



# **MUNICIPALITY OF EAST FERRIS**

## **COMMUNITY EMERGENCY PLAN**

**JUNE 12, 2007**  
**UPDATED AND REVISED SEPTEMBER 29, 2015**

An Emergency means:

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

Emergency Management  
And Civil Protection Act

**COMMUNITY EMERGENCY PLAN FOR THE MUNICIPALITY OF EAST FERRIS  
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(A)

## AUTHORITIES

**The first emergency plan for the Municipality of East Ferris was enacted on December 12, 1989 under By-law #1556. This original plan has been replaced by the Community Emergency Plans adopted by Council on December 30, 2004 under By-law # 2075 with the authority of the Emergency Management Act, 2003 and under By-law #2155 adopted by Council on December 22, 2006 under the authority of The Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9.**

**This is Schedule 'A' to By-law # 2191 passed by Council for the Municipality of East Ferris on the 12<sup>th</sup> day of June, 2007 which contains changes and revisions made to the previous Community Emergency Plan and which replaces all previously adopted plans. By-law #2191 is passed under the authority of The Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9.**

**On December 27, 2007, the Community Emergency Plan was amended by Council pursuant to By-law No. 2220 which encompasses revisions to remove personal information from the plan to bring it into compliance with Municipal Freedom of Information and Protection to Privacy legislation. Other minor revisions were undertaken to update certain parts of the plan such as Community Risk Assessment (HIRA) and the Critical Infrastructure.**

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**Mayor, William Vrebosch**

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**CAO, John Fior**

**(B)**

**INTRODUCTION:**

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

Emergencies may include: - transportation accident (rail/aircraft/etc.), power failure (winter), power outage (black out of long duration), wind storm/tornado, winter ice storm, pandemic, uncontrollable fire, power failure (summer), telecommunication failure, flooding, explosions, building/structural collapse or any threat of the foregoing, in which immediate remedial action will be required by the Municipality of East Ferris.

This plan has been formulated to assign responsibilities and to guide the immediate actions of key officials in the first few critical hours after the onset of an emergency and until such time as the emergency is over.

For this plan to be effective, it is essential that all concerned be made aware of its provisions and that every official and department be prepared to carry out their assigned functions and responsibilities in an emergency.

Regular exercises will be staged to ensure the arrangements embodied in this plan are kept current and that all are kept familiar with its provisions. Department heads should likewise review and keep up to date their own procedures and arrangements for responding to emergencies.

**NOTE:**

Located at the bottom of each page, is an updated date. This date will identify the page and the most current update (if any). The most current update is kept in the Office of the Fire Chief. Inquiries related to this document can be made at 705-752-2740.

Copies of this plan, not including the appendices, are available at the Municipal Office at 390 Highway 94 Corbeil, Ontario, or on the Municipal website at [www.eastferris.ca](http://www.eastferris.ca).

(C)

**Distribution of Copies (Number)**

**List of who (i.e., mayor, etc.) and what agencies (i.e., police, ambulance) have copies and how many copies.**

1. Mayor
2. Deputy Mayor
3. CAO
4. Clerk
5. CEMC
6. CEMC (Alternate)
7. Fire Chief
8. OPP
9. North Bay Parry Sound District Health Unit
10. Director of Public Works
11. EMO
12. Corbeil Emergency Kit **-offsite**
13. Astorville Emergency Kit **-offsite**

**Copies of appendices to:**

1. CEMC
2. CEMC (Alternate)
3. CAO
4. Corbeil Emergency Kit **-offsite**
5. Astorville Emergency Kit **-offsite**

(D)

