



Emergency Management Program

PROGRAM ELEMENTS AND UPDATING REQUIREMENTS

Contents

<i>General</i>	2
<i>Foreword</i>	3
Emergency Management Program Committee.....	4
Needing Emergency Management Program (EMP).....	4
PROGRAM ELEMENT ONE: KEEPING THE EMERGENCY RESPONSE PLAN CURRENT	5
RESPONSIBILITY: The Administrative Head.....	5
RESPONSIBILITY: The Emergency Management Program Committee	5
RESPONSIBILITY: Council.....	5
PROGRAM ELEMENT TWO: KEEPING THE PEOPLE CURRENT	6
REQUIREMENT: Personnel Appointments	6
REQUIREMENT: Personnel Training	6
REQUIREMENT: Emergency Simulation Exercise	7
RESPONSIBILITY: The CEMC	7
PROGRAM ELEMENT THREE: KEEPING THE COMMUNITY CURRENT	8
RESPONSIBILITY: The CEMC	8
COMPONENT: Electronic Information Available.....	8
COMPONENT: Media Instruction.....	8
COMPONENT: Emergency Preparedness Week.....	8
COMPONENT: Community Events	8

General

Disasters may take many forms including floods, winter storms, summer heat waves, chemical spills, fires, health emergencies, power outages, earthquakes, etc. When disaster strikes, the best protection is knowing what to do.

Neebing has an Emergency Response Plan (ERP) as required by law in Ontario, pursuant to the Emergency Management and Civil Protection Act (R.S.O. 1990, c. E.9) (the Act).

The Neebing Emergency Management Program (EMP) is the counterpart to the ERP, as it sets out how the ERP is updated, implemented, and utilized.

Community outreach is an important element of the EMP. Providing such public education to our residents on where to turn for help and how to be prepared in the event of an emergency is the key to ensuring best results in the event of a municipal emergency.

Foreword

Emergencies are defined as situations, or the threat of impending situations, abnormally affecting the health, safety, welfare or property of the community, which, by their nature or magnitude, require a controlled and coordinated response by all agencies. These are distinct from routine operations carried out by municipal agencies, e.g. fire, police, or roads department, etc.

The *Emergency Management and Civil Protection Act* (the Act) is the authority for the by-law approving the Neebing Emergency Management Program (EMP). The EMP prescribes procedures for, and the manner in which, municipal employees and other persons will implement the requirements of the legislation, relating to training, reviews, exercises and public education.

The Act states *“Heads of Council may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he/she considers necessary and are not contrary to the law to implement the emergency plan of the municipality and to protect the property and health, safety and welfare of the inhabitants of the emergency area.”* Accordingly, it is clear that the principal function of the Neebing Emergency Control Group (ECG), if assembled, is to assist the Head of Council in making and placing in effect any decisions and orders that are made to control and mitigate the effects of an emergency. All members of Council, the ECG, and the members of responding agencies should read the ERP and be familiar with their duties in the event of an emergency. In addition to the Neebing ERP, each responding department or agency will have its own emergency plan, standard operating procedures, and call-out and resource lists.

Emergency Management Program Committee

The Emergency Management Program Committee (EMPC) annually reviews and approves the content of the Neebing Emergency Response Plan (ERP) and the Neebing Emergency Management Program (EMP) making recommendations for updates or amendments to Council for approval.

The EMPC is appointed by Council and is comprised of the Mayor, Administrative Head, the Fire Chief, and the Community Emergency Management Co-Ordinator (CEMC) and Alternate CEMCs, if any.

Neebing Emergency Management Program (EMP)

The Neebing EMP includes the following elements:

- a) The Neebing Emergency Response Plan approved by By-law 2023-028;
- b) Training programs and exercises municipal officials involved with emergency response, with respect to the provisions of necessary services and procedures to be followed;
- c) Public education on the risks to public safety with an emphasis on emergency preparedness;
- d) The completion of a Hazardous Identification Risk Assessment (HIRA) and an annual HIRA review (undertaken within and as part of the ERP);
- e) Completion of a Critical Infrastructure Listing (CIL), noting key infrastructure required to maintain a continuity of operations within the municipality, and an annual review of this list (undertaken within and as part of the ERP);
- f) The establishment of an Emergency Operations Center (EOC), to be used by the Emergency Control Group (ECG) during an emergency;
- g) The designation of an Emergency Information Officer (EIO) who shall act as the primary media and public contact for the municipality in an emergency; and
- h) An annual review, maintenance and enhancement of the Neebing Emergency Management Program and updating of all resource and contact listings.

PROGRAM ELEMENT ONE: KEEPING THE EMERGENCY RESPONSE PLAN CURRENT

AIM: To ensure the Neebing Emergency Response Plan always contains current and up-to-date information and is therefore ready to be implemented at a moment's notice.

RESPONSIBILITY: The Community Emergency Management Coordinator (CEMC)

The CEMC for Neebing is the keeper of the electronic copy of the Neebing ERP.

The ERP is comprised of a public portion (approved by By-law) and a confidential portion, which includes contact information and other personal information about identifiable individuals which must remain confidential under the Municipal Freedom of Information and Protection of Privacy Act.

The CEMC is responsible for updating the electronic version of both the public and confidential portions of the ERP, as information is received that triggers an amendment. All updates shall be electronically transmitted to the Amethyst Sector Field Officer of the Office of the Fire Marshal and Emergency Management.

Updates in this regard will not be distributed to all of the plan holders unless the information is critical. Where the Administrative Head believes that the information is critical, he or she shall call a meeting of the EMPC for the purposes of determining whether an immediate formal amendment to the ERP is required. If so, a report will be prepared for Council, recommending the amendment.

RESPONSIBILITY: The Emergency Management Program Committee

The Emergency Management Program Committee (EMPC) is composed of the Mayor, the Administrative Head, the Fire Chief, and the Community Emergency Management Co-ordinator (CEMC) and any alternate CEMCs. The EMPC is responsible for undertaking a formal annual review of the Neebing Emergency Response Plan, followed by a report to Council on any updates or improvements that the plan requires.

The EMPC will meet annually in June, for the ERP's initial review. Research, if required, into updates will be conducted in July and August. A report to Council to recommend amendments, or to advise that no amendments are required, will be presented in August or September, annually. During years in which municipal elections occur, the amendments will need to await the outcome of the election and will be presented in November or December.

RESPONSIBILITY: Council

Council will formally review the ERP on an annual basis, considering the recommendations of the EMPC. Council will also undertake reviews and amendments periodically if critical amendments are required.

PROGRAM ELEMENT TWO: KEEPING THE PEOPLE CURRENT

AIM: To ensure that the Neebing personnel required to implement the Neebing Emergency Response Plan are appropriately trained and remain current in terms of their roles and obligations.

REQUIREMENT: Personnel Appointments

Neebing shall appoint one CEMC, as required by law. The appointed CEMC shall be a resident of the municipality. Neebing shall also appoint at least one alternate CEMC. This person should be, but may not necessarily be, a resident of the municipality. The CEMC (and any alternate CEMCs) must be members of Council or staff of the municipality.

The Emergency Control Group (ECG) is comprised of the Mayor, the Administrative Head, the Fire Chief, the CEMC, and the Working Roads Foreman.

REQUIREMENT: Personnel Training

CEMC

All newly appointed CEMCs are required to undertake 5 mandatory training courses within one year of appointment. Training in this regard is offered through the Office of the Fire Marshal and Emergency Management. There is a training portal to which all CEMCs and Alternate CEMCs will have access. The Program will involve completion of all mandatory courses by the CEMC and all appointed alternate CEMCs.

