



# **EMERGENCY PREPAREDNESS** **PLAN**

**FOR**

**PELLATT, UMBACH, GIDLEY, PELICAN  
TOWNSHIPS**

Prepared by

Community Control Group – May 2016

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### **Introduction:**

Emergencies are defined as situations, or the threat of impending situations, caused by forces of nature, accident, or international act that constitutes a danger of major proportion to life and property.

In order to protect the residents of the townships of Pellatt, Gidley, Umbach and Pelican, emergencies require controlled and co-coordinated responses by all involved agencies e.g. Fire, First Response, Police, Ambulance, MNR. These are distinct from the routine operations of these and other agencies.

In addition, it is important that all permanent and seasonal residents and businesses of our area are aware of the provisions of our emergency plan. Copies are available from the Pellatt United Firefighters main station, 1201 Hwy 641, Fire Hall Rd. or through the Fire Chief.

### **Aim:**

Emergencies can occur with or without warning. The aim of this plan is to make provisions for controlled, coordinated, extraordinary arrangements and measures that may have to be taken to safeguard property and the health, safety and well-being of the residents of the townships of Pellatt, Gidley, Umbach and Pelican, when faced with an emergency situation.

This plan has been prepared to assign responsibilities and guidelines for immediate action by the community control group (CCG) in the event of an immediate or impending emergency.

This plan does not provide emergency measures or plans for other agencies or communities.

## SCOPE OF PLAN

### **Important measures under this plan:**

1. Authority to take appropriate action before formally declaring an emergency.
2. Specify procedures to be taken for safety and/or evacuation of persons in an emergency area.
3. Establish committees to be responsible for reviewing, training, and implementing this emergency plan during an actual emergency.
4. Obtaining and distributing materials and equipment during an emergency.
5. Expenditure of monies associated with the formulation and implementation of this plan.
6. Other such matters as may be considered necessary or advisable during such emergencies.
7. Establishment of notification and communication procedures to key external partners.

### **The plan is designed to ensure:**

1. The earliest possible response to an emergency call, by all services that may be required.
2. That an operational control facility is established at the scene and/or elsewhere according to the nature of the emergency.
3. That crowd control is imposed so that operations are not impeded and additional casualties are avoided.
4. The rescue of trapped or injured persons can be made with minimum delay and first-aid administered at the site.
5. There is a controlled evacuation of casualties and affected people.
6. That immediate action can be taken to eliminate all sources of potential danger at the incident site.
7. The provision of such social services as may be required.
8. The restoration of normal conditions.
9. That factual official information be available as soon as possible to:
  - Officials involved (CCG).
  - News media to allay fears and reduce crowds.
  - Concerned persons looking for personal information.

### **Action prior to declaration of an emergency:**

When a local emergency exists this plan can be implemented without declaring. The CCG may take such actions under this plan as may be required to protect lives and property.

An emergency will usually be discovered by first responders, either police or fire services. The decision that the CCG should be convened will usually be made by senior officials of the first emergency response services at the scene.

Once this decision is made, the request must be made to Kenora Dispatch (by phoning 468-1990 or by radio contact).

### **Procedures for Notifying the CCG:**

Kenora Dispatch will, **by referencing Appendix 1 (page 17)**, contact the CCG Chair and alternate of the CCG to advise of the impending emergency, the requirement for the CCG to meet and the location of where to meet.

- The primary notification of the CCG, will be by telephone.
- All persons on the list will be called in order.
- The primary member and the alternate members will be called.
- A second or third attempt to contact members can be made after the first attempt has been completed.
- If the telephones have failed, a member will be dispatched to contact those members who could not otherwise be contacted to advise them of the situation.

**Declaring an emergency:**

Upon receipt of a warning of an immediate or impending emergency from Kenora Dispatch, the CCG will meet.

After consultation with the CCG, it is decided that an emergency situation exists and it is not of a localized nature, the Chair (or alternate) will report to the District Emergency Coordinator (*Appendix 1- pg 20*). The District Emergency Coordinator will contact Emergency Management Ontario (EMO) Duty Officer (*Appendix 1 – pg 20*), first by telephone, followed by a signed fax form. (*Appendix 4 – pg 28.*)

If there is advance warning of a peril to the community or part of the community, the CCG may be placed on standby notice without fully assembling.

**Termination of an emergency declaration:**

The Chair in consultation with the CCG may terminate an emergency order. The same notification procedures apply in lifting an emergency as in declaring one; call first then send a signed fax.

## **COMMUNITY CONTROL GROUP (CCG) COMPOSITION:**

Emergency operations will be directed and controlled by the appointed officials listed who will assemble for this purpose at the designated Emergency Operations Centre (EOC). This group will be known as the Community Control Group (CCG). *See Appendix 1 for contact information – page 20*

1. Chair or alternate.
2. Secretary or alternate.
3. Finance officer, or alternate.
4. Chief fire officer, or alternate (P.U.F.F.) including 1st Response (EFR).
5. Chief police officer, or designate (OPP).
6. Communications and information coordinator, or alternate.
7. Resource officer or alternate.
8. Representative from Pellatt Community Club or alternate.

ALTERNATE means one of the CCG members is an alternate.

DESIGNATE means an assigned person from another agency.

The CCG may function with a limited number of persons, depending on the type of emergency. However, all members of the CCG must be notified.

