant**

- Sufficient stand-by power
- Sufficient fuel for heating and cooking
- Sufficient potable water
- Back up support for staff

### **Personal Protection and Plant Safety**

- Evacuation routes diagrammed and properly designated
- Fire-control system in place

### **Internal Communications**

- Organized messenger service if phones/radio fail
- Alternative “radio” systems for senior staff to stay in touch with command post

### **Transportation**

- Alternatives to standard transportation, e.g. canvas stretchers, blanket brigades, etc.
- Ladders, Block and Tackle, etc. available for use

### **Food Services**

- Alternative food preparation sites identified

- Pre-determined emergency menus and food dispensing system in place
- Adequate staff in place
- Alternative methods of adhering to health standards should, for example, hot water not be available
- Process in place for accessing alternative food supplies
- Waste and garbage facilities/pickup/disposal arranged for

### **Records and Record Keeping**

- Emergency record and tagging system for residents in place
- System in place for retention and safe-keeping of valuable residents' personal items
- System for reporting location and condition of residents to family

### **Emergency Morgue Facilities**

- Disposition of cadavers and their legal clearance correlated with duties of properly constituted authorities

### **Public Relations and Press Releases**

- Individual spokesperson designated to provide media with information
- Spokesperson provided with accurate and timely information

### **Staff Identification and training**

- Identification card/badge issued to all staff. Cards recognized by community emergency services personnel
- Augmenting staff/volunteers trained prior to taking on emergency duties

### **Post-Emergency Review**

- Debriefing held and plans updated accordingly

# **Appendix H**

**Resources  
Glossary of Terms  
Acronyms & Initialisms**

## 1. Resources

### **Indigenous Service Canada Emergency Management**

Internet: <http://www.sac-isc.gc.ca>

Emergency Response Coordinator - Ontario Region  
100 Anemki Drive, Suite 101, Thunder Bay, ON P7J 1A5  
Tel: (807) 737-5609

### **Emergency Management Ontario**

Internet: [www.emergencymanagementontario.ca/english/home.html](http://www.emergencymanagementontario.ca/english/home.html)

The Duty Officer at Provincial Emergency Operations Centre (PEOC) can be contacted at 1-866-314-0472.

### **Transport Canada**

Canutec (Canadian Transport Emergency Centre)  
Tower B, Place De Ville  
Ottawa, ON K1A 0N5

Internet: <http://www.tc.gc.ca/canutec>

In the event of an emergency involving dangerous goods: 613-996-6666 or \*666 on a cellular phone.

### **Hazardous Materials**

Ontario Occupational Health and Safety Act and Regulations

Internet: [www.e-laws.gov.on.ca/html/statutes/english/elaws\\_statutes\\_90o01\\_e.htm](http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90o01_e.htm)

Workplace Hazardous Materials Information System

Internet: [www.hc-sc.gc.ca/ewh-semt/occup-travail/whmis-simdut/index-eng.php](http://www.hc-sc.gc.ca/ewh-semt/occup-travail/whmis-simdut/index-eng.php)

Environmental Protection Act

Internet: [www.e-laws.gov.on.ca/html/statutes/english/elaws\\_statutes\\_90e19\\_e.htm](http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90e19_e.htm)

# MINISTRY OF ENVIRONMENT AND ENERGY ONTARIO

Internet:

[www.mnr.gov.on.ca/en/Business/EmergencyManagement/index.html](http://www.mnr.gov.on.ca/en/Business/EmergencyManagement/index.html)

## Reporting Environmental Emergency, Occurrence or Spills

Spills Action Centre

**1-800-268-6060**

(24 Hour, Province Wide, Toll Free Number)

## Ministry of Natural Resources

(Fort Frances, ON 1-(807)274-5337)

(MNR) has responsibility to lead the management of the following seven hazards:

1. Forest Fires
2. Floods
3. Drought/Low Water
4. Erosion
5. Soil and Bedrock Instability
6. Dam Failures
7. Crude Oil and Natural Gas (exploration and production emergencies, hydro carbon underground storage emergencies, salt solution mining emergencies)

***Spills must be reported to the Ministry of the Environment and Energy forthwith.***

Ministry Of The Environment And Energy

5775 Yonge Street – Suite 1005

North York, ON M2M 4J1

Tele: (416) 325-3000

Fax: (416) 325-3011

## **Ministry of Environment and Energy Regional and District Offices**

<b>CENTRAL REGION</b>	<b>EASTERN REGION</b>	<b>NORTHERN REGION</b>
<p>Central Region Office 5775 Yonge St. 8<sup>th</sup> Floor North York, ON M2M 4J1 Toll Free: 1-800-810-8048 Tel: (416) 326-6700 Fax: (416) 325-6345</p>	<p>Kingston Regional Office Box 820 133 Dalton Ave. Kingston, ON K7L 4X6 Toll Free for area codes 613/705/905: 1-800-267-0974 Tel: (613) 549-4000 Fax: (613) 548-6920</p>	<p>Thunder Bay Regional Office Suite 331 – 435 James St. S. Thunder Bay, ON P7E 6S7 Toll free from area codes 705/807: 1-800-875-7772 Tel: (807) 475-1205 Fax: (807) 475-1754</p>
<p>Halton-Peel District Office 4145 North Service Road, Suite 300 Burlington, ON L7L 6A3 Toll Free: 1-800-335-5906 Tel: (905) 319-3847 Fax: (905) 319-9902</p>	<p>Belleville Area Office 470 Dundas St. E. Belleville, ON K8N 1G1 Toll Free: 1-800-860-2763 Tel: (613) 962-9208 Fax: (613) 962-6809</p>	<p>Kenora Area Office 808 Robertson St. Kenora, ON P9N 1X9 Toll free from area code 807: 1-888-367-7622 Tel: (807) 468-2718 Fax: (807) 468-2735</p>
<p>Toronto District Office 5775 Yonge St. 8<sup>th</sup> Floor North York, ON M2M 4J1 Toll Free: 1-800-810-8048 Tel: (416) 326-5716 Fax: (416) 325-6346</p>	<p>Cornwall Area Office 113 Amelia St., 2<sup>nd</sup> Floor Cornwall, ON K6H 3P1 Toll free for area code 613: 1-800-860-2763 Tel: (613) 933-7402 Fax: (613) 933-6402</p>	<p>North Bay Area Office 447 McKeown Ave. North Bay, ON P1B 9T3 Toll free: 1-800-609-5553 Tel: (705) 497-6865 Fax: (705) 497-6866</p>
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## 2. Glossary of Terms