While there is no further requirement for training, the CEMC and alternate CEMCs will be personally responsible to remain competent in the legislation, regulations, requirements and the Neebing Emergency Response Plan and the Neebing Emergency Management Program.

EMERGENCY CONTROL GROUP

All members of the Emergency Control Group (ECG) are required to undertake sufficient annual training so as to be fluent in the Emergency Response Program. Annual, in-house training will occur with this group, reviewing the following:

- a) Knowledge of the components of the ERP, including the HIRA and CIL;
- b) Knowledge of the ERP, including their individual roles and responsibilities;
- c) Knowledge of the procedure used to activate and operate under the ERP;
- d) Knowledge of the notification procedures to notify members of the Control Group when the ERP is activated; and
- e) Knowledge of the location, communications infrastructure and technology in the EOC.

REQUIREMENT: Emergency Simulation Exercise

To test the Neebing Emergency Response Plan, an annual table-top exercise must be undertaken which includes all members of the ECG. An after-exercise report on the simulated emergency will be prepared by the CEMC and submitted to the Emergency Management Program Committee (EMPC) for use in its annual review/update of the Neebing Emergency Response Plan.

Not all elements of the ERP will be tested annually, however, the emergency situation utilized for the exercise should encompass several elements of the ERP, and all elements of the ERP should be tested through this type of exercise every three years.

This exercise is not counted as part of the mandatory training required for the members of the ECG. The purpose of the exercise is to test the elements of the ERP and make any recommendations for improvements noted during the exercise.

RESPONSIBILITY: The CEMC

The CEMC is responsible for making sure that all relevant personnel have both mandatory and additional training in their roles and responsibilities in the event of an emergency.

PROGRAM ELEMENT THREE: KEEPING THE COMMUNITY CURRENT

AIM: To ensure that Neebing residents have all of the information they need when an emergency is declared and to facilitate emergency preparedness for all community residents.

RESPONSIBILITY: The CEMC

The CEMC is responsible to see that Neebing's obligations for public education are met.

COMPONENT: Electronic Information Available

Neebing's website shall contain a page dedicated to community emergency planning, to always be a resource for the community.

Neebing's Facebook page shall direct the community to the web page for emergency planning information.

COMPONENT: Media Instruction

At least six public service announcements (PSA's) focusing on emergency preparedness shall be published annually in the monthly Neebing News publication. All newspaper PSA's shall be made available on the website as well. PSA's may be removed and replaced as new PSA's are published

COMPONENT: Emergency Preparedness Week

The first week of May, annually, has been designated as 'Emergency Preparedness Week' by the Province. During this week, additional information, such as brochures, information pamphlets, checklists, evacuation planning worksheets, etc. shall be made available at the Municipal Office as take-aways for visitors.

Emergency Preparedness Week will be advertised at the Municipal Office, on the municipal web site, and on the Municipality's social media network as an awareness campaign.

COMPONENT: Community Events

Information relating to emergency preparedness shall be made available at community events held in Neebing, organized through the Municipality. This includes seasonal celebrations (i.e. Easter Egg Hunt, Christmas Cookie Sale, Harvest Dinner, Canada Day celebrations, etc.) and other special events..



Emergency Response Plan

THE CORPORATION OF THE MUNICIPALITY OF NEEBING

Contents

<i>General</i>	3
Introduction	3
Emergency Management Program Committee	3
I. THE EMERGENCY CONTROL GROUP	4
II. IMPLEMENTATION OF THE EMERGENCY RESPONSE PLAN.....	4
III. EMERGENCY ALERTING OF ECG	4
IV. NOTIFICATION OF DECLARATION OF AN EMERGENCY.....	5
V. OPERATIONS CYCLE REVIEW.....	5
VI. TERMINATIONS OF A STATE OF EMERGENCY	5
VII. ROLES AND RESPONSIBILITIES	6
1. The Emergency Control Group (ECG)	6
2. Mayor	7
3. Administrative Head	7
4. Fire Chief	8
5. CEMC	9
6. Working Roads Foreman	9
7. OPP Detachment Commander	10
8. Superior North EMS Chief	10
9. Thunder Bay District Social Services Administration Board (TBDSSAB) Representative	11
10. Thunder Bay District Health Unit (TBDHU) Medical Officer of Health	11
11. Ministry of Natural Resources and Forestry (MNRF) District Manager	12
12. Lakehead Region Conservation Authority (LRCA) General Manager	12
13. Salvation Army Representative	12
14. Canadian Red Cross Society Representative	13
15. St. John Ambulance Representative	13
16. Public Information Officer (PIO)	13
17. Donations Management Officer	13
VIII. EVACUATION PROCEDURES.....	14
IX. PUBLIC EMERGENCY INFORMATION GUIDE	15
EMERGENCY SITUATIONS	17
A. EVACUATION.....	17
B. DANGEROUS GASES	18
C. TORNADO.....	19
D. WILDFIRES	20
E. SNOW AND ICE STORMS.....	20
F. PROLONGED POWER OUTAGES.....	21

CONFIDENTIAL SECTION:

- APPENDIX A –Glossary
- APPENDIX B – Hazard Identification and Risk Analysis (HIRA)
- APPENDIX C – 211 Notification and Communications Protocol
- APPENDIX D – Neebing Plan Holders
- APPENDIX E – Emergency Internal Communications Plan
- APPENDIX F – Critical Infrastructure Listing
- APPENDIX G – ECG Call-Out List
- APPENDIX H – PEOC Information
- APPENDIX I – Emergency Measures Resource Contact List
- APPENDIX J – Media Contact Listing
- APPENDIX K – Emergency Declaration Forms

General

The Municipality of Neebing is comprised of the Geographic Townships of Blake, Crooks, Pardee, Scoble and Pearson and is located on both sides of Highway 61 between the south borders of the City of Thunder Bay, the Municipality of Oliver Paipoonge, the Fort William First Nation, and the US Border. It has a population of approximately 2050 and an area of approximately 825 sq. km. Neebing has a volunteer fire protection and first response team and is policed under contract by the Thunder Bay OPP Detachment. Secondary arterial roads include Provincial Highways 593, 595, 597 and 608. Neebing has enhanced 911 service.

Introduction

Emergencies are defined as situations, or the threat of impending situations, abnormally affecting the health, safety, welfare or property of the community, which by their nature or magnitude, require a controlled and coordinated response by all agencies. These are distinct from routine operations carried out by municipal agencies, e.g., fire, police, or roads department, etc.

The *Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9*, as amended, (the “Act”) is the authority for the by-law approving the Neebing Emergency Response Plan (ERP). The ERP prescribes procedures for and the manner in which municipal employees and other persons will respond to an emergency.

The Act states “Heads of Council may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he/she considers necessary and are not contrary to the law to implement the emergency plan of the municipality and to protect the property and health, safety and welfare of the inhabitants of the emergency area.” Accordingly, it is clear that the principal function of the Emergency Control Group (ECG), if assembled, is to assist the Head of Council in making and placing in effect any decisions and orders that are made to control and mitigate the effects of an emergency. All members of Council, the ECG, and members of responding agencies should read the plan, know where their copy is kept and be familiar with their duties in the event of an emergency.

In addition to this Emergency Response Plan, each responding department/agency will also have its own emergency plan or standard operating procedures, call-out, and resource list.