Additional personnel who may be invited to participate on the CCG may include:

- Representatives from provincial ministries (EMO – Emergency Management Ontario, OFM – Ontario Fire Marshal, MNR – Ministry of Natural Resources, MNDM – Ministry of Northern Development & Mines, MOH – Ministry of Health.) etc.
- Representatives from the Local Roads Boards and associations in the area
- Representatives from the receiving community in the event of evacuations
- Any other officials, experts, or representatives deemed necessary to the emergency

*See Appendix 1 for contact information.*

## **CONTROL GROUP RESPONSIBILITIES:**

- Determine if the location of the Emergency Operations Centre is appropriate.
- Mobilize the control group.
- Notify the appropriate emergency services.
- Notify the District Emergency Coordinator (Kenora), and OFM advisor, Dryden, Emergency Management Ontario, in Thunder Bay, if an emergency is deemed to exist.
- Designate all or part of the community as an emergency area.
- Ensure that there is an Emergency Incident Commander (Site Manager) at the scene of the emergency and a reliable communication link is established.
- Co-ordinate activities relating to injured persons and/or evacuations.
- Provide resources and assistance to the emergency site.
- Request additional outside support and Mutual Aid Fire Departments as required.
- Appropriate rest and rotation schedules will be implemented depending on the severity of the situation
- Assure that information is made available to the media and the public in a timely and factual manner.
- Record expenditures for recovery purposes.
- Maintain logbooks of events and actions of the CCG.
- Recommend termination of emergency and notify involved agencies.
- Recommend and advise that evacuees are able to return to their homes when it is safe to do so.
- Participate in a post emergency debriefing and revision of our emergency plan.

For this plan to be effective, it is essential that all members be aware of its content and be prepared to carry out their assigned duties and responsibilities in an emergency.

Regular exercises will be staged annually to ensure the plans herein are current and workable, and all persons involved are aware of their provisions.

## **INDIVIDUAL RESPONSIBILITIES (CCG):**

*See Appendix 1 for contact information for persons occupying these positions.*

### **1. Chair**

- Manage meetings of the CCG.
- Declare or terminate an emergency in consultation with and approval of the CCG and with the approval of the District Emergency Measures Coordinator.
- Make decisions, determine priorities, and issue operational directives with consultation and approval of the CCG.
- Ensure that the Incident Management System Command is in effect.
- Request assistance from neighbouring communities and senior levels of government if required, under Mutual assistance protocol.
- Approve news releases and public announcements to media, with the CCG's approval, through the Information officer.
- Upon termination of an emergency, ensure all agencies concerned and the public are notified.
- See that affected areas are returned to a condition of normalcy and safety.
- Maintain a logbook of events and actions.

### **2. Secretary**

- The Secretary will record all meetings of the CCG.
- Organize and supervise the Emergency Operations Centre, display up to date information and inform members of agendas and meetings.
- Assist Chair to ensure that liaison between concerned agencies is maintained.
- See that necessary supplies and equipment for the administrative operation of the EOC are obtained and available.
- Update the emergency plan as required and ensure that contact information is correct.
- Maintain a log book of events and actions.
- Record minutes / compile notes and logs from events.

### **3. Finance Officer**

- Communicate, consult and provide information on finances concerning an emergency.
- Maintain a record of expenditures during such emergencies to allow for monetary recovery after the emergency is ended.
- Liaise with other agencies to see that expenses are documented and recovered.
- Pay and settle legitimate invoices in a timely manner during and after said emergencies.
- Maintain a log book of events and actions

#### **4. Fire Chief:**

- Upon learning of an impending or immediate emergency, the Fire Chief should consider the need for the possible activation of the Emergency Plan. If so, he would request Kenora Dispatch (468-1990) to initiate the CCG notification procedure.
- Implement the Incident Command System, and appoint a commander (Site Manager).
- Maintain contact with the CCG throughout the emergency through the communications dispatch centre.
- Effect suppression and rescue operations.
- Alert persons in the affected areas of possible emergency evacuations.
- Activate mutual aid assistance from other agencies if required. Request specialized equipment through the CCG, if required.
- Provide assistance to other agencies as required and command or assist with non-fire and rescue operations.
- Provide the CCG with advice on fire and rescue matters.
- Ensure that he or an alternate are represented at CCG meetings, briefings, during all phases of the emergency.
- Maintain a logbook of events and actions.

#### **5. Police Representative (OPP):**

- An officer will be assigned to liaise with police headquarters and the emergency site.
- They will advise on law enforcement matters and activate Search and Rescue if required.
- They will assist in evacuations of areas and crowd control.
- They will assist with other agencies as necessary.
- They will be responsible for security at the emergency site and at the EOC.
- They will advise and assist the Coroner's office in the event of any fatalities.
- Maintain a logbook of events and actions.

#### **6. Communications and Information Coordinator:**

- Assist in the preparation and circulation of accurate and timely public information through the media (website, radio, TV and newspaper) with the approval of the CCG in co-ordination with other agencies.
- Monitor media coverage for erroneous information.
- Establish and monitor an inquiry hot-line to answer questions and inquiries from the public.
- Obtain copies of news releases pertaining to the emergency.
- Maintain a log of events and actions.

**7. Resources Officer:**

- Procure the necessary items required by the EOC and agencies involved in an emergency, such as fuel, food, and relief for CCG and emergency scene workers as well as speciality equipment for use by emergency personnel will maintain a log of events and actions.