The use of common emergency management terminology that would be jointly understood by the public and private sectors is recommended. The following definitions and explanations will be helpful in this respect. The definitions found below come from various sources including the Canadian Oxford Dictionary, the *Emergency Management and Civil Protection Act*, the National Fire Protection Association and others.

**Acceptable Down Time** – The period of time a function or activity can be disrupted without significant impact to essential services, production, customer service, revenue, or public confidence. Each business activity should determine its individual Maximum Allowable Down Time. Also referred to as Maximum Allowable Recovery Time.

**Activation** – Actions taken to implement a plan or a procedure.

**Actual Event** – A “real life” occurrence of a natural or man-made hazard that requires mobilization of emergency response personnel.

**After Action Report** – The formal written documentation analyzing the performance of assigned personnel after an exercise or actual event.

**Agenda** – The format for participant to follow that lists the topic areas, time allowed and presenter for an activity.

**Approved** – Acceptable to the authority that has jurisdiction.

**Artificialities** – Conditions created by the design of an exercise that do not simulate or mirror actual conditions. May interfere with the player’s ability to respond realistically.

**Authority Having Jurisdiction** – The organization (political or private), office or individual responsible for approving a procedure or having ownership of equipment, materials, or a facility.

**Biological Agents** – These are living organisms that cause disease, sickness and mortality in humans. Anthrax and Ebola are examples of biological agents.

**Buffer Zones** – In a planning context these zones are intended to separate the public and other facilities from the consequences of an incident involving hazardous materials. These zones describe the allowable land uses around a hazardous facility. The exclusion zone designates that no other land use is allowed adjacent to the facility. The extent of the exclusion zone is determined by the chemical and physical properties of the hazardous material and the inventory quantities present in the facility. The next zone would allow for manufacturing, warehouses, open-space (parkland, golf courses, etc). Then there would be a zone allowing for commercial offices, and low-density residential. The final zone, farthest from the facility, would carry the designation of unrestricted land use and would allow all other uses including institutions and high-density residential.

**Business Continuity Program** – An ongoing process supported by senior management and funded to ensure that necessary steps are taken to identify the impact of potential losses, maintain viable recovery strategies and recovery plans, and ensure continuity of services through staff training, plan testing, and maintenance.

**Business Operating Cycle** – The average time intervening between the acquisition of materials or services and the final realization from those acquisitions.

**Business Resumption** – See Recovery.

**Capability** – The ability to perform with skill or knowledge, or provide a resource to meet specific requirement.

**Catastrophic** – A momentous, destructive and/or tragic event, usually sudden and widespread.

**Canadian Emergency Management College (CEMC)** – The Canadian Federal Emergency Management college

**CBRN** – An initialism of Chemical, Biological, Radiological or Nuclear

**CBRNE** – An initialism of Chemical, Biological, Radiological, Nuclear or Explosive

**Check list** – A written list of items intended to aid memory that describes actions needing to be taken by an assigned individual or organization.

**Chief Elected Official** – The official of the community who is charged with authority to implement and administer laws, ordinances, and regulations for the community. He or she may be a chairperson of a county board, mayor of a town or city, or supervisor of a Township.

**Communications** – Advisories, directives, information and messages that are transmitted.

**Community** – A political body/organization, within a defined boundary, having authority to adopt and enforce laws and provide services and leadership to its residents. This term includes upper and lower tier municipalities and First Nations.

**Community Emergency Management Coordinator (CEMC)** – An individual officially designated by a community who is responsible and accountable for the community's emergency management program. The Community Emergency Management Coordinator must be, by definition, a municipal employee, as per the *Municipal Act*.

**Community Emergency Management Program Committee (CEMPC)** – is the critical management team that oversees the development, implementation and maintenance of a community emergency management program.

**Consequence** – The outcome of an event or situation expressed qualitatively or quantitatively, being a loss, injury, disadvantage or gain.

**Contingency Messages** – Master scenario of events list (MSEL) items that are associated with exercise objectives and a key event necessary to achieve that objective; they are prepared in case players do not take the anticipated action that is to be driven by that key event in a timely manner.

**Continuity of Operations Program** – In government, an ongoing process supported by senior management and funded to ensure that necessary steps are taken to identify the impact of potential

losses, maintain viable recovery strategies and recovery plans, and ensure continuity of services through staff training, plan testing and maintenance.

**Control Cell** – A location away from exercise participants that provides a facility for control and management of an exercise.

**Controller** – A person whose role is to ensure the objectives are sufficiently exercised, the level of activity keeps players occupied and challenged, and the pace (flow) of the exercise proceeds according to the scenario.

**Controller Inject** – The introduction of events, data, and information into exercises by a controller to drive the demonstration of the objectives.

**Convergence** – The over extending of a community's facility's and resources by the flow of concerned people into a community in an emergency.