Emergency Management Program Committee

The Emergency Management Program Committee (EMPC) is comprised of the Mayor, Administrative Head, Community Emergency Management Co-Ordinator (CEMC) and Fire Chief. This group will approve the ERP’s content and review the ERP annually, making recommendations for updates or amendments to Council for approval.

The EMPC is responsible for the Neebing Emergency Management Program (EMP), which includes public information and education, municipal emergency programming and the annual testing of the ERP, as well as keeping all those involved current in terms of emergency planning education and training.

EMERGENCY PLAN FOR THE COORDINATION OF SERVICES IN THE EVENT OF A REAL OR IMPENDING EMERGENCY

The aim of the Neebing Emergency Response Plan (the ERP) is to establish a general plan of action for the coordinated response in the event of an emergency, or impending emergency, to preserve life, health and property in the Municipality of Neebing.

I. THE EMERGENCY CONTROL GROUP

All emergency operations shall be directed and controlled by the Emergency Control Group (ECG), who will assemble at the Emergency Operations Centre (EOC). The Neebing ECG is comprised of the following persons:

- Mayor
- Administrative Head
- Fire Chief
- CEMC
- Working Roads Foreman

As and when required, the following agency resource persons are invited to the Emergency Operations Centre to participate with the Control Group depending on the emergency:

- OPP Detachment Commander
- Superior North Emergency Services Chief
- Thunder Bay District Social Services Administration Board Representative
- Thunder Bay District Health Unit Medical Officer of Health
- Ministry of Natural Resources and Forestry District Manager
- Lakehead Region Conservation Authority Manager
- Salvation Army Representative
- Canadian Red Cross Representative
- St John Ambulance Representative

Note: All members of the ECG and the relevant agency resource persons must be notified when the ERP is activated. Not all agency resource persons have to be present for the ECG to function. Additional personnel may be required, depending on the nature of the situation, such as: persons to act as scribes, a dangerous goods expert, a person from OPG and/or a person from Enbridge Gas

II. IMPLEMENTATION OF THE EMERGENCY RESPONSE PLAN

It is the responsibility of the first responding municipal agency at the scene of an emergency to assess the situation and to recommend whether the ERP should be implemented. If the size or seriousness of the emergency appears beyond the capability or responsibilities of that agency, the ERP may be put into effect. Any member of the ECG, upon realizing the magnitude of an emergency or impending emergency warrants the ERP's implementation, may do so. Once the emergency exists, municipal employees may take such action(s) under this Emergency Response Plan as required to protect lives and property of the community even though an emergency has not been declared under the Act.

III. EMERGENCY ALERTING OF ECG

On receipt of instructions from a member of the ECG, the OPP will call out all of the members of the ECG. In the event telephone service is out, the police will contact the ECG by the most effective means. Whichever member of the group gives the call-out instruction will decide if this is to be a full call-out or a standby call out. Ensure the instructions are explicit.

Full call out instructions will inform the ECG member to attend the Emergency Operations Centre (EOC) at either the primary (Neebing Municipal Office 4766 Highway 61) or secondary (Blake Hall 71 Blake Hall Road) location.

Standby call out instructions will inform the ECG member to remain by their telephone until further notice, etc.. The standby call may also be made by one of the ECG members who could supply additional information.

Should the magnitude of an emergency be so extensive that communications are disrupted and it is apparent to the ECG members that a disaster has occurred, they are to proceed to the EOC immediately.

IV. NOTIFICATION OF DECLARATION OF AN EMERGENCY

The Mayor can officially declare an emergency at any time and upon doing so, shall immediately notify:

1. the Solicitor General;
2. all Members of Council;
3. neighbouring Municipal Officials as required;
4. the public; and
5. the media.

Notification to the Solicitor General must be done through the Ontario Fire Marshall & Emergency Management (OFMEM) at the Provincial Emergency Operations Centre (PEOC) by calling 1-866-314-0472. An oral declaration may be made followed by faxing a hard copy of the declaration on the municipal letterhead to the OFMEM Provincial Emergency Operations Centre at 1-416-314-6220.

If an emergency situation is pending, the notification process can be put into effect prior to the actual declaration of an emergency to alert the Municipal Emergency Control Group to standby status.

V. OPERATIONS CYCLE REVIEW

a. Meeting and Reporting Schedules

The Community Emergency Management Coordinator (CEMC) shall schedule and coordinate meetings of the ECG at regular intervals to inform each other of actions taken and problems encountered. The frequency of meetings and agenda items will be established by the CEMC. Maps and status boards shall be prominently displayed and kept up-to-date by the CEMC or by support staff designated by the CEMC.

b. Request For Assistance

Assistance may be requested from neighbouring municipalities and/or the private sector at any time. Such a request for assistance shall not be deemed to be a request that the assisting entity assume authority and control of the emergency. Assistance may be requested from the Province of Ontario or from the Federal Government through the Province of Ontario, at any time. Such a request can be made by contacting the OFMEM Duty Officer at the Provincial Emergency Operations Centre by telephone at -866-314-0472 (toll free) or by fax at 1-416-314-6220. Such a request for assistance shall not be deemed to be a request that the Province assume authority and control of the emergency.

VI. TERMINATIONS OF A STATE OF EMERGENCY

The Mayor can officially declare the termination of the emergency at any time and upon doing so shall immediately notify:

1. the Solicitor General
2. all members of Council;
3. neighbouring municipal officials as required;
4. the public; and
5. the media.

Notification to the Solicitor General must be done through the OFMEM at the PEOC by calling 1-866-314-0472. An oral termination may be followed by faxing a hard copy of the termination on municipal letterhead to the OFMEM at 1-416-314-6220.

VII. ROLES AND RESPONSIBILITIES

1. The Emergency Control Group (ECG)

Regular Responsibilities – Emergency Situations

The ECG shall always undertake the tasks set out below.

- a) Take such action as is necessary to minimize the effects of an emergency or disaster on the municipality or its inhabitants.
- b) Direct, co-ordinate and supply administrative and logistics support to all municipal departments, agency resources and community resources, in controlling the emergency or disaster. This includes contacting, as necessary, community resources and agency resources.
- c) Establish an information center for issuance of accurate releases to the news media and for issuance of authoritative instructions to the general public.
- d) Share (internally) information on the emergency and important action taken by members and by agency and community resources via an appropriate display, such as, for example, a flip chart. Pages must be retained for record purposes.
- e) Members of the ECG will gather at regular intervals or business cycles to inform each other of actions taken and problems encountered. Frequency of meetings and agenda items will be established by the Administrative Head in consultation with the Mayor and CEMC. Meetings will be kept as brief as possible to allow members to carry out their individual responsibilities.
- f) Members of the ECG must ensure all personnel are, and remain, accounted for at all times during the emergency. When the emergency is over, ensure that they are advised of the termination of the emergency, and ascertain that no responders are left behind. Each agency should have a list of its personnel working during the emergency and use it as a check-off list, both during and at the termination of the emergency.
- g) Each member of the ECG shall, individually, maintain his or her own log of all actions taken following proper log protocols.

As-Required Responsibilities – Emergency Situations

The responsibilities of the ECG and those described for individual ECG and responding agency and community resource persons, will vary depending on the type and magnitude of the event. On an as needed basis, the ECG shall undertake the tasks set out below.

- a) Be prepared to authorize the expenditure of municipal funds which are required for the preservation of life and health.
- b) Take initiative on any action required which isn't covered in the ERP.
- c) Be aware that communications usually are the first thing to break down in an emergency. Ensure the ECG members communicate well within the group, to/from their department/agency, use maps when applicable or any other means to assist in sharing of information.