**8. Pellatt Community Club:**

- Will coordinate registration of evacuees, collate evacuation forms and direction of evacuees etc., in conjunction with the Red Cross and other agencies. (see support group #5.)
- Will be responsible for coordinating emergency feeding.
- Will maintain a log of events and actions.

## **INCIDENT COMMANDER (I.C. OR EMERGENCY SITE COMMANDER)**

The emergency site is the scene of the event causing the emergency. Dependent on the nature of the event, the Fire Chief may or may not be the I.C.

The I.C. is responsible for:

- Establishing a visible command post at the scene.
- Organizing site layout with an inner and outer perimeter.
- Directing and coordinating actions with other agencies.
- Establishing a communications link to the EOC and other agencies advising them of the site location and situation.
- Requesting the necessary resources for all services required at the scene.
- Ensuring a safe working environment for workers at the scene.
- Ensuring that sufficient relief workers and additional shifts are available as needed at the site and a system of rotation exists.
- Maintaining a log of actions and events.

## **SUPPORT GROUPS:**

*See Appendix 1 for contact information.*

If required, a “support group” may be formed from members of public and private organizations having specialized knowledge and capabilities. This group may be called upon individually or as a group to deliberate and make recommendations.

### **1. Communications:**

Emergency communications between Incident Command and the C.C.G. must be maintained, either through O.P.P. or the M.N.R. or our radio channels. Telephone landlines if available can be utilized to minimize radio traffic. Satellite phones, if available, can also be used. If required, the CCG may request the services of local Amateur Radio Operators.

### **2. Pellatt United Fire Fighters (P.U.F.F.):**

- Will be responsible for fire suppression and prevention in the affected areas. They will work together with first responders, ambulance, MNR fire crews, police and mutual aid agencies.

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### **3. Emergency First Responders (EFR Team):**

- Will be responsible for administering first aid to casualties on scene and will work closely with Ambulance Services and Fire Department.

### **4. Police Service (OPP):**

- Will be responsible for maintaining law and order, control and direction of traffic through the affected area, patrol and security of properties at the emergency, safeguarding vital resources, supplies and utilities, search & rescue & Crime Scene Investigators. They will also assist in the general emergency.

### **5. Social Services Officer or Designate:**

- A designated officer from the Red Cross will coordinate services between Red Cross, St. John Ambulance Brigade, Salvation Army and our own volunteers at Pellatt Community Centre
- Will supervise the operation and staffing requirements of evacuation centres
- will ensure the well being and comfort of those displaced during an emergency; assist with the emergency feeding and lodging of displaced people
- will refer family services and counselling to individuals and provide special care to unattached children and special needs persons;

- 6. Ministry of Natural Resources Fire Control:**
  - Working closely with our Fire Department, will be responsible for wild fire suppression and prevention.
  
- 7. Ministry of Transport Ontario (MTO) and Local Roads Boards:**
  - Will be responsible for maintaining affected roads and drains, mobilizing work forces and engineering resources.
  
- 8. Public Utilities, Hydro One and Bell Canada:**
  - Will be responsible for prioritizing for safety purposes, the disconnection, restoration and maintenance of essential public utilities.
  
- 9. Ambulance representative, Ministry of Health designate:**
  - A designated official who will co-ordinate dialogue with the Northwestern Health Unit, Hospital, and ambulance movement as required during the emergency
  - Will communicate concerns over public health issues with the Northwestern Health Unit.
  - Alert the Medical Officer of Health regarding any imminent or existing public health hazards.
  - Will maintain a log of events and actions.

## HAZARD IDENTIFICATION RISK ASSESSMENT (HIRA)

The plan has been designed as a result of realistic Hazard Identification Risk Assessment (HIRA). Through the HIRA process, ten probable risks were identified.

1. Forest fire.
2. Snowstorm/blizzard.
3. High winds, tornado, and micro bursts.
4. Extended power outage.
5. Extreme temperature (hot/cold).
6. Flood
7. Hazardous material transport incident (rail or road)
8. Pipeline blow-out.
9. OPP Emergency response incident.

Our plan responds to the specific risks identified and the reception of evacuees from affected areas. A specific response plan is not viable as each incident will offer a different set of circumstances. A brief overview is described for each.

*1. Forest fire* is the most probable risk in our protection area. It has happened in the past, and will do so again. It may be contained to a relatively small area threatening one lake or subdivision, or our entire region. The Ministry of Natural Resources will probably be the lead agency in this instance. Because we know who and what is at risk here, we will have much input to the situation. Our resources will be stretched to the limit.

*2. Winter snowstorms, blizzard, or ice storm* conditions occur often in this part of the world. What we are concerned about here is the severity of such storms. Travel difficulties, power outages, and high snow loads are some of the problems that occur in these conditions. Roads need to be kept open to allow emergency crews to access affected areas and people. Persons with disabilities or medical problems should be assessed as to their well-being during this type of event. The CCG could be convened if the condition lasts for more than 48 hours.

*3. High winds, tornados, and micro-bursts*, have devastated large areas of forest many times in our history. Tornados, although rare, are coming ever closer to us, and will probably happen at some time. Wind shears or micro-bursts do happen and usually affect a very small area. All of these events carry significant dangers to life and property. We are going to be the first on scene, so we will have control of the incident. The police and ambulance will also respond if necessary. Our evacuation centres would need to be notified of the scope of this type of emergency.