**Corrective Action Plan** – A process that follows an exercise to identify program shortfalls and necessary corrective actions to address those shortfalls. The Plan provides the techniques to manage the capabilities improvement process.

**Critical Incident** – A situation, which causes individuals to experience strong emotional reactions, which have the potential to interfere with their ability to function either at the scene or later (Jeffrey T. Mitchell).

**Critical Incident Stress Management** – A comprehensive, systematic and multi-component approach for the reduction and control of harmful aspects of stress.

**Critical Infrastructure** – Interdependent, interactive, interconnected networks of institutions, services, systems and processes that meet vital human needs, sustain the economy, protect public safety and security, and maintain continuity of and confidence in government.

**Critique** – Also called a Debriefing or Hotwash. A meeting of players, facilitators and/or controllers, and evaluators following the conclusion of the exercise activity to provide essential comments on operations and performance during exercise play.

**Damage Assessment (1)** – An appraisal or determination of the effects of a disaster on human, physical, economic, and natural resources.

**Damage Assessment (2)** – The process used to appraise or determine the number of injuries and deaths, damage to public and private property, and the status of key facilities and services such as hospitals, health care facilities, fire and police facilities, communication networks, water and sanitation systems, utilities, and transportation networks, all resulting from a man-made or natural disaster.

**Debriefing** – see Critique

**Declared Emergency** – A signed declaration made in writing by the Head of Council or the Premier of Ontario in accordance with the *Emergency Management and Civil Protection Act*. This declaration is

usually based on a situation or an impending situation that threatens public safety, public health, the environment, critical infrastructure, property, and/or economic stability and exceeds the scope of routine community activity.

**Disaster (1)** – A widespread or severe emergency that seriously incapacitates a community.

**Disaster (2)** – An occurrence of a natural catastrophe, technological accident, or human caused event that has resulted in severe property damage, deaths, and/or multiple injuries. Normally, it is widespread and beyond local government's capability, and requires provincial, and potentially federal involvement.

**Disaster Area** – A geographic area within which a disaster has occurred.

**Discussion-based Exercise – (See also Exercise)** – Discussion-based exercises are normally used as a starting point in the building block approach to the cycle, mix, and range of exercises. Discussion-based exercises include seminars, workshops, tabletop exercises (TTX's), and games. These types of exercises typically highlight existing plans, policies, mutual aid and assistance agreements, and procedures. Thus, they are exceptional tools for familiarizing organizations and personnel with current or expected jurisdictional capabilities. Discussion-based exercises typically focus on strategic, policy-oriented issues. Facilitators and/or presenters usually lead the discussion, keeping participants focused while meeting the objectives of the exercise.

**Donations Management** – The management of donations (funds, material goods and volunteers) during an emergency by any level of government whose aim is to provide victims of disasters with as much support as possible by effective and efficient channeling of offers from the public.

**Drill** – A drill is a coordinated, supervised activity usually employed to evaluate a single specific operation or function in a single agency. Drills are commonly used to provide training on new equipment, develop or test new policies or procedures, or practice and maintain current skills. Common types are notification and telecommunications equipment drills.

**Command Post Exercise (CPX)** – see Functional Exercise

**Emergency** – A situation or an impending situation caused by the forces of nature, an accident, and an intentional act or otherwise that constitutes a danger of major proportions to life or property. These situations could threaten public safety, public health, the environment, property, critical infrastructure and economic stability. Three categories of emergencies: *Human-Caused, Natural, and Technological*.

**Emergency Area** – A geographical area within which an emergency has occurred or is about to occur, and which has been identified, delineated and designated to receive emergency response actions.

**Emergency Information** – F about an emergency, which is communicated broadly to the community and other stakeholders.

**Emergency Management** – Organized and comprehensive programs and activities undertaken to deal with actual or potential emergencies or disasters. These include prevention of, mitigation against, preparedness for, response to and recovery from emergencies or disasters.

**Emergency Management Coordinating Committee (EMCC)** – established to provide advice and assistance to the Chief, Emergency Management Ontario for the promotion, development, implementation, and maintenance of emergency management programs in Ontario and to ensure the overall coordination of provincial emergency management programs.

**Emergency Management Ontario (EMO)** – An organization within the Ministry of Community Safety and Correctional Services, government of the Province of Ontario. EMO is responsible for monitoring, coordinating and assisting in the development and implementation of emergency management programs in Ontario.

**Emergency Management Program (1)** – A comprehensive program that is based on a hazard identification and risk assessment process (HIRA) and includes the five core components of prevention, mitigation, preparedness, response and recovery.

**Emergency Management Program (2)** – as defined in Section 2(1) and 5(1) of the *Emergency Management and Civil Protection Act*.

**Emergency Management Program Committee** – A management team to oversee the development, implementation and maintenance of an emergency management program.

**Emergency Management Program Standards** – Common criteria used to develop, implement and maintain an emergency management program in accordance with the recommended best practices.

**Emergency Operations Center (EOC)** – a facility where the Control Group assembles to manage an emergency.

**Emergency Operations Plan** – A document that describes how people and property will be protected during a threat or actual emergency/disaster, detailing who is responsible for carrying out specific actions. It identifies the personnel, equipment, facilities, supplies, and other resources available for use in the emergency/disaster, and outlines how all the actions will be coordinated.

**Emergency Program Manager/Coordinator** – An assigned or appointed member of local government who is responsible for coordinating the plans and operations of the various components of the emergency management system, including governmental response units, volunteer agencies, and private resources.

**Emergency Response** – Coordinated public and private response to an emergency.

**Emergency Response Organization** – A group or organization (public, private or volunteer) with staff trained in emergency response that are prepared and may be called upon to respond as part of the coordinated response to an emergency situation.