2. Mayor

Regular Responsibilities – Between Emergencies

The Mayor shall always undertake the tasks listed below.

- a) Participate as a member of the Emergency Management Program Committee (EMPC) to conduct the annual Emergency Plan review.
- b) Maintain competency through training, as required, to be able to appropriately handle emergency situations.
- c) Keep current on hazard identifications in the community.

Regular Responsibilities – Emergency Situations

The Mayor shall always undertake the tasks listed below.

- a) Consult with members of the ECG and decide if a state of emergency should be declared.
- b) Declare an emergency under the Act, if warranted.
- c) Appoint a Public Information Officer (which is usually, but may not be, the Administrative Head).
- d) Ensure that the Office of the Fire Marshall and Emergency Management (OFMEM) has been notified by fax of the declaration of an emergency via the Provincial Emergency Operations Centre (PEOC).
- e) Approve news and public announcements.
- f) If an Emergency has been declared, terminate the Emergency at the end of the situation and ensure the PEOC is notified by fax.
- g) Keep an individual log of all action taken following proper log protocols.

As-Required Responsibilities – Emergency Situations

The responsibilities of the Mayor may vary depending on the type and magnitude of the event. On an as needed basis, the Mayor shall undertake the tasks set out below.

- a) Order an evacuation of people in the danger zone from a potentially life-threatening or health-threatening situation if warranted and in consultation with the applicable experts in the ECG.
- b) Request assistance from neighbouring municipalities for evacuation and reception centers if applicable.
- c) Update Council on the emergency as required.
- d) Assist the Administrative Head with the application for any Disaster Recovery Assistance funding from other orders of government.

Note: Under the Act, in the municipality only the Head of Council may declare an emergency and the Head of Council, the municipal council, or the Premier of Ontario may declare the termination of an emergency.

3. Administrative Head

Regular Responsibilities – Between Emergencies

The Administrative Head shall always undertake the actions listed below.

- a) Participate as a member of the Emergency Management Program Committee (EMPC) to conduct the annual Emergency Response Plan review, and undertake the electronic update of the ERP for change of duties and out-of-town agencies, names, telephone numbers, etc.
- b) Maintain competency through training, as required, to be able to appropriately handle emergency situations. Maintain competency to be able to act for the CEMC at the EOC until the CEMC arrives.
- c) Have and maintain an up-to-date inventory of supplies and equipment required for the EOC with one copy in the EOC, and ensure the supplies and equipment are always in the EOC. Ensure the same for the secondary EOC, as applicable.
- d) Maintain, for voluntary completion, resident emergency information forms, and supply them to those who wish to use them. Keep on file all completed forms for use during emergency

circumstances only, such as evacuations. Issue regular reminders to residents to complete and/or update such forms.

Regular Responsibilities – Emergency Situations

The Administrative Head shall always undertake the actions listed below.

- a) Serve as advisor to the Head of Council on administrative matters and provide for the safety of municipal records.
- b) Ensure that all members of the ECG have been called out.
- c) Carry out any necessary administration in connection with the emergency.
- d) Conduct “business cycles” in the EOC (see also duties of the ECG).
- e) Conduct the duties of the CEMC until he or she arrives.
- f) Maintain an individual log of all action taken following proper log protocols.

As-Required Responsibilities – Emergency Situations

The responsibilities of the Administrative Head may vary depending on the type and magnitude of the event. On an as needed basis, the Administrative Head shall undertake the tasks set out below.

- a) Where appointed as such, act as the Public Information Officer (PIO) and arrange for the establishment of a public information service to provide specific information to people who may be affected by the emergency.
- b) Maintain contact and act as the liaison with all agency resources and community resources, as required.
- c) Arrange for welfare centers in the municipality to provide immediate welfare services until social service agencies arrive.
- d) Arrange for the assistance from community resources and agency resources to assist the Ministry of Children, Community and Social Services in carrying out the welfare function.
- e) Notify the City Manager in Thunder Bay of an impending evacuation or of actual evacuation orders as soon as possible if residents will be evacuated to Thunder Bay.
- f) Apply for any Disaster Recovery Assistance funding which may be available from other orders of government following the termination of a declared emergency.

4. Fire Chief

Regular Responsibilities – Between Emergencies

The Fire Chief shall always undertake the tasks listed below.

- a) Participate as a member of the Emergency Management Program Committee (EMPC) to conduct the annual Emergency Response Plan review.
- b) Maintain competency through training, as required, to be able to appropriately handle emergency situations.
- c) Keep current on hazard identifications in the community.

Regular Responsibilities – Emergency Situations

The Fire Chief shall always undertake the tasks listed below.

- a) When required, activate the Neebing Emergency Service Call-Out System.
- b) Keep the ECG updated on the emergency situation;
- c) Maintain an individual log of all actions taken following proper log protocols.

As-Required Responsibilities – Emergency Situations

The responsibilities of the Fire Chief may vary depending on the type and magnitude of the event. On an as needed basis, the Fire Chief shall undertake the tasks set out below.

- a) If warranted, requisition the Emergency Management Operations command post vehicle from Thunder Bay Fire Rescue.

- b) Set up an on-site command post, either in existing facilities or in the Emergency Management Operations command post vehicle, if it has been requisitioned from Thunder Bay Fire Rescue, or through another appropriate vehicle owned/operated by Neebing Emergency Services (NES).
- c) Conduct firefighting operations.
- d) Direct and/or assist in rescue operations.
- e) Activate the Fire Mutual Aid System, if required.
- f) Appoint an on-site Emergency Services Coordinator.
- g) In the event of a dangerous goods spill:
 - Ensure the Ministry of the Environment and the Canadian Transport Emergency Centre (CANUTEC) are contacted for any assistance required;
 - Make available the applicable portion(s) of the book entitled “2020 Emergency Response Guidebook” to the ECG; and
 - Where a private carrier is involved, liaise with the carrier to engage its own plan for such an event.
 - Should a chemical, biological, radiological or nuclear (CBRN) or heavy urban search and rescue (HUSAR) team ever be required, initiate the request.

5. CEMC

Regular Responsibilities – Between Emergencies

The CEMC shall always undertake the tasks set out below.

- a) Participate as a member of the Emergency Management Program Committee (EMPC) to conduct the annual Emergency Response Plan review, and coordinate (or assist with) the electronic update of this plan for change of duties and out-of-town agencies, names, telephone numbers, etc.
- b) Maintain competency through training, as required, to be able to appropriately handle emergency situations.
- c) Keep current on hazard identifications in the community.
- d) Monitor the requirements of the Municipality’s Emergency Management Program and facilitate compliance with legislative requirements.
- e) Coordinate or assist with an emergency exercise in the municipality each year.

Regular Responsibilities – Emergency Situations

The CEMC shall always undertake the tasks set out below.

- a) Advise the OFMEM of any declared “Emergency” via fax to the PEOC as soon as possible, and liaise with Emergency Management Ontario (EMO) during the emergency.
- b) Contact the Lakehead Amateur Radio Club and/or the Amateur Radio Emergency Service and arrange for the Club to either be on standby or to have members attend and assist in communication functions if communications may be a problem.
- c) Act as a resource person for equipment, advisors, volunteer, provincial and federal agencies.
- d) Act as advisor to the Mayor.
- e) Notify the PEOC via fax at the termination of a declared emergency.
- f) Conduct a debriefing session, following the termination of the emergency, with all members of the ECG and other persons as directed by the ECG.
- g) Keep an individual log of all actions taken following proper log protocols.