4. *Extended power outages* are a major concern.. It is imperative that power is restored as soon as possible. Hydro One is the lead agency in this field. Our role would be to see that people are not at risk from downed lines and fire. Our CCG would be on standby if the outage is severe, wide spread and lasts for longer than 48 hours. If an emergency is declared it would be area-wide and therefore a provincial concern..

5. *Drastic changes in temperature* are normal conditions for this region. Severe cold spells in winter, and high temperatures in summer, can affect our population. Power outage and ice storms may cause life-threatening situations to those people caught unprepared. Rapid, organized response by emergency personnel will be the difference between safety and disaster.

6. *Flooding* in this area is of a very low priority, due to our relatively high ground in most places. The Winnipeg River is most likely to be affected by high water levels. Heavy rains and flash floods from broken beaver dams have and will cause washouts on our roads and highways. These are rare but dramatic occurrences and are mostly local in scope. The dangers here are from areas being cut off from emergency services.

7. *Hazardous materials* travel through our transportation corridors daily. An incident on either rail line or highway will be handled by their experts. They have the knowledge and expertise to deal with these matters. However, until these persons arrive on scene, we will be the ones who will have to deal with the emergency.

8. Similarly, in the event of a *pipeline rupture or leak*, the people who will ultimately deal with the problem will be from that agency. We, as always, will manage the site until those people arrive on scene.

9. In the rare event that the *OPP emergency response* unit is activated in our area, we will be advised to be on a “stand-by” basis in case we are required to evacuate an area for safety reasons.

## Appendix 1

### COMMUNITY CONTROL GROUP Contact Information

Position	Name	Phone(s)	Email
<b>Chair</b> Alternate	Wes Siemens Rob Wares	543-1925 543-3546	<a href="mailto:wes@wessiemens.com">wes@wessiemens.com</a> <a href="mailto:laclu@live.ca">laclu@live.ca</a>
<b>Secretary</b> Alternate	TBA TBA		
<b>Finance</b> Alternate	Rob Hrabec Nick Vander Zande	res 543-2697 bus. 468-3338 543-2651	<a href="mailto:robert.hrabec@mnp.ca">robert.hrabec@mnp.ca</a> <a href="mailto:vandern@bell.net">vandern@bell.net</a>
<b>Fire Chief</b>  Alternate Dep. Chief	Barry Bennett  Todd Burkart	res 543-3261 bus 543-2163  res 543-3424 bus 468-3999	<a href="mailto:bennetts@kmts.ca">bennetts@kmts.ca</a>  <a href="mailto:burkart@kmts.ca">burkart@kmts.ca</a>
<b>Police OPP</b>  Alternate Staff Sgt.	Insp. Dave Lucas  Paul Van Bellegham	res 543-9999 bus. 548-5534 cell 464-0290  res 468-4902 bus 548-5534	<a href="mailto:dave.lucas@ontario.ca">dave.lucas@ontario.ca</a>  <a href="mailto:paul.vanbelleghem@ontario.ca">paul.vanbelleghem@ontario.ca</a>
<b>Mutual Aid Co-ordinator</b>	Warren Brinkman	Res 548-4437	<a href="mailto:wbrinkman@kenora.ca">wbrinkman@kenora.ca</a>
<b>Communications</b>  Alternate	Bonnie Baltessen  Ron Mauthe	543-3621  543-3147	<a href="mailto:bbaltessen@hotmail.com">bbaltessen@hotmail.com</a>  <a href="mailto:rjmauthe@hotmail.com">rjmauthe@hotmail.com</a>
<b>Resources Officer</b>	Gil Desroches Ron Mauthe Randy Hill Ray Howard	543-2826 543-3147 543-2009 543-2157	<a href="mailto:desroches.gilbert@gmail.com">desroches.gilbert@gmail.com</a> <a href="mailto:rjmauthe@hotmail.com">rjmauthe@hotmail.com</a> <a href="mailto:randyhil@kmts.ca">randyhil@kmts.ca</a> <a href="mailto:ryhoward@kmts.ca">ryhoward@kmts.ca</a>
<b>Pellatt Community Centre.</b> Alternate	Wanda Desrosches Shirley Tilley	543-2836 543-3198	<a href="mailto:wanda.desroches@yahoo.com">wanda.desroches@yahoo.com</a> <a href="mailto:stilley@explornet.com">stilley@explornet.com</a>

**PELLATT UNITED FIREFIGHTERS  
EXECUTIVE & BOARD  
Contact Information**

Name	Phone	Email
Nick Vander Zande, (Diane)	543-2651	<a href="mailto:vandern@bell.net">vandern@bell.net</a>
Rob Hrabec, (Karen)	543-2697 467-1976 cell	<a href="mailto:robert.hrabec@mnp.ca">robert.hrabec@mnp.ca</a>
Pat Moeller (Fred)	543-2148 468-0649 cell	<a href="mailto:oldermoeller@kmts.ca">oldermoeller@kmts.ca</a>
Wes Siemens	543-1925	<a href="mailto:wes@wessiemens.com">wes@wessiemens.com</a>
Randy Hill (Linda)	543-2009	<a href="mailto:randyhil@kmts.ca">randyhil@kmts.ca</a>
Ron Mauthe (Jocelyn)	543-3147	<a href="mailto:rjrmauthe@hotmail.com">rjrmauthe@hotmail.com</a>
Bonnie Baltessen (Barry)	543-3621	<a href="mailto:bbaltessen@hotmail.com">bbaltessen@hotmail.com</a>
Ron Waruk (Charlene)	543-1271	<a href="mailto:rcwaruk@xplornet.ca">rcwaruk@xplornet.ca</a>
Fred Moeller (Pat)	543-2148 468-0649 cell	<a href="mailto:oldermoeller@kmts.ca">oldermoeller@kmts.ca</a>
Gilbert Deroches (Wanda)	543-2826	<a href="mailto:desroches.gilbert@gmail.com">desroches.gilbert@gmail.com</a>
Ray Howard (Yvonne)	543-2157	<a href="mailto:ryhoward@kmts.ca">ryhoward@kmts.ca</a>
Mark Boese (Jill)	543-3537	<a href="mailto:log@kmts.ca">log@kmts.ca</a>