**Abbreviations / Definitions**

<b>CANUTEC</b>	means ‘spills information and emergency centre’
<b>CAO</b>	means ‘Chief Administration Officer’ for the Municipality of East Ferris
<b>CCG</b>	means ‘Community Control Group’ for the Municipality of East Ferris
<b>CEMC</b>	means >Community Emergency Management Coordinator= as appointed by the Council for the Municipality of East Ferris (Reference EMA, 2003)
<b>CEP</b>	means ‘Community Emergency Plan’ ( <b>see By-law # 2075</b> )
<b>CEMPC</b>	means ‘Community Emergency Management Program Committee’ as appointed by Council for the Municipality of East Ferris (Reference EMA, 2003)
<b>CERV</b>	means ‘Community Emergency Response Volunteer’
<b>DNSSAB</b>	means ‘District of Nipissing Social Services Administration Board’
<b>ECC</b>	means >Emergency Command Centre= or <b>EOC</b> ‘Emergency Operation Centre’ for the Municipality of East Ferris
<b>EMA</b>	means ‘Emergency Management Act (Bill 148) 2003’
<b>EMO</b>	means ‘Emergency Management Ontario’
<b>EMS</b>	means ‘Emergency Medical Service’
<b>ESM</b>	means ‘Emergency Site Manager’
<b>HAZMAT</b>	means ‘Hazardous Materials’
<b>HIRA</b>	means ‘Hazard Identification and Risk Analysis’ (Reference EMA, 2003)
<b>MOE</b>	means ‘Ministry of Environment’
<b>NNCCAC</b>	means ‘Near North Community Care Access Centre’
<b>OCWA</b>	means ‘Ontario Clean Water Agency’
<b>PEOC</b>	means ‘Provincial Emergency Operations Centre’
<b>PEP</b>	means ‘Provincial Emergency Plan’
<b>PNEP</b>	means ‘Provincial Nuclear Emergency Plan’
<b>PSEPC</b>	means ‘Public Security Emergency Preparedness Canada’
<b>PTSC</b>	means ‘Partnerships Towards Safer Communities’
<b>SAC</b>	means ‘MOE Spills Action Centre’
<b>25. SIT REP</b>	means ‘Situation Report Form,’ usually from EMO/PEOC
<b>26. TEAP</b>	means ‘Transportation Emergency Assistance Plan’
<b>27. VCARS</b>	means ‘Victim Crisis Assistance and Referral Service’

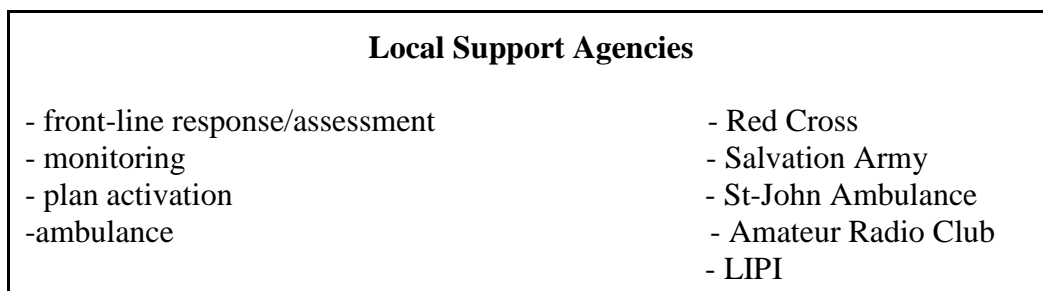
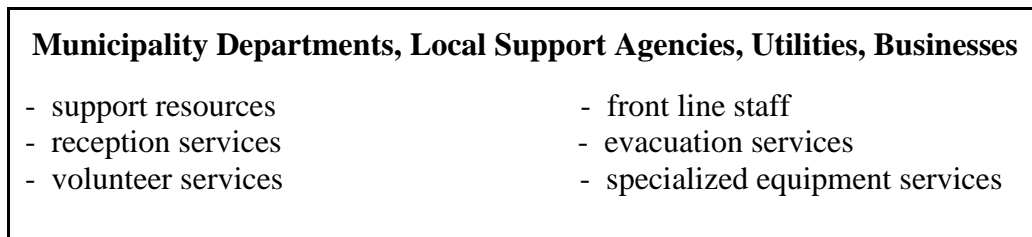
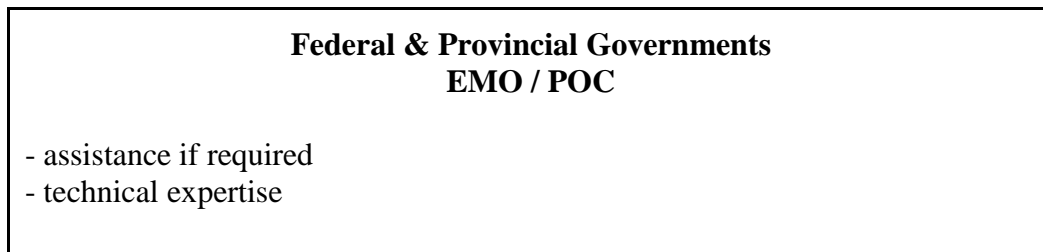
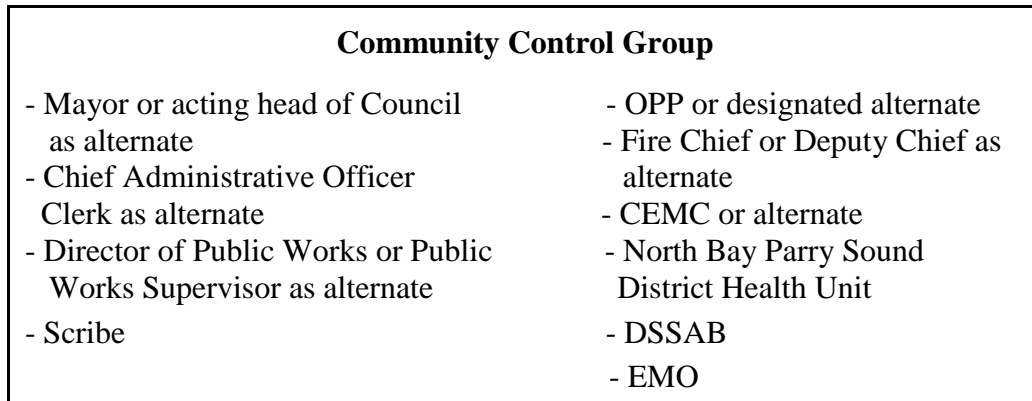
**Figure 1**