**Emergency Response Plan** – A risk-based plan developed and maintained to respond to an emergency.

**Emergency Site Manager/Incident Commander** – Public sector official (usually fire, police, ambulance or public works) at the site, in charge of coordinating resources and developing actions to resolve the emergency situation.

**Epidemic** – A widespread occurrence of a disease at a particular time.

**Evacuation** – The organized, phased, and supervised dispersal of people from dangerous or potentially dangerous areas.

**Evacuee Centre** – A facility to provide shelter, food and other services to a group of people who have been evacuated from an area.

**Evacuee Registration** – A process to account for displaced persons. (See reception centre)

**Evaluation** – The process of observing and recording exercise activities, comparing performance of participants against exercise objectives, and noting strengths and deficiencies.

**Evaluation Methodology** – The procedures and strategy used to evaluate an exercise. This would include the structure of the evaluation team, objectives, and the evaluation packet.

**Evaluation Team** – A group of individuals formed to complete evaluation tasked for an exercise.

**Evaluator** – An individual assigned to one or more exercise functions or locations to document and evaluate individual, team, and organizational performance based on the exercise objectives and performance criteria.

**Evaluators Critique** – A meeting of evaluators to collect and analyze exercise performance in preparation for completing an evaluation report.

**Executive Authority** – The Premier, or a minister designated by the Premier, who exercises the emergency powers available for emergency management activities under the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c.E.9.

**Exercise (1)** – A simulated emergency, in which members of various agencies perform the tasks that would be expected of them in a real emergency.

**Exercise (2)** – A simulated drill or sequence of events to evaluate plans and procedures. There are two types of exercises **Discussion-based** and **Operations-based**. An exercise is focused practice activity that places participants in a simulated situation requiring them to function in the capacity that would be expected of them in a real event.

**Exercise Activity** – An activity that provides an opportunity for participants to train in and practice emergency and crisis management skills. Exercise activities provide a method of evaluating participants' ability to meet emergency and crisis management requirements and responsibilities.

**Exercise Directive** - A letter or memo from the chief elected official in a jurisdiction that is sent to agencies invited to a play in an exercise. The directive is one means of gaining official support from those who should participate in the exercise.

**Exercise Documentation** – All information that is formulated and collected, from the initial design planning of the exercise to the final after action report.

**Exercise Enhancements** – A list of resources that can be gathered to add “realism” to the exercise. This would include communications equipment, visuals, charts, computers, video, props, special equipment, and people.

**Exercise Phase** – Refers to before, during and after the exercise, as exercise tasks are organized.

**Exercise Reporting Form** – A document that is used to record specific information on operations based exercises.

**Exercise Scope** – Determining realistic limits on the personnel, agencies, and resources required to conduct an exercise activity, based on the needs assessment. This would include: hazard, geographical area, functions, agencies and personnel, and exercise type.

**Expected Actions** – The actions or decisions that are anticipated of the players in order to demonstrate competence based on the objectives of the exercise.

**Facilitator** – A specially trained individual assigned responsibility for guiding participant discussions during tabletop exercises to ensure key issues are addressed.

**Field Exercise** – see Full-scale Exercise

**Follow-up Activity** – After the evaluation of an exercise has been completed, certain items or issues will remain to be addressed. Normally, persons or committees will be assigned this task.

**Framework** – Refers to the “Framework for Community Emergency Management Programs” and “The Framework for Provincial Emergency Management Programs” .

**Free-play** – A spontaneous message, injected by a simulator or controller, prompted by the performance or non-performance of the players.

**Full-scale Exercise (FSE)** – The FSE is the most complex in the exercise cycle. FSE’s are multi-agency, multi-jurisdictional exercises that test many facets of emergency response and recovery . They include many emergency responders operating under the Incident Management System (IMS) to effectively and efficiently respond to, and recover from an incident. An FSE focuses on implementing and analyzing the plans, policies, and procedures developed in discussion-based exercises and honed in previous, smaller, operations-based exercises. The events are projected through a scripted exercise scenario with built-in flexibility to allow updates to drive activity. It is conducted in a real-time, stressful environment that closely mirrors a real event. First responders and resources are mobilized and deployed to the scene where they conduct their actions as if a real incident had occurred (with minor exceptions). The FSE simulates the reality of operations in multiple functional areas by presenting complex and realistic problems requiring critical thinking, rapid problem solving, and effective

responses by trained personnel in a highly stressful environment. Other entities that are not involved in the exercise, but who would be involved in an actual event, should be instructed not to respond. An FSE provides an opportunity to execute plans, procedures, and cooperative (mutual aid and assistance) agreements in response to a simulated live event in a highly stressful environment.

**Function** – Actions or operation required in emergency response or recovery, such as alert notification, communications and coordination/control.

**Functional Exercise (FE)** - The FE, also known as a command post exercise (CPX), is designed to test and evaluate capabilities, multiple functions or activities within a function, or interdependent groups of functions. FE's are generally focused on exercising the plans, policies, procedures, and staffs of the direction and control modes of the Incident Management System (IMS). Generally, events are projected through an exercise scenario with even updates that drive activity at the management level. Movement of personnel and equipment is simulated. The objective of the FE is to execute specific plans and procedures and apply established policies, plans and procedures under crisis conditions within or by particular function teams. An FE simulates the reality of operations in a functional area by presenting complex and realistic problems that require rapid and effective responses by trained personnel in a highly stressful environment.