6. Working Roads Foreman

Regular Responsibilities – Between Emergencies

The Working Roads Foreman shall always undertake the tasks set out below.

- a) Maintain competency through training, as required, to be able to appropriately handle emergency situations.
- b) Keep current on hazard identifications in the community.

- c) Maintain supplies of hazard/emergency-related assets (i.e., warning signs, traffic barriers, etc.) for ready use in the event these items are required.

Regular Responsibilities – Emergency Circumstances

The Working Roads Foreman shall always undertake the tasks set out below.

- a) Activate the department's emergency alert system.
- b) Provide assistance in cleanup operations and repair damages where there is a municipal responsibility.
- c) Provide flashers and barricades.
- d) Act as liaison with local and provincial utilities.
- e) Maintain an individual log of all action taken following proper log protocols.

As-Required Responsibilities – Emergency Circumstances

The responsibilities of the Working Roads Foreman may vary depending on the type and magnitude of the event. On an as needed basis, the Working Roads Foreman shall undertake the tasks set out below.

- a) Provide municipal equipment and personnel as necessary.
- b) Arrange, on a local basis, for the procurement (rental) of special equipment e.g., heavy-duty cranes, pumps, etc.
- c) Liaise with Ministry of Transportation of Ontario (MTO) officials and obtain necessary resources from them when warranted.
- d) Arrange for the disconnection of utilities which represent a hazard, and keep a list of local suppliers and equipment locations in the event of an emergency.
- e) Advise the ECG when sustained damage to transportation infrastructure appears to exceed safe limits.
- f) Provide assistance in search and rescue of trapped and injured people.
- g) Restore and/or obtain assistance in restoring essential services.

7. OPP Detachment Commander

Regular Duties – Emergency Situations

The OPP Detachment Commander shall undertake the tasks set out below.

- a) Activate the department's emergency alert system.
- b) Call out the ECG
- c) Keep the ECG appraised of the emergency situation.
- d) Maintain an individual log of all actions taken following proper log protocols.

As-Required Responsibilities – Emergency Situations

The responsibilities of the OPP Detachment Commander may vary depending on the type and magnitude of the event. On an as needed basis, the OPP Detachment Commander shall undertake the tasks set out below.

- a) If appropriate, appoint an on-site Police Coordinator.
- b) Seal off the emergency area in the event such action is necessary.
- c) Control traffic to facilitate the movement of emergency and evacuation vehicles.
- d) Conduct the evacuation of buildings and areas authorized by the Head of Council.
- e) Provide security and prevent looting in emergency or evacuation areas and reception centers.
- f) Arrange for additional police assistance, if required.
- g) Advise the Coroner in the event of fatalities and perform whatever additional responsibilities maybe necessary under the Coroners Act, R.S.O. 1990, c. C.37, as amended, and other statutes.

8. Superior North EMS Chief

Regular Duties – Emergency Circumstances

The Superior North EMS Chief shall always undertake the tasks set out below.

- a) Activate the department's emergency alert system and emergency plan.
- b) Maintain an individual log of all actions taken following proper log protocols.

As-Required Responsibilities – Emergency Situations

The responsibilities of the Superior North EMS Chief may vary depending on the type and magnitude of the event. On an as needed basis, the Superior North EMS Chief shall undertake the tasks set out below.

- a) Follow the provisions of the Tiered Service Agreement, where applicable.
- b) Assume responsibility for triage and evacuation of casualties from the emergency site.
- c) Assume responsibility for additional resources of ambulances, personnel and communications equipment via Central Ambulance Communications Centre (CACC) in Thunder Bay, using ambulance radio frequencies or by calling 911 for ambulance dispatch.
- d) Provide and co-ordinate all transport requirements for the movement of casualties.
- e) Keep the Medical Officer of Health informed at regular intervals of all ambulance service activities and also the ECG, if the Medical Officer of Health is not in the EOC.
- f) Where required, appoint a representative to participate with the ECG.

9. Thunder Bay District Social Services Administration Board (TBDSSAB) Representative

Regular Responsibilities – Emergency Circumstances

The TBDSSAB representative shall always undertake the tasks set out below.

- a) Activate the Board's emergency alert system.
- b) Assist community resource personnel, in the provision of social and community services.
- c) Maintain an individual log of all actions taken following proper log protocols.

As-Required Responsibilities – Emergency Circumstances

The responsibilities of the TBDSSAB Representative may vary depending on the type and magnitude of the event. On an as needed basis, the TBDSSAB Representative shall undertake the tasks set out below.

- a) According to the nature of the emergency, ensure the survival and well-being of people during and following an emergency by coordinating with the community resource personnel and recognized and approved volunteer groups, for:
 - b) Emergency clothing to provide adequate protection from the elements;
 - c) Emergency lodging to provide adequate temporary accommodation for the homeless;
 - d) Emergency feeding to sustain those without food or adequate food preparation facilities; and
 - e) Individual and family services to assist and counsel individuals and families in need and to provide special care to unattached children and dependent adults.
- f) Assist community resource personnel in the registration and inquiry services to reunite families and to collect information and answer queries concerning the safety and whereabouts of missing persons.

10. Thunder Bay District Health Unit (TBDHU) Medical Officer of Health

Regular Responsibilities – Emergency Circumstances

The TBDHU Medical Officer of Health shall always undertake the tasks set out below.

- a) Activate the TBDHU's emergency alert systems.
- b) Provide and disseminate public information on any health hazards.
- c) Coordinate all community health and medical services that may be required and liaise with other essential services.
- d) Provide advice on public health matters to the ECG.
- e) Maintain an individual log of all actions taken following proper log protocols.

As-Required Responsibilities – Emergency Circumstances

The responsibilities of the TBDHU Medical Officer of Health may vary depending on the type and magnitude of the event. On an as needed basis, the TBDHU Medical Officer of Health shall undertake the tasks set out below.

- a) Provide for mass immunization, if required.
- b) Oversee water quality and arrange for an alternate supply of potable water, if required.
- c) Provide advice to the Mayor on the evacuation of buildings and area for health reasons.
- d) Notify other agencies and senior levels of government about health-related matters.
- e) Arrange for counselling for victims, families of the deceased, and emergency responders for Critical Incident Stress.

Note: When the emergency circumstances are solely focused on a health issue, such as in the case of a pandemic, the TBDHU Medical Officer of Health’s role would increase significantly, and the other roles in the EOC would diminish to an extent.

11. Ministry of Natural Resources and Forestry (MNRF) District Manager

Regular Responsibilities – Emergency Circumstances

The MNRF District Manager shall always undertake the tasks set out below.

- a) Issue the preliminary alert to municipal officials in a forest fire, flood or drought situation.
- b) Maintain an individual log of all actions taken following proper log protocols.

As-Required Responsibilities – Emergency Circumstances

The responsibilities of the MNRF District Manager may vary depending on the type and magnitude of the event. On an as needed basis, the MNRF District Manager shall undertake the tasks set out below.

- a) Provide for forest fire fighting or flood control as per MNRF policy.
- b) Recommend evacuation, if warranted.
- c) Determine the safe evacuation routes in conjunction with municipal officials and the OPP.
- d) On completion of the fire or flood emergency, authorize the return of the residents if they have been ordered to evacuate.

12. Lakehead Region Conservation Authority (LRCA) General Manager

The LRCA General Manager, in the event of a flood situation, shall always undertake the tasks set out below.