**Map of Your Municipality**

Figure 1

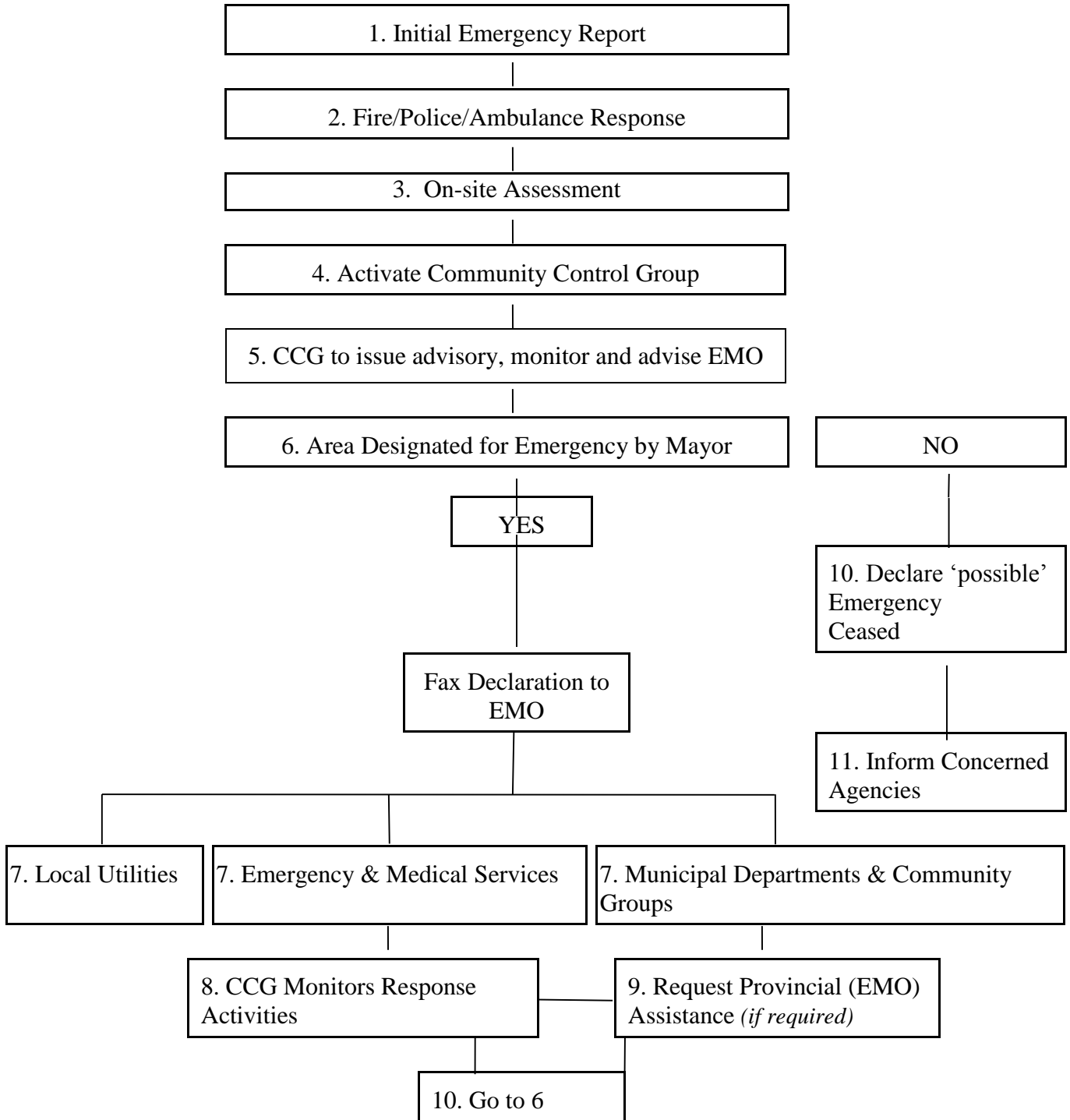
Update June 12, 2012

**Figure 2**  
**Administrative Framework**





**Figure 3**  
**Community Emergency Procedural Flow Chart**



**1.0 MISSION STATEMENT**

1.1 The Municipality of East Ferris through careful and comprehensive Emergency Planning, shall mitigate the impact that an emergency may have on the residents of the Municipality of East Ferris and those individuals and organizations actually involved in the emergency situation.

**2.0 SERVICE AREA & EMERGENCY COMMAND CENTRES (ECC/EOC) AND EVACUATION CENTRES.**

2.1 The area of service covered by this Plan shall include the Corporate Limits of the Municipality of East Ferris (See Figure 1) and may include assistance to other communities.

2.2 The **Primary ECC/EOC** is the municipal offices located at 390 Highway 94 in Corbeil, Ontario. (See Figure 4)

2.3 The **Secondary ECC/EOC** is the East Ferris Community Centre located at 1267 Village Road in Astorville, Ontario, which includes the Municipal Library. (See Figure 5)

2.4 Evacuation Centres consist of the East Ferris Community Centre located at 1267 Village Road in Astorville, the Corbeil Park Hall located at 392 Highway 94 in Corbeil, and the Ferris Glen Public School located at 30 Voyer Road in Corbeil, the Callander Community Centre located at 1984 Swale Street in Callander.

### **3.0 COMPOSITION OF THE COMMUNITY CONTROL GROUP FOR THE MUNICIPALITY OF EAST FERRIS.**

- 3.1 All emergency operations shall be directed and controlled by a group of officials responsible for providing the essential services needed to minimize the effects of the emergency on the Municipality. This will be known as the “Community Control Group”. It will consist of the following:
- 3.1.1 The Mayor or acting Head of Council as alternate.
  - 3.1.2 The Chief Administrative Officer or Clerk as alternate.
  - 3.1.3 The OPP representative.
  - 3.1.4 The Fire Chief or the Deputy Chief as alternate.
  - 3.1.5 The Director of Public Works and Municipal Engineer or Supervisor of Public Works as alternate.
  - 3.1.6 The CEMC or alternate CEMC.
  - 3.1.7 Medical Officer of Health or alternate.
  - 3.1.8 DNSSAB or alternate.
  - 3.1.9 Emergency Management Ontario Field Officer.
- 3.2 The Services, Agencies or Officials listed below or appended to this Plan may operate in support of the Community Control Group as, and when required. Notification will be passed onto them by the CAO or the Municipal service with whom they normally operate.
- 3.2.1 The Clerk or alternate.
  - 3.2.2 The Chief Building Official or alternate.
  - 3.2.3 Emergency Medical Services.
  - 3.2.4 All resources of other Municipal Departments.
  - 3.2.5 General Manager of Union Gas or alternate.
  - 3.2.6 Manager of Hydro One or alternate.
  - 3.2.7 Emergency Social Services – Nipissing.
  - 3.2.8 Manager of Bell Canada or alternate.
  - 3.2.9 Base Operations Officer, C.F.B., North Bay, or alternate.
  - 3.2.10 The Manager of the North Bay - Mattawa Conservation Authority or alternate.
  - 3.2.11 The Operations Manager, Trans Canada Pipelines Ltd., or alternate.
  - 3.2.12 The Acting Treasurer or alternate.
  - 3.2.13 The secretary/administrative assistant or alternate.
  - 3.2.14 LIPI – Low Income People Involvement of Nipissing.
  - 3.2.15 Red Cross
  - 3.2.16 Others

