

# **EMERGENCY PLAN**

**Schedule "A" to By-Law 2017-34**

Revised: August 22th, 2017

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# EMERGENCY PLAN

## FOREWORD

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

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

Regular exercises will be staged to ensure the arrangements embodied in this plan are kept current and that all are kept familiar with its provisions. Members of the Emergency Awareness Committee should likewise review and keep up to date their own procedures and arrangements for responding to emergencies, and should inform their secretary of any changes.

## DUBREUILVILLE AREA - GENERAL INFORMATION

The Corporation of the Township of Dubreuilville, population 700 is situated in the central part of Algoma District in the North east extremity of Dunphy Township and Finan Township.

- a) Dubreuilville is situated on Highway 519, 32 kilometers North of Highway 17. At this point, Wawa is 40 kilometers to the east and White River is approximately 50 kilometers to the West. Hawk Junction, a divisional point on the Canadian National Railway, is 38 kilometers to the South Via Rail.
- b) Franz, is an unorganized territory that is situated 20.8 kilometers to the North of Dubreuilville.
- c) Almost the entire work force of the population is engaged in mining and related activities, which operates 7 days a week.
- d) The Ministry of Natural Resources has a large depot in Wawa which is connected to the Ontario Ministry of Natural Resources network.
- e) Communications are by telephone through the Bell Canada system and short wave radio. Cell coverage is currently supplied by TBay tel. C.B.O.N., a radio communicated from Sudbury, is the main French channel; also a satellite radio station C.J.W.A. in Wawa operated through its parent station.
- f) The Township of Dubreuilville has its own Clinic a satellite of Lady Dunn Health Centre. This hospital has 16 long term beds and 15 patient beds. Dubreuilville's clinic has two registered nurses and has one nurse on call during week days and week nights.
- g) A municipal heliport in Dubreuilville is available for emergency purposes.

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## **INTRODUCTION**

Emergency is defined as situations or impending situations caused by forces of nature, accident or an intentional act abnormally affecting the property, health, safety and welfare of a community, which by its nature of magnitude requires a controlled and coordinated response by all agencies. These are distinct from routine operations carried out by municipal agencies such as: firefighting, police or works departments, etc...

Legislation entitles “An Act to provide for the formulation and Implementation of Emergency Plan” short title “The Emergency Plan Act”, is the primary authority enabling passage of the By-law formulating this emergency plan which will govern the provision of necessary services during an emergency. This also prescribes procedures under and manner in which municipal employees and other persons will respond to an emergency. Important measures enabled under the legislation and which from part of this plan are:

- a) expenditures of monies associated with the formulation and implementation of an emergency plan;
- b) authorization for municipal employees to take appropriate action before formal declaration of an emergency;
- c) specification of procedures to be taken for safety and/or evacuation of persons in an emergency area;
- d) designation of other members of the Board who may exercise powers and perform the duties of the Head of the Board under the emergency plan during the absence of the Head of the Board or upon his inability to act;
- e) establishment of committees and designation of employees to be responsible for reviewing the emergency plan, training employees in their function and implementing the emergency plan during an emergency;
- f) obtainment and distribution of materials, equipment and supplies during an emergency;
- g) such other matters are as considered necessary or advisable for the implementation of the emergency plan during an emergency.

A copy of the Emergency Plan can be viewed online at [www.dubreuilville.ca](http://www.dubreuilville.ca).

## **GOAL**

The goal of this plan is to make provision for the extraordinary arrangement and measures that have to be taken to safeguard property and health, safety and welfare of the inhabitants of the Municipality of Dubreuilville when faced with an emergency.

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# **MUNICIPAL CONTROL GROUP**

## **COMPOSITION**

Emergency operations will be directed and controlled by the elected and appointed officials listed hereunder who will assemble for this purpose at an **Emergency Operations Center (EOC)** namely the “Municipal Office” and will be known as the **Municipal Control Group (MCG)** and will be composed of:

- a) **Senior Administrative Officials (CAO)**
- b) **Fire Chief:**
- c) **Public Works Official** (the Infrastructure Superintendent);

## **SUPPORT GROUP**

If required, a “support group” may be formed from members of public and private agencies having specialist knowledge and advice to give. This group, drawn from organizations listed hereunder, may be called upon individually or be asked to deliberate and make recommendations collectively.

- a) public or private utilities (gas, electrical, telephone, etc.);
- b) provincial ministries;
- c) industry representatives such as chemical manufacturers;
- d) school boards;
- e) transportation companies;
- f) suppliers;
- g) caterers;
- h) etc.

## **AUTHORITY**

The Emergency Management & Civil Protection Act, 2003 states “The Head of council of a municipality may declare that an emergency exists in the Municipality or in part thereof and may take such action and make such order as he considers necessary and are not contrary to the law to implement the emergency plan of the Municipality and to protect the property and the health, the safety and the welfare of the inhabitants of the emergency area”. Accordingly, it is clear that the principal function of the MCG 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.

As enabled by the Emergency Management & Civil Protection Act, 2003, this emergency response plan and its’ elements have been:

- Issued under the authority of The Corporation of the Township of Dubreuilville By-Law # 2004-21; and
- Filed with **Office of the Fire Marshall and Emergency Management (OFMEM)**, Ministry of Public Safety and Security.