## MUTUAL AID PARTNERS

Assistance may be requested from neighbouring communities and/or organizations at any time. This does not mean that the CCG relinquishes authority or control of the incident. We may or may not hand over control depending on the type of incident or its magnitude.

### The Pellatt Fire Fighters Mutual Aid partners are:

Location	Contact Name	Phone No.	Other
<b>McKenzie / Clearwater Bay Fire Dept.</b>  Alternate	Chief Russ Bell  Eion Henderson	Fire Dept. 547-2400 Home 733-3624 Cell 466-8132  Cell 466-7448	<a href="mailto:russellbell@sympatico.ca">russellbell@sympatico.ca</a>
<b>Minaki Fire Dept.</b>  Alternate	Chief Mike Turcotte  Curtis Batiuk	Fire Dept. 224-1100 224-3295 Cell 466-8046  224-2175	<a href="mailto:dawnandmike@sympatico.ca">dawnandmike@sympatico.ca</a>
<b>Kenora Emergency Services Station 1</b>  Alternate	Chief Todd Skene  Duty Captain	<del>Bus 467-2090</del> <del>Home 548-4437</del> <del>cell 467-7573</del>  467-2090	
<b>Ministry of Natural Resources</b> Emergency Plan. (MNR)  Alternate:  <b>MNR Fire Base</b>  Alternate	Shawn Stevenson  Leo Heyens  Barry Skinner  Pat Harvey	Bus. 468-2501 Cell 467-7528 Home 468-5108  Bus 468-2501 Cell 467-7527 Home 548-1041  Bus. 548-1919  Bus. 548-1919	<a href="mailto:shawn.stevenson@ontario.ca">shawn.stevenson@ontario.ca</a>  <a href="mailto:leo.heyens@ontario.ca">leo.heyens@ontario.ca</a>  <a href="mailto:barry.skinner@ontario.ca">barry.skinner@ontario.ca</a>  <a href="mailto:pat.harvey@ontario.ca">pat.harvey@ontario.ca</a>

**SUPPORT AGENCIES & ORGANIZATIONS**  
**Contact Information**

Association/Group	Name	Phone	Email or Other
<b>OFM Advisor</b>	Larry Lundy	807-223-7323 Cell – 807-938-5626	<a href="mailto:larry.lundy@jus.gov.on.ca">larry.lundy@jus.gov.on.ca</a>
Alternate	Wayne Bennett	705-564-4461 Office 800-565-1842	
<b>OFM Thunder Bay</b>	Kevin Schooler	bus. 807-473-3190	
<b>Ambulance Svcs</b> Kenora	Craig Marek	467-3701 cell 466-8559	<a href="mailto:craig.marek@ontario.ca">craig.marek@ontario.ca</a>
<b>ORNGE</b> <b>Air Ambulance</b>	Anthony Sharp	Cell 467-1535 Bus. 548-6383	<a href="mailto:asharp@ornge.ca">asharp@ornge.ca</a>
<b>CANUTEC</b> spills and dangerous goods		Collect(613) 996-6666	
<b>Ministry of</b> <b>Environment</b> spills action centre		1-800-268-6060 1-416-325-3000	<a href="mailto:Moe.sac.moe@ontario.ca">Moe.sac.moe@ontario.ca</a> *
<b>Dist. Emergency</b> <b>Measures</b> <b>Coordinator</b> <b>Kenora</b> Alternate:	<del>Chief Warren Brinkman</del>  Bruce Graham .	<del>Bus. 467-2090</del> cell 467-7573  Bus. 467-2145	<del><a href="mailto:wbrinkman@kenora.ca">wbrinkman@kenora.ca</a></del>  <a href="mailto:bgraham@kenora.ca">bgraham@kenora.ca</a>
<b>Emergency Mgmt</b> <b>ONT</b> 24/7/365  Thunder Bay	Duty Officer Toronto  Roger Lord	(866) 314-0472  1-(705) 884-1904 Cell 1-705-542-1916 Fax 1-705-884-1905	<a href="mailto:roger.lord@ontario.ca">roger.lord@ontario.ca</a>
<b>Northwestern</b> <b>Health Unit</b>		468-3147 After hours 468-7109	