#### **4.0 ACTIVATING THE PLAN**

4.1 This Plan will be formally activated when an emergency is considered by the CCG, through the Head of Council to be of such magnitude as to warrant its use or 'declaration' as an emergency.

##### **Preliminary Phase** (Emergency Services)

4.2 In the preliminary phase, the senior officers of the Police, Fire and Ambulance services **on-site** will gather soon after arrival and assess the incident.

4.2.1 If the incident can be dealt with under normal procedures, then the response continues.

4.2.2 If the incident could expand to become a community emergency, one of the senior officers on site would contact 9-1-1 and request notification of the CCG as per the list supplied in the EMP. Monitoring should continue.

##### **Secondary Phase** (EOCG Members)

4.3 The secondary phase of activation will be made by a member of the CCG, who receives the initial warning and/or arrives first on the scene of the emergency.

4.3.1 The notification may be activated by the Mayor, Chief Administrative Officer, the Fire Chief, the Police Official, the Director of Public Works, the CEMC or a designate of any of the above mentioned.

4.3.2 Upon activation, this person will notify other members of the EOCG and provide the description of the emergency, instruct them to remain on standby or assemble at the ECC and ensure it is understood by each person called.

4.3.3 Persons on the notification list will be called in order, starting with the CAO (see Appendix 'I').

4.3.4 If the primary person cannot be reached at any of the listed numbers, telephone the alternate. Note and record time of attempted contact.

4.3.5 If neither can be reached, go on to the next appointment on the list.

- 4.3.6 Once the end of the list has been reached, try again to reach those who were not available on the first attempt.
- 4.3.7 Record the exact time each person was reached, or the time of attempted contact.
- 4.3.8 **In the event a contact person or their designate cannot be reached, the Head of Council shall formally request the co-operation of the agency or organization.**
- 4.4 On receiving the Emergency Alert, the members of the EOCG will assemble at the ECC in the municipal offices at 390 Highway 94, or if necessary at the alternate location at the East Ferris Community Centre at 1267 Village Road in Astorville. Liaison of radio systems will be established at the site.
  - 4.4.1 The CAO will exercise overall control, pending the arrival of the Mayor or Alternate, at the ECC.
  - 4.4.2 Public Works and Services will provide a mobile radio for the use of the CCG.
  - 4.4.3 Other support services and agencies may be contacted for assistance (see Appendix “IV”).
- 4.5 The Public Information Officer will be apprised of the incident and will make contact with local Media at the earliest possible opportunity to release information in conjunction with OPP.
  - 4.5.1 **Media contact with members of the CCG will be through the Public Information Officer only, unless otherwise indicated.**
  - 4.5.2 When it is deemed to be safe and feasible, the CCG may arrange for the safe conduct of media representatives to a point as close as possible to the incident site.

**5.0 RESPONSIBILITIES OF THE HEAD OF COUNCIL**

5.1 The responsibilities and functions of the Mayor in an Emergency shall be as follows:

- 5.1.1 In the absence of the CAO, activate the emergency notification system.
- 5.1.2 On the advice of the other members of the CCG, officially declare an Emergency to exist.
- 5.1.3 On the advice of the other members of the CCG, officially declare the Emergency terminated.
- 5.1.4 On consultation with members of the CCG, request Senior Government assistance.
- 5.1.5 As the Head of Council, inform other members of Council of incident status from time-to-time.
- 5.1.6 Take on duties of the Public Information Officer and review substance of Information Notices prior to release.
- 5.1.7 Authorize expenditures for implementation of the Community Emergency Plan.