**Games** – A game is a simulation of operations that often involves two or more teams, usually in a competitive environment, using rules, data, and procedures designed to depict an actual or assumed real-life situation. It does not involve the use of actual resources, and the sequence of events affects, and is in turn affected by, the decisions made by the players. Players are commonly presented with scenarios and asked to perform a task associated with the scenario episode. As each episode moves into the next level of detail or complexity, it takes into account players' earlier decisions; thus, the decisions made by participants determine the flow of the game. The goal is to explore decision-making processes and the consequences of those decisions. In a game, the same situation can be examined from various perspectives by changing the variables and parameters that guide player actions. Games stress the importance of planners' and players' understanding and comprehension of interrelated processes.

**Gantt Chart** – A chart displaying the time and task schedule for exercise development.

**Goal of an Exercise** – The purpose of conducting an exercise activity and what is to be accomplished.

**Hazard (1)** – Any dangerous event or circumstance that has the potential to lead to an emergency or disaster.

**Hazard (2)** – A risk that is a threat.

**Hazard (3)** – An event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural loss, damage to the environment, interruption of business or other types of harm or loss.

**Hazard Identification** – The process of defining and describing a hazard, including its physical characteristics, magnitude and severity, probability and frequency, causative factors, and locations/areas affected.

**Hazardous Material** – A substance (gas, liquid or solid) capable of creating harm to people, property and the environment, e.g. materials which are flammable, toxic, etc.

**Heavy Urban Search and Rescue (HUSAR)** – A highly trained specialized team of people used to conduct search and rescue operations in a built-up area that has suffered major damage.

**Hotwash** – see Critique

**Incident Management System (1)** – A standardized organizational structure used to command, control, and coordinate the use of resources and personnel that have responded to the scene of an emergency or disaster.

**Incident Management System (2)** – The combination of facilities, equipment, staff, operating procedures, and communications operating within a common organizational structure with responsibility for the management of assigned resources to effectively respond to an incident or emergency/disaster.

**Initial Planning Conference (IPC)** – An activity to bring together the stakeholders and plan the upcoming year(s) of exercises.

**The Joint Emergency Preparedness Program (JEPP)** - Was established in October 1980 to enhance the national capacity to respond to all types of emergencies and to enhance the resiliency of critical infrastructure. JEPP is administered by Public Safety Canada (PS). Since the inception of JEPP, the Government of Canada has committed over \$165 million to the provinces and territories. Funding is made available annually for emergency preparedness, urban search and rescue and critical infrastructure protection initiatives from coast to coast. JEPP projects are proposed annually by the provincial and territorial governments and are cost shared. The Government of Canada's contribution depends on the nature of the project, other projects under consideration, and the amount of funds available. The maximum federal contribution is 75%.

**Job Aids** – A mechanism to provide short-term training for procedures, processes, and functions. This could include checklists, procedure lists, decision guides, forms and worksheets and reference sources.

**Joint Information Centre (JIC)** – See also Joint Public Information Centre (JPIC) - A provincial centre where information is disseminated to the news media during an emergency, supported by the affected municipality or municipalities, and where applicable, by any federal or other organization or facility involved with the emergency situation.

**Joint Public Information Centre (JPIC)** – A central point of contact for all news media near the scene of a large-scale disaster or exercise.

**Lead Controller** – The person with overall responsibility for exercise management and information flow during drills and exercises. Decision on deviations from pre-scripted scenario or exercise terminations are coordinated through this position.

**Lead Evaluator** – The person with overall responsibility for directing the documentation and evaluation drills and exercises.

**Local Municipality** – means a single-tier municipality or lower-tier municipality.

**Logistics** - Is a term used by management to denote specific time critical modes of transportation used to move goods or objects rapidly in the event of an emergency.

**Lower-Tier municipality** – for the purposes of the Provincial Emergency Response Plan (PERP), a lower tier municipality will refer to the most basic unit of organized government provided to the citizens of a given area and would include townships, towns, and cities within a country or region, but exclude single tier municipalities. It also means a municipality that forms part of an upper-tier municipality for municipal purposes.

**Major Events** – A list of likely problems resulting from a disaster scenario, which are expected events (based on case studies or operational plans), as it coincides with the exercise objectives.

**Master Scenario of Events List (MSEL)** – A sequentially linked list of events or requirements injected during an exercise to prompt player action to implement policies, procedures, and systems to achieve exercise objectives and support key events.

**Master Sequence of Events** – As a part of the exercise design package, this list provides all the events that are likely to happen. This will include major events, with minor events for each major event.

**Maximum Allowable Recovery Time** – See Acceptable Down Time

**Message** – The vehicle that provides information to prompt player response. Messages are disseminated by exercise organization, usually simulators, and may be verbal, written or in the form of a visual display.

**Message Controller** – A person assigned to document the flow of messages into and out of the exercise playing area and designate their proper destination.

**Ministry Action Group (MAG)** – The group mandated pursuant to Ontario Regulation 380/04, section 3, as a designated group notified to assemble when an emergency occurs to plan, direct and coordinate a ministry response. A MAG is an extension of the Provincial Emergency Operations Centre. MAG's are internal to each ministry and should be prepared to coordinate the responses of other ministries as well if the emergency falls within their special responsibility area. A MAG may also be required to act on the direction of another ministry or in accordance with the provisions of the PERP.

**Ministry Emergency Management Coordinator (MEMC)** – An individual officially designated by a provincial ministry who is responsible and accountable for the ministry's emergency management program.

**Minor (Detailed) Events** – Problems within major events that are specific in nature and normally require an operational response.

**Mitigation** – Actions taken to reduce the effects of an emergency or disaster.

**Mitigation Plan** – Based on the community risk assessment, each jurisdiction should implement a strategy and plan to eliminate the impact of hazards or mitigate the effects of hazards that cannot be eliminated. A mitigation plan should contain details on activities planned to eliminate or reduce the degree of risk to life, property, and environment from the identified hazards.