<b>Emcon Services Numbered Highways</b>		807-548-2034	
<b>Roads Board – Pellatt #1, #2, Pikerel Lk, Sherwood Lk.</b>	Lorne Alcock	Bus. 468-2747 Cell 467-7289 Fax 468-2784	<a href="mailto:Lorne.Alcock@ontario.ca">Lorne.Alcock@ontario.ca</a>
Alternate	Richard Parent	Bus. 468-2747	
<b>Red Cross (Dryden)</b>	Shana Hansson	Bus. 1-807-223-4751 Cell 1-807-221-6521	<a href="mailto:shana.hansson@redcross.ca">shana.hansson@redcross.ca</a>
Keewatin, ON	Elizabeth Playfair	547-2683 Cell 466-7498	<a href="mailto:elizabeth.playfair@redcross.ca">elizabeth.playfair@redcross.ca</a>
<b>St. John Ambulance</b>	Diane Vander Zande	Cell 468-1343 Home 543-2651	<a href="mailto:vandern@bell.net.ca">vandern@bell.net.ca</a>
<b>Salvation Army</b>	Roy & Rose Bladen	468-8452 Cell 466-8679	<a href="mailto:ybladen@can.salvationarmy.org">ybladen@can.salvationarmy.org</a>
<b>VCARS</b>	Monica Huminuk	Bus. 467-2815 Cell 466-1587	<a href="mailto:edsavcars@kmts.ca">edsavcars@kmts.ca</a>
<b>LOW Amateur Radio Club</b>	Garfield Stahls John Benson Andrew Kozlowski	548-5610 468-5629 468-6300	
<b>Utilities Hydro Phone Pipeline</b>	Hydro One Bell Canada Trans Canada Pipelines	1 (800) 434-1235 310-2355 1 (888) 982-7222	

## **Appendix 2**

### **EMERGENCY OPERATIONS CENTRES & EQUIPMENT**

The primary operations centre is:

Pellatt Fire Department Station 1  
1201 Hwy 641 Fire Hall Rd.  
Ph 543-2601.

A possible second location would be:

Kenora Fire Department Station 2  
Keewatin, Emergency Ops. Centre  
214 Eighth Street, Keewatin  
Ph: 547-2905

There are packed “ready” boxes at the primary location with:

- Copies of the emergency plan.
- Copies of the current mail list and roads directory.
- Telephones and phone books.
- Office supplies, pens, pencils, paper.
- Log Books.
- I.D. tags.
- Maps

At Station 1 (the primary operations centre) there is:

- Copier
- Fax
- Message boards and markers.

## **Appendix 3**

### **DECLARATION OF AN EMERGENCY**

The Chair or Acting Chair of the Pellatt CCG may recommend that a state of emergency be declared. This is done through the District EMO Coordinator and Emergency Management Ontario (Thunder Bay). The decision will be made in consultation with the Community Control Group (CCG).

Once such declaration is confirmed, the Chair will ensure that the following people are notified:

1. The rest of the Group
2. Emergency Services within the fire protection area
3. OPP Kenora Detachment
4. The community at large
5. Northwestern Health Unit (if necessary)
6. Northwest Regional Ambulance Service
7. Neighbouring communities as deemed necessary
8. The Keewatin-Patricia & the Catholic school divisions.
9. Trans Canada Pipeline (if necessary)
10. Canadian Pacific Railway (if necessary)
11. Canadian National Railway (if necessary)
12. Hydro One (if necessary)
13. MTO (if necessary)
14. The media: 89.5 MIX FM, CJBN TV, 104.5 FM Vermilion Bay, 98.7 CBC Thunder Bay
15. Other persons/organizations deemed appropriate by the CCG.

The Secretary will keep a list of all contacts made at the time of the declaration.

## **TERMINATION OF AN EMERGENCY:**

To terminate the declaration of an emergency, procedures similar to the declaration of an emergency are necessary.

The Chair or Acting Chair of the Pellatt CCG may recommend that a state of emergency be terminated. This is done through the District EMO Coordinator and Emergency Management Ontario (Thunder Bay). The decision will be made in consultation with the Community Control Group (CCG).

Once confirmation of termination of the state of emergency is received, the Chair will ensure that the following people are notified:

1. The rest of the Group
2. Emergency Services within the fire protection area
3. OPP Kenora Detachment
4. The community at large
5. Northwestern Health Unit (if necessary)
6. Northwest Regional Ambulance Service
7. Neighbouring communities as deemed necessary
8. The Keewatin-Patricia & the Catholic school divisions.
9. Trans Canada Pipeline (if necessary)
10. Canadian Pacific Railway (if necessary)
11. Canadian National Railway (if necessary)
12. Hydro One (if necessary)
13. MTO (if necessary)
14. The media: 89.5 MIX FM, CJBN TV, 104.5 FM Vermilion Bay, 98.7 CBC Thunder Bay
15. Other persons/organizations deemed appropriate by the CCG.

The Secretary will keep a list of all contacts made at the time of the declaration.

## CCG EVACUATION CHECKLIST

### **If evacuation is necessary, the Control Group will:**

1. Assess the threat (in consultation with partners) prior to issuing an evacuation order.
2. Coordinate with police to ensure a safe and timely evacuation.
3. Decide if there is enough time to evacuate or if residents should protect themselves at home.
4. Decide what areas need evacuation.
5. Designate an evacuation centre, either local or outside the community.
6. Decide what routes should be used.
7. Consider if the elderly and special needs people need assistance
8. Establish a public information service phone line to receive inquiries.
9. Prepare a notice to read to the public (see generic notice, page 21)
10. Ensure that the receiving community is notified (give number, time of arrival, duration)
11. Decide if transportation is required, e.g. buses, and arrange if necessary.