**6.0 RESPONSIBILITIES OF THE CHIEF ADMINISTRATIVE OFFICER**

6.1 The responsibilities of the Chief Administrative Officer in an emergency shall be as follows:

- 6.1.1 Activate the emergency notification system.
- 6.1.2 As the Operations Officer, coordinate all operations within the ECC, including the scheduling of regular meetings.
- 6.1.3 Advise the Mayor on policies and procedures, as appropriate.
- 6.1.4 Assist the Public Information Officer with the preparation of major announcements and media releases prepared by the CCG.
- 6.1.5 Ensure that a communication link is established between the CCG and the **ESM** and response team at the site.
- 6.1.6 Call out additional Municipal staff to provide assistance, as required.
- 6.1.7 Arrange for clerical assistance in support for the discussions and actions of the CCG.
- 6.1.8 Chair meetings of the CCG.

## **7.0 RESPONSIBILITIES OF THE COMMUNITY CONTROL GROUP**

- 7.1 Declaration and Termination of Emergency shall be the official task of the Mayor or his Alternate, upon the advice given by the Community Control Group.
- 7.2 The following actions may be taken in an Emergency:
  - 7.2.1 Select / appoint an appropriate **ESM** usually the highest ranking operational Incident Commander from the lead organization, (ex. Police, Fire, Ambulance, etc.)
  - 7.2.2 Coordinate the evacuation of those buildings within the “Emergency Area” which are themselves considered dangerous or in which the occupants are considered to be in danger from some other source.
  - 7.2.3 Selection of an assembly area at which additional manpower and equipment of all services will gather.
  - 7.2.4 Coordinate the dispersal groups of people who, by their presence, are considered to be in danger, or whose presence hinders in any way the efficient functioning of the operation.
  - 7.2.5 Arrange for the accommodation and maintenance on a temporary basis of any residents who are in need of assistance due to displacement as a result of the Emergency.
  - 7.2.6 Arrange for the calling out and deployment of any Municipal equipment and personnel.
  - 7.2.7 Request the assistance of personnel and equipment of voluntary and other agencies not under Municipal control as may be required for emergency operations (see Appendix No. IV).
  - 7.2.8 Utilize the Mayor or designate as Public Information Officer for the issuance of accurate releases to the Media, and for the distribution of authoritative instructions to the general public.
  - 7.2.9 Establish a Registration and Inquiry Centre to handle individual requests for information concerning all aspects of the Emergency.
  - 7.2.10 Arrange for discontinuance of any service within the “Emergency Area” without notice to the consumer, if such services constitute a hazard, upon consultation with the local Utility involved.
  - 7.2.11 Assist in the provision of emergency medical and health services.



- 7.2.12 Request assistance from other Government Agencies, either Civilian or Military, should the resources of the Municipality of East Ferris be insufficient to control the Emergency.
- 7.2.13 Arrange inspections for the safe and orderly re-occupation of all premises within the designated Emergency Area.
- 7.2.14 Maintain a written record of CCG discussions and actions taken during the incident.

## **8.0 RESPONSIBILITIES AND FUNCTIONS OF THE POLICE SERVICES**

- 8.1 The responsibilities and functions of the Ontario Provincial Police in an Emergency shall be as follows:
- 8.1.1 Provide an **ESM**, as required, at the direction of the CCG
  - 8.1.2 Assume overall security control at the incident and at the ECC.
  - 8.1.3 Control and disperse crowds within the Emergency Area.
  - 8.1.4 Control traffic to facilitate the movement of emergency vehicles both in and out of the Emergency Area. This will include designation and traffic control for the Evacuation and Emergency access routes.
  - 8.1.5 Designate an Inner Perimeter to control and disperse people and equipment within the Emergency area.
  - 8.1.6 Conduct any required evacuation.
  - 8.1.7 Arrange for the maintenance of law and order in any community emergency evacuation centre.
  - 8.1.8 Ensure the protection of property against looting within the Emergency Area.
  - 8.1.9 Advise the Coroner in the event of fatal casualties.
  - 8.1.10 Request the assistance from any other Police Services when deemed necessary.
  - 8.1.11 Conduct any Police Services investigations that may be required by Law.