**Multi-Year Progressive Exercise Plan** – A document that describes exercise activities over several years, based on the needs of a community.

**Municipal Emergency Control Group (MECG)** – The Municipal Emergency Control Group operating from the municipal Emergency Operations Centre is responsible for coordinating municipal emergency response and recovery activities. The Municipal Emergency Control Group usually includes leading community officials, emergency management representatives and other relevant staff.

**Municipal Emergency Management Program Coordinator (MEMPC)** – An individual officially designated by a municipality who is responsible and accountable for the municipality's emergency management program. The Municipal Emergency Management Program Coordinator must be, by definition, a municipal employee, as per regulations.

**Municipality** – a region, city town or district having local government.

**Mutual Aid Agreements** – An agreement developed between two or more emergency services to render aid to the parties of the agreement. These types of agreements can include private sector emergency services when appropriate.

**Mutual Assistance Agreement** – An agreement developed between two or more jurisdictions to render assistance to the parties of the agreement. Jurisdictions covered with these types of agreements could include neighbouring, cities, regions, provinces or nations.

**Narrative Summary** – A short overview of the exercise scenario written in paragraph form, outlining major events.

**Needs Assessment** – A process of defining a community's inventory of problems or needs.

**Objectives** – The stated goals of exercise activities. Objectives define the level of skill and specific capabilities to be demonstrated by players during the exercise. Exercise objectives are used as the basis of evaluations of exercise performance or assessment of training effectiveness.

**Ontario Disaster Relief Assistance Program (ODRAP)** – A provincial financial assistance program intended to alleviate the hardship suffered by private homeowners, farmers, small business enterprises and non-profit organizations, whose essential property has been damaged in a sudden and unexpected natural disaster, such as a severe windstorm, tornado, flood, forest fire, or ice storm.

**Ontario Emergency Response Team (OERT)** – An emergency response team that can be dispatched by the province of Ontario to a contiguous state or province to coordinate emergency response and mutual assistance.

**Operations-based Exercise – (See also Exercise)** – Operations-based exercises represent the next iteration of the exercise cycle. They are used to validate the plans, policies, agreements, and procedures solidified in discussion-based exercises. Operations-based exercises include drills, functional exercises (FE), and full-scale exercises (FSE). They can clarify roles and responsibilities, identify gaps in resources needed to implement plans and procedures, and improve individual and team performance. Operations-based exercises are characterized by actual response, mobilization of apparatus and resources, and commitment of personnel, usually over an extended period of time.

**Orientation** – An exercise activity that involves bringing together those with a role or interest in a plan, problem, or procedure. Participants are provided information through the use of lecture, film, slides or other visuals, or panel discussion. It is considered to be the foundation for emergency management exercises and begins the progressive exercise program.

**Partnership** – see Twinning

**Partnerships Toward Safer Communities (PTSC) Program** – A program developed and implemented by Emergency Management Ontario and the Canadian Association of Fire Chiefs for joint community/industry emergency management program cooperation and integration where hazardous facilities exist.

**Performance Requirements** – Those response activities required or expected of the governments, organizations, teams or individuals, established by regulatory mandate, industry standard or policy.

**Performance Standards** – Criteria by which operational and management functions can be measured to evaluate the degree to which those functions have achieved a minimum level of quality.

**Player** – An exercise participant who is responsible for taking whatever actions are necessary to respond to a simulated emergency.

**Player Critique** – An open meeting or format for receiving feedback from players of an exercise, and discussing player performance and exercise experience.

**Points of Review** – Specific activities that must occur to achieve an exercise objective. They are highlighted on an evaluation form to assist evaluators.

**Preparedness** – Actions taken prior to an emergency or disaster to ensure an effective response. These actions include the formulations of an emergency response plan, a business continuity/continuity of operations plan, training, exercises, and public awareness and education presenters for an activity.

**Prevention** – Actions taken to prevent an emergency or disaster.

**Private Sector** – A business or industry not owned or managed by any level of government.

**Probability** – The likelihood of something happening.

**Provincial Disaster Assessment Team (PDAT)** – A recovery response team that is dispatched to a community to assess damage following a disaster event and to recommend on a financial disaster assistance program for recovery.

**Provincial Emergency** – An emergency occurring in a province, if the province or a local authority in the province, as distinct from the federal government, has the primary responsibility for dealing with the emergency. It also means an emergency that is beyond the capabilities of a municipality to manage, even with mutual aid & assistance. Additionally, it becomes a 'provincial emergency' once the Cabinet or extreme circumstances, the Premier, makes a declaration to that effect.

**Provincial Emergency Operations Centre (PEOC)** – A fully equipped facility maintained by Emergency Management Ontario that can be activated in response to, or in anticipation of emergencies. The PEOC is staffed with appropriate representatives from ministries that have been delegated responsibilities for those emergencies as well as EMO staff. It serves as an initial point-of-contact for the affected municipality and federal interests.

**Provincial Emergency Response Team (PERT)** – An emergency response team that is dispatched to a community to coordinate provincial emergency response.

**Provincial Nuclear Emergency Response Plan (PNERP)** – An emergency response plan mandated under the *Emergency Management and Civil Protection Act* and maintained by the Province of Ontario.

**Public Awareness Program** – Provides generic information to the broader public to raise awareness about emergency management and suggests ways to reduce the risk of loss of life and property damage in the event of an emergency.

**Public Education Program** – Provides focused information to a target audience to educate about protective actions to reduce the risk of life and property damage, in the event of an emergency. For example, for communities located in a high-risk flood area, the public should know what measures should be taken in the event of a flood.