- a) Activate the LRCA’s Flood Warning Plan.
- b) Issue a preliminary Flood Advisory in a potential flood situation to municipal officials and to the media.
- c) Issue a Flood Warning in a flood situation to municipal officials and to the media.
- d) Advise municipal officials when alerted of a dam or bridge breach or a potential failure.
- e) Provide technical flood data.
- f) In the event of the declaration of a local emergency and after depletion of municipal resources, and at the request of the Mayor, recommend to the MNRF that a Provincial Flood Emergency be declared.
- g) Cancel flood Advisory/Warning as the situation warrants.
- h) Maintain an individual log of all actions taken following proper log protocols.

13. Salvation Army Representative

The Salvation Army Representative shall always undertake the tasks set out below.

- a) Notify its Community Relations and Development Director and activate its emergency alert system.
- b) Operate in co-operation with the representatives of TBDSSAB for provision of supplies such as bedding and/or clothing.

- c) Direct and co-ordinate the emergency feeding requirements for workers at the site and for victims located in reception centers.
- d) Provide and co-ordinate clergy assistance.
- e) Keep the ECG apprised of the emergency situation.
- f) Maintain an individual log of all actions taken following proper log protocols.

14. Canadian Red Cross Society Representative

The Canadian Red Cross Society Representative shall always undertake the tasks set out below.

- a) Activate the Society's emergency alert system.
- b) Take the lead role with registration and inquiry at reception and evacuation centres.
- c) Operate an inquiry bureau.
- d) Support emergency or disaster operations.
- e) Assist St. John Ambulance at first aid posts established at reception centres, if required.
- f) Assist with other Social Services activities as requested.
- g) Maintain an individual log of all actions taken following proper log protocols.

15. St. John Ambulance Representative

The St. John Ambulance Representative shall always undertake the tasks set out below.

- a) Activate the agency's emergency alert system.
- b) Provide first aid.
- c) Establish first aid posts as required in all designated reception centres.
- d) Assist Superior North EMS or CACC by providing ambulance service as lead time and resources permit.
- e) Assist Red Cross and Social Services agencies in operating the reception centres.
- f) Maintain an individual log of all actions taken following proper log protocols.

16. Public Information Officer (PIO)

Regular Responsibilities – Emergency Circumstances

The PIO shall always undertake the tasks set out below.

- a) Arrange for the dissemination of special information (such as emergency responders to report to a location or go on standby for call-out as the case may be; citizens to refrain from using telephones so emergency communications will remain open; provide information on health hazards as prepared by the Medical Officer of Health, etc.).
- b) Schedule press conferences on a regular basis.
- c) Give timely and accurate information to 211.
- d) Gather information from emergency services and prepare releases for the approval of the Mayor prior to all press conferences.
- e) Maintain an individual log of all actions taken following proper log protocols.

As-Required Responsibilities – Emergency Circumstances

- a) Arrange for media facilities and support near the EOC.
- b) Appoint a Citizen Inquiry Officer and telephone for a Citizen Inquiry Hot Line.

17. Donations Management Officer

Regular Responsibilities – Emergency Circumstances

The Donations Management Officer, typically filled by the Municipal Treasurer, shall undertake the tasks set out below.

- a) Co-ordinate and process requests for donations.
- b) Co-ordinate offers of, and appeals for, donations.
- c) Ensure records of financial donations are maintained.

- d) Arrange for the proper storage of donations of material goods.
- e) Ensure specific details of material goods requests are provided to the media via the PIO.
- f) Arrange for the proper distribution system of material and financial donations.
- g) Maintain an individual log of all actions taken following proper log protocols.

VIII. EVACUATION PROCEDURES

1. In an evacuation whereby the residents of the Municipality are required to leave Neebing, the reception municipalities are listed below. Their selection will be dictated by the nature of the emergency and the safety of the evacuation routes.
 - a) **PRIMARY:** THUNDER BAY (hotels/motels, friends/family)
 - b) **SECONDARY:** OLIVER-PAIPOONGE (if there is a problem evacuating to Thunder Bay or routes to Thunder Bay are not accessible – hotels/motels, friends/family possibly arena/curling club)
 - c) **SECOND ALTERNATE:** GRAND MARAIS, USA (if residents have to be evacuated south)
2. The evacuation routes are:
 - a) **Primary** – Highway 61, North to Thunder Bay (unless unsafe to travel and then route(s) would be decided upon by the ECG and broadcast by the electronic media and the Neebing Social Media Notification system and Text Alert system).
 - b) **Secondary** - Highways 593, 595, 597 and 608 west and north to Highway 588 and then north to Highway 17 and east to Thunder Bay.
 - c) **Second Alternate** – Highway 61 south to Grand Marais.
3. The Administrative Head or Public Information Officer, if designated by the Mayor will use the Neebing Social Media Notification system and the Text Alert System to assist in alerting residents, explaining the mode of travel and evacuation route. Evacuees will be encouraged to stay with friends or family, wherever possible, rather than using reception centres.
4. The Public Information Officer may use the Environment Canada Alert Weather Radio, if necessary by contacting the emergency telephone number. (see Confidential Appendix E- Emergency Internal Communications Plan). Should Environment Canada want confirmation of authority, they may call back. A personal dispatch would be necessary if the telephone and fax were out of order.
5. The Public Information Guide in the ERP outlines the information that should be provided in the event of an evacuation. Samples can be modified to meet the current situation.
6. On evacuation orders by the Mayor, and provided it is safe to do so, any available Neebing Emergency Services volunteers and/or other volunteers, assisted by the OPP, will alert the residents by going door to door to ensure all citizens have been notified. Door to door procedures are as follows:
 - a) Volunteers will be equipped with identification badges, safety vests, chalk, and flagging tape and “we were here” cards.

- b) Volunteers will be given any on-file resident emergency information forms for the evacuation area, and a list of residential and/or business addresses on the road(s) or highway(s) to be evacuated.
 - c) Volunteers will knock and/or use doorbell facilities at each address in the evacuation area to attempt to communicate with the occupants of the household or business.
 - d) Any responding occupant will be provided with information relevant to the evacuation. In the event that the occupant(s) require evacuation transportation, the occupant(s) will be advised to place a white sheet or towel in a visible outdoor location at the roadway entrance to their property to indicate the need for transportation. The occupant(s) will be advised that their front door will be marked with a chalk circle to indicate that evacuation volunteers have successfully reached any occupants.
 - e) If no person responds, the volunteer will try the door. If it is unlocked, the volunteer will open the door and call out to attempt to raise the attention of potential occupants. If a person responds, the procedure above is followed.
 - f) The volunteer will not enter the premises unless invited to do so by the occupant.
 - g) If knocking, doorbell use and/or calling out does not bring a person to the door (or an invitation to enter), the volunteer will 1. leave a “we were here” card in a conspicuous place at the doorway entrance, and 2. will mark the entrance door with an “x”, using chalk, to indicate that evacuation volunteers have attempted to reach occupants without success.
 - h) Processes in c) through g) above will continue for each address identified for the evacuation area.
7. The Mayor, time permitting, will give a brief interview to the media to verify for residents the authenticity of the evacuation order and to provide reassurance to residents.
 8. Whenever an evacuation is being considered, ‘*shelter in-place*’ should be contemplated as an alternate method. *Shelter-in-place* is a means of directing people to go inside a dwelling or sound structure quickly, and remain inside until the danger has passed. During *shelter in-place*, residents may be advised to close all doors and windows and shut off all ventilating, heating, and cooling systems. This method is used when evacuating the public would cause greater risk than directing them to stay where they are, or when an evacuation cannot be undertaken.