**9.0 RESPONSIBILITIES AND FUNCTIONS OF THE MUNICIPALITY OF EAST FERRIS FIRE DEPARTMENT**

9.1 The responsibilities and functions of the Municipality of East Ferris Fire Department in an Emergency shall be as follows:

- 9.1.1 Provide an **ESM**, as required, at the direction of the CCG
- 9.1.2 Conduct all operations connected with the fighting of fires and fire rescue services.
- 9.1.3 Activate the Nipissing-Parry Sound Mutual Fire Aid System, if it is deemed necessary.
- 9.1.4 Determine if additional special equipment or supplies will be required and, if so, make the necessary arrangements for procurement (e.g., air-packs, special protective clothing, etc.).
- 9.1.5 Provide equipment and manpower to assist in pumping operations, if required.
- 9.1.6 Assist the Police Department in conducting any required evacuation.
- 9.1.7 Assist the East Ferris First Response Team in providing emergency patient care at the scene of an emergency.
- 9.1.8 Assist the Ambulance Services in providing emergency patient care and transportation at the scene of an emergency.

**10.0 RESPONSIBILITIES AND FUNCTIONS OF PUBLIC AND PRIVATE UTILITIES**

10.1 The responsibilities and functions of Hydro One, Ontario Hydro, TransCanada Pipelines, Union Gas, Bell Canada, and any other Utilities in an Emergency shall be as follows:

10.1.1 Provide an **ESM**, as required, at the direction of the **CCG**.

10.1.2 Utilities Managers, if requested, will send a representative to advise the CCG.

10.1.3 Utilities will generally follow their usual Emergency procedures, but will coordinate actions with the CCG.

10.1.4 Utilities will have responsibility for the following general functions:

- i) Calling out their staff to the disaster site, checking buildings for safety and, where necessary, cutting off supplies.
- ii) Restoration of services, if interrupted, on a priority basis. This is to be decided by the CCG in consultation with suppliers.
- iii) Discontinuation of services to any consumer or group of consumers when authorized by the CCG, and where this is considered necessary in the interests of public safety.
- iv) Provision of alternative supplies, where necessary and practicable, e.g., temporary electricity lines.

## **11.0 RESPONSIBILITIES AND FUNCTIONS OF THE MUNICIPAL PUBLIC WORKS DEPARTMENT**

11.1 The responsibilities and functions of the Municipal Public Works Department in an Emergency will be as follows:

- 11.1.1 Provide an **ESM**, as required, at the direction of the **CCG**.
- 11.1.2 Provide barricades and flashers at the site of the incident on receipt of the “Emergency Alert”.
- 11.1.3 Provide Municipal vehicles and equipment, together with operators as required.
- 11.1.4 Obtain information on rising flood waters as required.
- 11.1.5 Coordinate all snow clearing and removal operations.
- 11.1.6 Provide assistance in the event of hazardous material spills.
- 11.1.7 Organize and procure equipment for pumping operations.
- 11.1.8 Arrange for demolition of unsafe building on the recommendation of the Chief Building Official, and excavation operations where required.
- 11.1.9 Advise the Police Department on alternate traffic routes during an emergency.
- 11.1.10 Arrange for the disposal of sanitary and garbage waste including sewage disposal during an emergency situation.
- 11.1.11 Maintain liaison with private utility companies and make recommendations on discontinuing private or public utilities where necessary in the interest of public safety.

## **12.0 RESPONSIBILITIES OF THE DISTRICT HEALTH UNIT**

- 12.1 In an Emergency, the responsibilities of the Medical Officer of Health will be as follows:
- 12.1.1 Coordinates public health services with various Emergency Control Group members and related agencies in the Emergency Operations Centre.
  - 12.1.2 Provides advice to the public and local health care professionals on matters which may adversely affect public health within North Bay and Parry Sound District (e.g. toxic spills, water quality, air quality).
  - 12.1.3 Liaises with Ontario Ministry of Health and Long-Term Care, Public Health Division and area Medical Officers of Health as required to augment and coordinate a public health response as required.
  - 12.1.4 Coordinates the surveillance and response to communicable disease-related emergencies or anticipated epidemics according to Ministry of Health and Long-Term Care directives.
  - 12.1.5 Ensures the coordination of vaccine/antiviral storage, handling and distribution across North Bay and Parry Sound District.
  - 12.1.6 Initiates and implements mass vaccination clinics during outbreaks of disease within affected municipalities in North Bay and Parry Sound District.
  - 12.1.7 Liaises with Director of Public Utilities or alternate within affected municipalities to ensure the provision of potable water, community sanitation, maintenance and sanitary facilities.
  - 12.1.8 Provides inspection of evacuation centres, makes recommendations and initiates remedial action in areas of accommodation standards related to:
    - a) overcrowding, sewage and waste disposal;
    - b) monitoring of water supply, air quality, sanitation;
    - c) food handling, storage, preparation, distribution and service;
  - 12.1.9 Liaises with local social service agencies on areas of mutual concern regarding evacuation centres related to public health information
  - 12.1.10 Advises on or orders any necessary evacuation, isolation or quarantine measures.
  - 12.1.11 Provides instruction and health information through public service announcements and information networks.