**Public Sector** – A particular element or component of government, i.e. police, fire, public works, of a municipal, provincial or federal government.

**Purpose Statement** – A broad statement of the exercise goal used to communicate why the exercise is being conducted.

**Real Time** – When actual time is used for the simulated events to take place.

**Reception Centre** – Usually located outside the impact zone of the emergency, the reception centre is a place to which evacuees can go to register, receive assistance for basic needs, information and referral to a shelter if required.

**Recovery (1)** – Actions taken to recover from an emergency or disaster.

**Recovery (2)** – Attempting to bring a community as close to normal as possible, during and immediate following an emergency or disaster. Short-term recovery involves re-instituting immediate needs of victims (food, power, sanitation, water, communications, shelter, etc.). Long-term recovery is activities

or projects that will take considerable time to resolve (relocation of flood prone residents, rebuilding of a public facility, counseling programs, etc.).

**Recovery Plan** – A risk-based emergency plan that is developed and maintained to recover from an emergency or disaster.

**Response (1)** – Actions taken to respond to an emergency or disaster.

**Response (2)** – Activities that occur during and immediately following an emergency or disaster that are designed to provide emergency assistance to the victims and reduce the likelihood of secondary damage.

**Risk** – A chance or possibility of danger, loss, injury, or other adverse consequences.

**Risk Assessment** – Identification of risks to public safety, public health, the environment, property, critical infrastructure and economic stability from natural, human-caused and technological sources/activities, and evaluation of the importance or the activity to the continued operation of the community. The vulnerability of the community to each activity should also be evaluated.

**Rules of Play** – Exercise instructions for players that provide an orientation covering the extent of play, administrative and logistical matter, safety procedures, and other concerns of the exercise.

**Scenario** – A sequential account of a simulated emergency or disaster providing the catalyst for the exercise. It introduces situations that solicit responses and allows demonstration of exercise objectives. A scenario is hypothetical situation or chain of events that depicts an incident, emergency, or crisis and all the associated consequences. It is used to guide simulation during a drill or exercise.

**Scenario Narrative** – The part of the scenario that sets the scene for an exercise to begin, consisting of a hypothetical emergency or disaster situation, creating the need for emergency response.

**Scenario Time** – Scenario time is expressed in terms of time elapsed since the initiating event.

**Seminar** – Seminars are generally employed to orient participants to, or provide an overview of authorities, strategies, plans, policies, procedures, protocols, response resources, concepts and ideas. Seminars provide a good starting point for jurisdictions that are developing or making major changes to their plans and procedures.

**Shall** – Indicates a mandatory requirement.

**Should** – Indicates a recommendation or that which is advised but not required.

**Simulation** – Creating the perception of a situation, event, or environment, which will evoke responses similar to those of a real emergency.

**Simulation Cell** – Exercise control personnel who portrays roles for agencies or personnel outside the exercise environment.

**Simulator** – An individual assigned the responsibility to artificially duplicate (role play) the response activities of personnel and groups not participating in the exercise.

**Single-tier Municipality (1)** – includes a separated municipality that is geographically located within a county/region but is not part of the county/region for municipal purposes. Single-tier municipalities also include all northern municipalities where there is no upper-tier governance at the District level. A Single-tier municipality has responsibilities for all local services to their residents.

**Single-tier Municipality (2)** – means a municipality, other than an upper-tier municipality, that does not form part of an upper-tier municipality for municipal purposes.

**Standard** – Common criteria used to measure performance.

**Standard Operating Procedure (SOP)** – A set of instructions constituting a directive, covering those features of operations, which lend themselves to a definite step-by-step process of accomplishment.

**Tabletop Exercise (TTX)** – Tabletop Exercises involve senior staff, elected or appointed officials, or other key personnel in an informal setting, discussing simulated situations. This type of exercise is intended to stimulate discussion of various issues regarding a hypothetical situation. It can be used to assess plans, policies, and procedures or to assess types of systems needed to guide the preventions of, mitigation of, response to, and recovery from a defined event. TTXs typically are aimed at facilitating understanding of concepts, identifying of strengths and shortfalls, and/or achieving a change in attitude.

**Telecommunications** – The transmission or reception of signs, images, sound or intelligence of any kinds over, wires by radio waves or other technical systems (Industry Canada).

**Terrorism** – The unlawful and intentional use of forces against persons or property to intimidate or coerce a government, a civilian population or any segment thereof, in the furtherance of political or social objectives.

**Threat** – A person, thing or event regarded as likely cause of harm or damage.

**Time-jump** – A mechanism by which scenario events maybe artificially accelerated in order to place player in situations that would occur at a future point in time. Time jumps require exercise play to be stopped and then to resume at some future point in time. Time jumps are done to include events that otherwise would not occur in the limited amount of time allowed for an exercise.

**Timeline** – A sequential listing of the times and key events in a scenario that drive player response.

**Training** – Activities undertaken to educate personnel assigned emergency response and crisis management roles and responsibilities. Designed to provide an opportunity to practice crisis and emergency management skills, ensuring that they are adequately prepared to fulfill these roles in the event of an incident, emergency, or crisis.

**Trusted Agent** – Individuals with unique or specialized expertise who are confidentially included in the scenario development to ensure realistic events are postulated and appropriate responses are anticipated. Generally trusted agents will not participate as players during an exercise, as they have inside knowledge of the scenario and timelines.

**Twinning (or Partnership):** is the process by which communities enter into arrangements or 'twin' with communities well outside their own geographic area in order to provide resources to assist in an emergency response effort.

**Unorganized territory** – A geographic area without municipal organization.

**Upper-Tier municipality** – For the purposes of this plan, an upper tier municipality will refer to counties and regions. It also means a municipality of which two or more, lower-tier municipalities form part for municipal purposes.