## CCG RETURN CHECKLIST

### **The Control Group will:**

1. Confirm that it is safe for evacuees to return, i.e. safe drinking water, all hazards have been mitigated.
2. Notify evacuees that they can return home
3. Arrange for transportation if necessary
4. Continue to provide an inquiry hot-line for the public for a reasonable length of time.

**Public Notification:**

At the time of an immediate or impending emergency, the CCG will notify the public using mass media, explaining the situation and giving appropriate instructions on how and when to take action. (*See sample notice Appendix 4*)

An Inquiry Hot-Line will be set up. An appropriate phone number will be chosen according to the location of the EOC. This number will be relayed to the public by media release at the same time as the notification of the emergency/evacuation.

Based on information available to the CCG, attempts to contact the following persons will be made:

- 1) Permanent residents without phones
- 2) Seasonal residents without phones
- 3) Special needs persons
- 4) Persons without transportation

Public notifications through the media will request that those with physical disabilities or those requiring assistance, call the emergency hotline number.

## **EVACUATION CHECKLIST FOR RESIDENTS**

### **Things to do in the event of an evacuation:**

For the safety of your family and property, please make the following arrangements:

1. Shut off water, propane and as much hydro as possible. Remember perishables in freezers and refrigerators.
2. Secure your home.
3. Carry important identification such as driver's licenses or birth certificates.
4. Carry enough money to cover contingencies.
5. Take one blanket per person or sleeping bag if available.
6. Take an air mattress, if available.
7. Take a change of warm clothing, appropriate footwear, raincoat and windbreaker.
8. Take enough ready-to-eat food to last at least twelve hours (e.g. fruit, sandwiches)
9. Take a thermos or bottled water for each person.
10. Take a flashlight with a spare set of batteries.
11. Take one piece of luggage per person
12. Take matches or lighter.
13. Take soap, towel, personal toilet articles, insect repellent, sun protection articles
14. Take tissue and toilet paper.
15. Take reading material or playing cards.
16. Adults with small children should also include the following if required: infant formula, disposable type diapers, candies, games, toys.
17. Take prescription drugs and copy of prescription.
18. Ensure your car has ample fuel and oil at all times.
19. Listen to 89.5 mix FM, 104.5 FM Vermilion Bay, 98.7 CBC Thunder Bay.

### **Stay Home Protection Plans (hazardous materials):**

1. Stay calm.
2. Do NOT go outside.
3. Close all windows and doors
4. Seal windows and doors with wet towels, clothes or tape.
5. Seal off one room if it is more practical.
6. Close drapes, curtains.
7. Turn off forced air heating and ventilation systems
8. Have battery operated lights and radio at hand
9. Listen to 89.5 MIX FM, 98.7 CBC Thunder Bay, and CJBN TV for official information from the OPP or Fire Department.
10. Wait for instructions from the OPP or Fire Department declaring the situation safe prior to going outside. After this has been done, ventilate the building.

**Appendix 4**

**SAMPLE LETTERS AND FORMS**

**Sample letter to EMO (Declaration of Emergency)**

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

To:           Emergency Management Ontario

Att:           Duty Officer

Fax:

Ph:           (866) 314-0472

Please be advised that due to:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

a state of emergency has been declared as of \_\_\_\_\_ (time)  
(date) \_\_\_\_\_  
in the Pellatt, Gidley, Umbach and Pelican townships.

Signed: \_\_\_\_\_ (write name)  
(print name) \_\_\_\_\_

For: Pellatt Community Control Group

Phone: \_\_\_\_\_

**Sample letter to EMO (Termination of Emergency)**

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

To: Emergency Management Ontario

Att: Duty Officer

Fax:

Ph: (866) 314-0472

Please be advised that the State of Emergency declared in the Pellatt, Gidley, Umbach and Pelican Townships on (date declaration was made) is terminated as of \_\_\_\_\_  
(time) \_\_\_\_\_ (date) \_\_\_\_\_

Signed: \_\_\_\_\_ (write name)  
(print name) \_\_\_\_\_

For: Pellatt Community Control Group

Phone: \_\_\_\_\_

**Stand By for Evacuation Notice (Public Media Notification):**

This notice is for the residents of (specify affected area) ONLY.

Due to conditions caused by (identify reason of event)... an evacuation of your area may be necessary within the next (specify time frame) .

If an evacuation becomes necessary, you will be given specific instructions as to where the evacuation centre will be and which route to take. Should you leave the area prior to an evacuation notice or if you will be staying with friends or relatives, please register that plan with the Pellatt Community Control Group by emailing [pellattfire@gmail.com](mailto:pellattfire@gmail.com) or by phoning (543-2601 or number to be established).

Listen to 89.5 Mix FM, 104.5 FM, or 98.7 CBC Thunder Bay for updated information or, phone the Inquiry Hot-Line number (543-2601 to be established) for information or if you require assistance.

**Evacuation Notice (Public Media Notification):**

This notice is for the residents of (specify affected area) ONLY.

An evacuation has become necessary due to (identify event). For your personal safety, please evacuate your home and property by (day, date, specify time am/pm local time).

The receiving centre is (identify receiving centre). If you will be staying with friends or relatives not affected by this order, it is imperative that you register your plans with the Pellatt Community Control Group by emailing [pellattfire@gmail.com](mailto:pellattfire@gmail.com) or phoning (543-2601 or hot line number to be established).

If you or a member of your household is physically disabled and require assistance, please call (543-2601 or hot line number to be established).