IX. PUBLIC EMERGENCY INFORMATION GUIDE

It is extremely important not to panic in emergency circumstances. Pre-planning and up-to-date information will help keep everyone calm during the situation. Through ongoing public education, all residents of Neebing will be given information on creating a 72-hour emergency kit and keeping required supplies on hand in case of emergency. While the Municipality has emergency protocols and such in place to handle these situations, each household is responsible for its own family safety plan.

All households/businesses are encouraged to fill out a “resident emergency information form” (available from the municipal office) and keep it (a) on file with the Clerk and (b) updated as necessary. These forms are maintained on a confidential basis and are used in cases of emergency only.

72-Hour Emergency Kit

Every Neebing household should prepare a 72-Hour Emergency Kit. This emergency survival kit should have everything you and your family would need to be safe and take care of yourselves for at least three days immediately following an emergency. The following list is broken down into the essentials, items you may need to meet your family's unique needs, and items to have ready in case you must leave your home.

Essentials

- Food (non-perishable and easy-to-prepare items, enough for 3 days) and a manual can opener
- Bottled water (4 litres per person for each day)
- Medication(s)
- Flashlight
- Radio (crank or battery-run)
- Extra batteries
- First-aid kit
- Candles and matches/lighter
- Hand sanitizer or moist towelettes
- Important papers (identification, contact lists, copies of prescriptions, etc.)
- Extra car keys and cash
- Whistle (to attract attention, if needed)
- Zip-lock bags (to keep things dry)
- Garbage bags

Special Considerations

- Items for babies and small children—diapers, formula, bottles, baby food, comfort items
- Prescription medication
- Medical supplies and equipment
- Pet food and supplies
- Any other items specific to your family's needs

Extra Supplies for Evacuation

- Clothes, shoes
- Sleeping bags or blankets
- Personal items (soap, toothpaste, shampoo, comb, other toiletries)
- Playing cards, travel games, other activities for children

OTHER TIPS

- Pack the contents of your kit in an easy-to-carry bag or a case on wheels.
- Store your kit in a place that is easy to reach and ensure that everyone in your family knows where it is.
- Your kit does not have to be built overnight. Spread your shopping over a few weeks. Purchase a few items every time you go to the store.
- Your water supply is meant to cover what you would drink as well as what you might need for food preparation, hygiene and dishwashing.
- Check and refresh your kit twice a year. Check all expiry dates and replace food and water with a fresh supply. Check batteries and replace as needed.
- Keep your cell phones and mobile devices fully charged.

EMERGENCY SITUATIONS

A. EVACUATION

If an evacuation is anticipated, the public will be warned by the OPP. On becoming aware of an evacuation warning, residents are requested to turn on available radios, televisions, computers, or other telecommunication devices to local stations. The Neebing Social Media Network and/or Text Alert System, will be used for announcements and/or evacuation instructions.

When evacuation becomes necessary and is ordered:

The Municipality is not equipped to transport residents who do not have their own transportation. Neighbours will be encouraged to assist neighbours in that regard.

If residents are physically unable to leave their property or do not have transportation, they are requested to phone the broadcasted numbers (or 211) and/or contact the broadcasted agencies via email or social media. It will be recommended that they place a large white cloth (such as a bedsheet or towel) into the door of their residence, facing the street or road. Where the door cannot be seen from the road, the cloth should be affixed to a fencepost, tree, rock or other feature that is visible from the road. While it may not be possible for agencies to undertake door-to-door checks, if it is possible, having the white cloth readily visible provides a clear sign to responders and neighbours that persons within the dwelling require assistance.

The Municipality will attempt to arrange transportation for those that cannot transport themselves through volunteers and service agencies.

Residents who have their own transportation are asked to follow specific instructions and adhere to the designated evacuation routes. If instructions have not yet been provided, they should monitor telecommunications devices and the Neebing Social Media Notification System and/or Text Alert system for further information.

Residents relying on public reception centres for accommodation are reminded that pets are not permitted in either of these facilities. Personal home emergency plans should make arrangements for alternate accommodations and/or pet care.

The following actions are recommended in case of an evacuation:

1. Secure the home;
2. Carry identification (driver's licence, birth certificate, medical alert, etc.);
3. Carry sufficient money to meet contingencies;
4. Take 1 blanket or sleeping bag per person;
5. Take 1 air mattress per person, if available;
6. Take appropriate clothing for the season, and carry one change of clothes;
7. Take outerwear: a raincoat, windbreaker or parka, depending on the season;
8. Take enough ready-to-eat food to last at least 12 hours;
9. Take a thermos bottle of hot beverage;
10. Take a flashlight with spare batteries;
11. Take any prescription drugs as required (carry the prescription itself, if possible);
12. Take soap, a small towel, and any personal basic toiletries or hygiene articles;
13. Take Kleenex® or toilet paper; and
14. Take a pass-time activity, such as a book, magazine, game, etc.

Adults with small children should include items of special needs as required, such as:

1. Infant formula in thermos bottle;
2. Disposable diapers; and
3. Toys.

Persons with pets or livestock should:

1. Where the pets or livestock will remain in place, put out sufficient food and water for 72 hours, if possible;
2. Where the family's personal emergency plan provides for transport of animals to shelters or other care givers, follow that plan, provided it does not cause conflict with instructions from the broadcasting emergency agencies; and
3. Follow instructions provided from the EOC in terms of notifying appropriate agencies when pets or livestock are left in place, so that they can be accommodated when it is safe to do so.

Evacuation Notes:

Evacuees with private transportation are asked to check on neighbours who do not have transportation, and to include them in the private vehicle if possible. If there is room in a vehicle, watch for residences where occupants have placed white cloths at the street or on the front door indicating that transportation assistance is required.

Evacuees will be asked to attend and register at designated Registration Centres in the reception community so that inquiries by relatives and friends can be answered as quickly as possible.

An Emergency Public Information Service will be established in the reception community.

B. DANGEROUS GASES

If an Emergency related to dangerous gas is called:

1. Go inside.
2. Tightly close all doors, windows and exterior openings.
3. Turn off forced air heating or ventilation systems.
4. Turn on radio, television, computers, and/or other telecommunication devices, including monitoring the Neebing Social Media Notification System, as available, for instructions.
5. Stay in upper portion of building. If necessary, seal yourself in one room and seal all windows and doors with wet cloths.
6. Do not go into the basement.
7. Move quickly, but do not run if moving through gas.
8. Soak cloth in water and breathe through it, if breathing becomes difficult.
9. Evacuation areas will be determined by wind direction.
10. Each household is responsible for its own evacuation plan.

If you are in your car:

1. Close all windows.
2. Shut off ventilation.
3. Continue driving away from the area and do not drive through the gas cloud. This may cause the car engine to stall, creating significant danger.

If you are walking:

1. Go to nearest building or car and follow the above instructions.
2. If in open area and in the path of the cloud, move quickly to high ground at right angles to the wind direction.

C. TORNADO

Weather Watches and Warnings

Environment Canada issues weather watches and warnings when anticipated weather poses a threat to public safety. This information is relayed to the public by radio, television and Environment Canada's website and other information. Download the WeatherCAN app to your smart phone. Public Safety Canada will also have relevant information.

A severe weather **watch** is issued up to six hours in advance to alert the general public that, for a specified portion of Ontario, there is a high potential for dangerous thunderstorm weather, which may be accompanied by a tornado.

A severe weather **warning** is issued as closely as possible in advance to alert the public that severe thunderstorms or tornadoes are imminent in the warning area -- i.e., a severe thunderstorm is in progress or expected to occur within two hours.