**Vulnerability** – The degree of susceptibility and resilience of the community and environment to hazards, the characteristics of a community or system in terms of its capacity to anticipate, cope with and recover from events.

**Widespread Emergency** – An emergency that impacts a large geographic area and affects a large number of jurisdictions simultaneously.

**Work Plan** – A brief narrative describing what will be accomplished through a period of time.

**Workshop** – Workshops represent the second tier of exercises in the exercise program building block approach. Although similar to seminars, workshops differ in two important aspects; participant interaction is increased, and the focus is on achieving or building a product such as a plan or policy.

## 1. Acronyms and Initialisms

Acronyms are words that usually pronounced when formed from the first letters of other words, e.g. FEMA. Initialisms are a group of initial letters used as an abbreviation for a name or expression – each letter being pronounced separately, e.g. EMO.

Acronyms and Initialisms are employed to create brevity and clarity of common words or phrases when communicating between members within a common discipline. This list is not exhaustive but includes common emergency management terminology.

This list will be amended as necessary.

AANDC	Aboriginal Affairs and Northern Development Canada
AAR	After Action Report
BCP	Business Continuity Plan
CANUTEC	Canadian Transport Emergency Centre
CAP	Corrective Action Plan
C & O	Concept and Objectives
CCG	Community Control Group
C/E Handbook	Controller and Evaluator Handbook
CEC	Community Evacuation Co-ordinator
CEC	Comprehensive Exercise Curriculum

CEM	Commissioner of Emergency Management
CEMC	Community Emergency Management Coordinator
CEMPC	Community Emergency Management Program Committee
CERV	Community Emergency Response Volunteers
CBRN	Chemical, Biological, Radiological, or Nuclear
CBRNE	Chemical, Biological, Radiological, Nuclear or Explosive
CEMC (1)	Community Emergency Management Coordinator
CEMC (2)	Canadian Emergency Management College
CISM/D	Critical Incident Stress Management / Debriefing
CNSC	Canadian Nuclear Safety Commission
COOP	Continuity of Operations Plan
COSIN	Control Staff Instructions
CP	Command Post
CPX	Command Post Exercise
DND	Department of National Defense
EEG	Exercise Evaluation Guide
EER	Exercise Evaluation Report
EHS	Emergency Health Services
EIC	Emergency Information Centre
EIO	Emergency Information Officer
EM	Emergency Management
EMA	Emergency Management Agency
EMCC	Emergency Management Coordinating Committee
EMS	Emergency Medical Services
EMCPA	Emergency Management & Civil Protection Act
EMC	Emergency Management Coordinator
EMO	Emergency Management Ontario
EOC	Emergency Operations Centre
EOP	Emergency Operating Plan or Procedure
EP	Exercise Program
EPW	Exercise Pan Workshop
ESM	Emergency Site Manager/Management
ESS	Emergency Social Services
EVALPLAN	Evaluation Plan
EXPLAN	Exercise Plan
FE	Functional Exercise
FOUO	For Official Use Only
FN	First Nation
FNCG	First Nation Control Group
FPC	Final Planning Conference
FSE	Full-Scale Exercise
FY	Fiscal Year
GSA	Good Samaritan Act
HAZMAT	Hazardous Materials
HIRA	Hazard Identification and Risk Assessment
HUSAR	Heavy Urban Search and Rescue
IC	Incident Command
ICP	Incident Command Post

ICS	Incident Command System
IMS	Incident Management System
INAC	Indian and Northern Affairs Canada (Now called AANDC)
IP	Improvement Plan
IPC	Initial Planning Conference
JEPP	Joint Emergency Preparedness Program
JIC	Joint Information Centre
JPIC	Joint Public Information Centre
JTFCA	Joint Task Force Central Area
LFCA	Land Forces Central Area
LLIS	Lessons Learned Information Setting
MAG	Ministry Action Group
MEMC	Ministry Emergency Management Coordinator
MECG	Municipal Emergency Control Group
MEOC (1)	Municipal Emergency Operations Centre
MEOC (2)	Ministry Emergency Operations Centre
MEPP	Master Exercise Practitioner Program
MMAH	Ministry of Municipal Affairs and Housing
MNR	Ministry of Natural Resources
MOU	Memorandum of Understanding
MPC	Mid-term Planning Conference
MSDS	Material Safety Data Sheet
MSEL	Master Scenario Events List
NEMCC	Nuclear Emergency Management Coordinating Committee
NFPA	National Fire Protection Association
NIMS	National Incident Management System
ODRAP	Ontario Disaster Relief Assistance Program
OERT	Ontario Emergency Response Team
PCTP	Provincial Counter Terrorism Plan
PDAT	Provincial Disaster Assessment Team
PEOC	Provincial Emergency Operation Centre
PCTCMP	Provincial Counter-Terrorism Consequence Management Plan
PERP	Provincial Emergency Response Team
PIO	Public Information Officer
PNERP	Provincial Nuclear Emergency Response Plan
POC	Point of Contact
PPE	Personal Protective Equipment
PR	Public Relations
PSEPC	(Department of) Public Safety and Emergency Preparedness Canada
PTO	Provincial Territorial Organization
PTSC	Partnerships Toward Safer Communities
SIMCELL	Simulation Cell
SITMAN	Situation Manual
SMART	Simple, Measureable, Achievable, Results-oriented, Task-oriented
SME	Subject Matter Expert

SOE	Senior Officials Exercise
SOG	Standard Operating Procedure
TTX	Tabletop Exercise
UC	Unified Command
VIP	Very Important Person
WMD	Weapons of Mass Destruction