The receiving centre for your area is (identify centre and provide directions to the centre, i.e. if it is Pellatt Community Centre Station 1 - Pellatt Community Centre is located at 1201 Hwy 641, approx. 1.2 kilometres from the junction of Hwy 596 and Hwy.)

**Notice of Termination of Evacuation Order (Public Media Notification):**

This notice is for the residents of (specify affected area) ONLY.

At (specify day, date, time am/pm local time) the state of emergency declared for (state area), has been terminated by Emergency Management Ontario.

## Evacuee Registration Form:

In any emergency situation, it is extremely important that all evacuees arriving at a Reception Centre are registered so as to ensure that any inquiries (friends, relatives) concerning individuals may be answered quickly and concisely.

Use one form for each family unit (e.g. partners, parents, and children)

<b>Reception Centre (Name)</b>	
<b>Date</b>	
<b>Time</b>	
<b>Family Name(s):</b>	
<b>Given Name(s):</b> list all family members	
<b>Community of Origin</b> (name of town/location)	
<b>Where are you staying? Give as much detail as possible about the location that you are staying (reception centre billet, hotel, family member, etc) If possible, include phone number.</b>	
<b>Name (print) &amp; initials of registry staff who completed form</b>	

Important: File in alphabetical order according to family surname (last name) for easy reference.



## Appendix 6

### DISTRIBUTION

All of the listed persons and agencies will have a current copy of the emergency plan.  
The plan will be reviewed and updated at least once yearly.

<b>Organization</b>	<b>Check off</b>	<b>No. of Copies</b>
Community Control Group (all officers)		
Emergency Operations Centre ready boxes		
Emergency First Responders Captain		
Fire Department Chief		
Ontario Provincial Police		
Central Ambulance Com Centre (CACC)		
Ornge Air Ambulance		
Hydro One		
Ministry of Community Safety & Correctional Svcs Office of the Fire Marshall		
Ministry of Natural Resources Fire Base		
Ministry of Northern Development & Mines		
Emergency Management Thunder Bay		
Emergency Measures Coordinator		
Emergency Measures Alternate		
Pellatt Community Centre		
Laclu, Pellatt 2, Pickerel Lake Roads Boards		
Mutual Aid Partners (Kenora/Keewatin, Clearwater & Minaki)		
Whiteshell Emergency Services		
Keewatin-Patricia District School Board, Kenora Office Kenora District Catholic School Board		
<b>Total distribution:</b>		

## Appendix 7

### Resource Directory:

Groceries, sundry items	Ted's No Frills	468-4597
Groceries, sundry items	Keewatin Place	547-2222
Groceries, sundry items	KK's Store	543-3601
Groceries, sundry items	Safeway	468-9023
Media	CBC	1 (800) 625-5001
Media	CTV	1 (416) 332-5000
Media	CJRL, 89.5 FM	468-9333
Media	CKQV, Q104	1(866)905-9988
Media	Daily Miner News	468-5555
Railway	CNR	1 (800) 465-9239
Railway	CPR	1 (800) 716-9132
Rentals, tools, equip.,etc.	Best Way Rentals	548-4131
	United Rentals	548-2134
Highways	Emcon Services	807-548-2034
Transportation, Bus	Excel Coach Lines	468-6667
Water Suppliers	Sadie Springs, Andy Olsen	543-2284

(update with R.W. - April 01, 2013 – SLD)

**Appendix 8**

**Log Sheet**

**Incident:** \_\_\_\_\_  
**of #** \_\_\_\_\_

**Page #** \_\_\_\_

<b>Time/Date</b>	<b>Source/Caller</b>	<b>Details</b>	<b>Follow Up/Action</b>

**Appendix 9**

**EMERGENCY OPERATIONS CENTER**

**LOG SYSTEM**

**DATE:** \_\_\_\_\_

<b>POSITION</b>	<b>TIME IN</b>	<b>TIME OUT</b>
<b>Emergency Social Services Manager</b> Name: _____		
<b>Emergency Social Services Manager - Alternate</b> Name: _____		
<b>Human Resources/Volunteer Manager</b> Name: _____		
<b>Human Resources/Volunteer Manager - Alternate</b> Name: _____		
<b>Transportation Manager</b> Name: _____		
<b>Transportation Manager - Alternate</b> Name: _____		
<b>Resources Manager</b> Name: _____		
<b>Resources Manager - Alternate</b> Name: _____		

## **GLOSSARY OF TERMS**

ATV	All Terrain Vehicle
CCG	Community Control Group
CIS	Critical Incident Stress (Debriefing Team)
CN or CNR	Canadian National Railroad
CP or CPR	Canadian Pacific Railway
DSB	District Services Board
ECG	Emergency Control Group (same as CCG)
EFR	Emergency First Responders
EMO	Emergency Management Ontario
EOC	Emergency Operations Centre
ER	Emergency Room
HIRA	Hazard Incident Risk Assessment
IC	Incident Commander
MNDM	Ministry of Northern Development & Mines
MNR	Ministry of Natural Resources
MOE	Ministry of Environment
MOH	Ministry of Health
MTO	Ministry of Transport (Highways)
NWHU	Northwestern Health Unit
OFM	Ontario Fire Marshal
OPP	Ontario Provincial Police
P.U.F.F.	Pellatt United Firefighters
VCARS	Victims' Crisis Area Response Services.

(update with R.W. - April 01, 2013 – SLD)