Neebing will post Environment Canada's public weather alerts relating to significant weather events on the Neebing website and Social Media Notification System.

Tornado Safety Hints

A personal tornado awareness program should include:

1. being aware of the weather, knowing the radio, social media or television stations which broadcast up-to-the-minute weather information
2. knowing the name by which Environment Canada refers to your forecast region when they issue weather watches and warnings
3. reviewing personal household emergency plans of action

When a Tornado Threatens:

1. Stay away from your windows, doors and outside walls. Protect your head.
2. For maximum safety, go down to the basement or seek shelter under a stairway or sturdy table, or in a closet. Prop a table or large piece of furniture against a wall to form a triangular form of "tunnel" within which to lie down.
3. Try to reach the centre of the house or the side away from the storm.
4. Avoid buildings with large areas of unsupported roof, including arenas, barns or supermarkets.
5. If caught in such a building, seek out the lowest floor, an inside hallway or small interior windowless room, or get under something sturdy. Prop a table or large piece of furniture against a wall to form a triangular form of "tunnel" within which to lie down.
6. If caught in the open, try to determine the tornado's direction of travel and move at right angles to it. If you cannot avoid the storm, find a ditch, ravine or other depression and lie flat. Do not remain in your car. Many people have been killed trying to ride out a tornado in their cars.
7. If no shelter can be found, hang on to the base of a small tree or shrub.
8. Remember that damaged and weakened structures, fallen debris, downed hydro wires, and gas leaks are potential dangers after a storm has passed.

D. WILDFIRES

While forest fires can be dangerous to people and property, being prepared in advance and knowing what actions to take can better protect you.

The best way to protect yourself and your family in case of a wildfire is to follow these steps:

1. Stay informed: Monitor weather, listen to local authorities and prepare to evacuate.
2. Monitor local radio stations for up-to-date information on the fire and possible road closures.
3. Be prepared to evacuate at any time. If told to evacuate, do so.
4. Keep your vehicle fueled. Park your car, positioned forward out of the driveway. Keep car windows closed and have your 72 Hour Emergency Kit in your car should you need to evacuate.
5. If you are on a farm/ranch, leaving livestock unsheltered is preferable, or if time and personal safety permits, evacuation from the danger zone should be considered.
6. Move all combustibles away from the house, including firewood and lawn furniture. Move any propane barbeques into the open, away from structures.
7. Close all doors, garage doors and windows. If weather seal or doors have gaps, seal with duct tape.
8. Hook up your garden hose should the fire department need to use it.
9. If you do not evacuate, close all windows and doors in the house to reduce smoke and debris entering your home.

Prepare Now

Take the following steps so you and your family are prepared in the event of a forest fire:

1. Review and discuss the safety tips with your entire household to make sure everyone understands what to do in a forest/wildland fire.
2. Clearly mark all driveway entrances and display your address so that fire vehicles can easily find your home.
3. Practice evacuating your home. Teach all household members the technique of "stop, drop and roll" in case clothes catch on fire.
4. Install smoke detectors and sprinklers on every floor and by all sleeping areas.
5. Plan several escape routes away from your home by car and by foot.
6. Create a safety zone around your home. Modify or eliminate brush, trees and other vegetation that could spread fire.

E. SNOW AND ICE STORMS

Across Canada, winter storms or extreme cold can occur suddenly and last for multiple days. The best way to protect yourself and your family is to follow these steps:

1. Have your emergency kit ready.
2. Be prepared for power outages.

When a severe storm is expected, Environment Canada will issue a weather warning. Radio and television stations will also broadcast Environment Canada weather statements. Pay attention to that information.

Be alert for instructions from officials and community leaders – listen to the radio, watch your local news channels, and/or follow your local news outlet and/or emergency officials on social media.

During the storm, avoid going outside or unnecessary travel. If you have to go outside, dress appropriately to protect yourself from the elements. Watch for signs of frostbite and hypothermia. Use the "buddy" system if you can - bring someone outside with you. Bring companion animals indoors. Create a place where other animals can be comfortable in severe winter weather.

Do not overexert yourself or work outside for extended periods of time.

F. PROLONGED POWER OUTAGES

Extended power outages may impact the whole community. The best way to manage during a power outage is to be prepared.

- Have your emergency kit ready.
- Never use a BBQ, generator or propane heater inside an enclosed area. Carbon monoxide kills.

A power outage may:

- disrupt communications, water and transportation;
- close retail business, grocery stores, gas stations, ATMs, banks and other services;
- cause food spoilage and water contamination; and
- prevent the use of medical devices.

Power Outage Tips:

- Keep freezers and refrigerators closed.
- Disconnect appliances and electronics to avoid damage from electrical surges.
- Have alternate plans for refrigerating medicines or using power-dependent medical devices.
- Use the 211 Notification and Communications system to inquire about heating and cooling locations (public reception centres) open in the municipality.

Appendix A

GLOSSARY

NEEBING EMERGENCY RESPONSE PLAN

APPENDIX A - GLOSSARY

AAR	After-Action Report prepared after the event to document tasks and make recommendations for improvement
ARES	Amateur Radio Emergency Services
Available Resources	Resources assigned to an incident, checked in, and available for a mission assignment. Normally located in a staging area.
CACC	Central Ambulance Communications Centre
CANUTEC	Canadian Transport Emergency Center (operated by Transport Canada)
CEMC	Community Emergency Management Co-Ordinator
CIL	Critical Infrastructure Listing
ECG	Emergency Control Group
EIO	Emergency Information Officer
Emergency	A situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.
Emergency Information Center	A facility designated and equipped from which information release is co-ordinated (i.e. press releases, public queries, media briefings, monitoring, etc.
EMO	Emergency Management Ontario
EMP	Emergency Management Program
EMPC	Emergency Management Program Committee
EMS	Emergency Medical Services as in Superior North EMS
EOC	Emergency Operations Center – a facility from which incident management support is co-ordinated. Neebing’s primary EOC is the Municipal Office. Its secondary/alternate EOC is Blake Hall Community Centre, and its third alternate is the Neebing Fire Hall #2.
ERP	Emergency Response Plan
HIRA	Hazard Identification and Risk Analysis
HUSAR	Heavy Urban Search and Rescue vehicle
Incident Action Plan	An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may have several stages or phases over operational periods.
LARC	Lakehead Amateur Radio Club
LRCA	Lakehead Region Conservation Authority
MAH	Ministry of Municipal Affairs and Housing (Ontario)
MNRF	Ministry of Natural Resources and Forestry (Ontario)
MOECP	Ministry of Environment, Conservation & Parks (Ontario)

NES	Needing Emergency Services
NSMNS	Needing Social Media Network
OFMEM	Office of the Fire Marshal and Emergency Management (Ontario)
Operational Period	The time scheduled for executing a given set of operation actions, specified in the Incident Action Plan.
OPG	Ontario Power Generation
OPP	Ontario Provincial Police
PEOC	Provincial Emergency Operations Center
PERT	Provincial Emergency Response Team
PIO	Public Information Officer A person assigned to interface with the public and media or with other agencies with incident-related information requirements.
Resources	Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained.
RCFB	Rural Cupboard Food Bank (Conmee Town Office)
RFDA	Regional Food Distribution Association (Thunder Bay)
SNEMS	Superior North Emergency Management Services
TBDHU	Thunder Bay District Health Unit
TBDSSAB	Thunder Bay District Social Services Administration Board