- 12.1.12 Issues orders if necessary, to mitigate or eliminate health hazards as per the Health Protection and Promotion Act.
- 12.1.13 In the event of mass casualties, the Health Unit will monitor the situation to ensure early and sanitary disposition of human remains in order to minimize the spread of disease.
- 12.1.14 Liaises with the District Coroner to coordinate the activities of the mortuary within the community and provide assistance when necessary.

**13.0 RESPONSIBILITIES OF THE EMERGENCY MEDICAL SERVICES**

13.1 The responsibilities of the Emergency Medical Services are as follows:

13.1.1 Establish facilities at the incident site for on-scene triage / first aid and communications with local hospitals.

13.1.2 Coordinate the response of all Emergency Medical and Hospital services and facilities.

13.1.3 Arrange for mass ambulance transportation where required.

13.1.4 Arrange for a balanced distribution of casualties to hospitals.

13.1.5 Arrange for relocation of patients to other hospitals outside of the Municipality, if necessary.



## **14.0 RESPONSIBILITIES OF COMMUNITY SOCIAL SERVICES**

14.1 The responsibilities of Community Social Services in an Emergency will be as follows:

14.1.1 Provide social services assistance to any person in need of food, accommodation, clothing, financial and personal counseling due to the emergency situation as per need test **(DNSSAB)**.

14.1.2 Arrange for the opening, operation, direction and supervision of sufficient Emergency Welfare Centre required to provide the immediate emergency social services needed **(DNSSAB)**.

14.1.3 Low Income People Involvement (LIPI) through coordination with District of Nipissing Social Services Administration Board (DNSSAB) will coordinate assistance to families in need.

14.2 Emergency Social Services – Nipissing is a district wide emergency response program which plays an important role in emergency management and provides the following services:

14.2.1 Provides primary services such as:

- Food/Water (vouchers, food bank distribution, etc.)
- Lodging (Short term)
- Clothing
- Financial Assistance for heat, hydro and propane
- Emotional support services

14.2.2 May also provide outreach services to those unable to leave their homes.

**15.0 RESPONSIBILITIES OF THE CLERK'S DEPARTMENT**

- 15.1 If so instructed by the CCG, assist Community Services in the establishment of an Information Centre.
- 15.2 Provide clerical services support to the CCG as required.

**16.0 RESPONSIBILITIES OF THE NEAR NORTH COMMUNITY CARE ACCESS CENTRE (NNCCAC)**

In the event of hospital evacuation, provide home care services on a physician referral to those individuals that could safely be discharged from hospital to their homes, but who require further monitoring or nursing service.

**17.0 RESPONSIBILITIES OF THE COMMUNITY EMERGENCY MANAGEMENT COORDINATOR**

- 17.1 Attend ECC and setup ECC for emergency operations
- 17.2 Provide advice and assistance to CCG as required (ex. Callouts, contacting support agencies, organizing media meetings, etc.)

**18.0 UPDATING THE COMMUNITY EMERGENCY PLAN**

- 18.1 It will be the responsibility of the CEMC to review the Appendices to this document on an annual basis for correctness of names and telephone numbers, and distribute any changes to the appropriate agencies and personnel.
- 18.2 It will be the responsibility of the CEMC to convene periodic meetings of the CCG in order to review the public and private manpower and equipment resources available to deal with Municipal Emergencies.
- 18.3 It will be the responsibility of the CEMC to conduct an Incident Debriefing with the affected agencies within a reasonable time period after a recorded emergency incident occurs.