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## **IMPLEMENTATION AND PROCEDURES**

Emergencies could arise with or without warning; this plan takes into account and is intended to deal with the worst case, a situation that develops without warning.

An emergency will usually be reported or discovered by either police or fire services that would, in any event be among the first to be called to the scene of a potential emergency. A senior member of the MCG should personally assume control at the site of an emergency or arrange for an onsite coordinator to take charge immediately and then, depending upon the situation, he may make a decision to alert and assemble the MCG in accordance with the procedure as outlined in detail at Appendix 1.

## **MUNICIPAL CONTROL GROUP OPERATIONS**

Upon assembling, the Head of Council, with the advice of the other members of the MCG, may take a decision to declare an emergency and invoke the provisions.

### **GENERAL**

The role of the MCG probably can best be accomplished by a round table assessment of events as they occur and by agreeing a course of action to overcome specific problem areas or situations. Normally, an agreed course of action will be implemented by municipal departments functioning primarily within their own spheres. However, from time to time, it may become necessary for MCG to adopt and implement a joint plan of action which could involve two or more departments operating in unison. In this latter situation, it would be necessary for the MCG to determine which department will have a greater commitment and to appoint an onsite coordinator accordingly. Thereafter, until emergency operations conclude and in consonance with MCG directions, other departments will act in support of whichever department is exercising onsite coordinator of operations.

### **COMMUNICATIONS AND COORDINATION**

An important function of every department is to provide timely information for the benefit of the MCG decision making process. This will necessitate reliable systems of communication between the emergency site and the MCG Operations Centre, for every department involved. Radio communication, the EOC must be sufficiently large to accommodate both information gathering, display activities and provide room for the MCG to function.

Once decisions have been taken by the MCG, it is essential they be quickly and accurately passed to every response agency, and where necessary, to the public. This vital function will normally fall to the senior administrative officer (or other appointee) who will act as operations officer and be responsible for coordinating the activities of the EOC and for ensuring good communication between all agencies involved in emergency operations.

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## **RESPONSIBILITIES**

### **MUNICIPAL CONTROL GROUP**

Some or all of the following actions/decisions may have to be considered and dealt with by the MCG:

- a) “declaring” an “emergency to exist”;
- b) “designating any area” in the municipality as an emergency area;
- c) “authorizing expenditures” of funds for implementing the emergency plan;
- d) “evacuating” those buildings or sections within an emergency area which are themselves considered to be dangerous or in which the occupants are considered to be in danger from another source;
- e) “dispersing people” not directly connected with the operation who by their presence are considered to be in danger or whose presence hinders in any way the efficient functioning of emergency operations;
- f) “discontinuing utilities” or services provided by the public private concerns without reference to any consumers in the municipality, or when continuation of such utilities or services constitutes a hazard to public safety with in emergency area;
- g) “arranging for accommodation and welfare” on a temporary basis, of any residents who are in need of assistance due to displacement as a result of the emergency;
- h) “calling in and employment of any municipal personnel and equipment” which is required in an emergency;
- i) “arranging assistance” from senior levels of government and of other personnel and equipment of volunteers and other agencies not under municipal control as may be required by the emergency;
- j) “establishing an information center” for issuance of releases to the news media and for issuance of authoritative instructions to the general public;
- k) “establishing a reporting and inquiry center” to handle individual requests for information concerning any aspect of the emergency.

### **SENIOR ADMINISTRATIVE OFFICIAL**

The senior administrative official will perform the duties and responsibilities of an “operation officer”, as such he will:

- a) chair meeting of the MCG;
- b) declare an emergency to exist;
- c) ensure the OFMEM, Ministry of Public Safety and Security, public, neighboring community officials, Local MPP and MP have been notified of the declaration of an emergency; and are kept informed of the emergency situation;
- d) make decisions, determine priorities and issue operational direction through the operation officer and the heads of municipal departments;
- e) request assistance from senior levels of government, when required;
- f) approve news releases and public announcements;
- g) terminate the emergency at the appropriate time and ensure all concerned have been notified. **(Note: Council may also terminate the emergency);**
- h) emergency information officer

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- organize and supervise the EOC and, in particular, make arrangements for obtaining and displaying up-to-date information at all time;
  - b) arrange and coordinate 24 hours telecommunications systems and scheduling of regular meetings;
  - c) advise the Head of Council on Administrative matters.
  - c) ensure liaison with the Senior Police Official regarding security arrangements for the EOC;
  - d) ensure that a communication link is established between the MCG and the Emergency Site Coordinator (ESC);
  - e) calling out additional town staff to provide assistance, as required.

### **SENIOR FIRE OFFICIAL**

Upon learning of a potential emergency, the senior fire official or alternate should consider the need for possible activation of the emergency plan, and, if warranted, he should trigger the emergency alert system described at Appendix 1. Thereupon he should report to the EOC to sit as a member of the MCG and perform the following additional function and responsibilities:

- a) provide Head of Council Backup with information and advice on firefighting matters;
- b) develop and maintain a system for alerting MCG members in an emergency;
- c) if appropriate, appoint an on-site coordinator to control operation at the scene of an emergency; and establish an ongoing communications link with the on-site coordinator;
- d) inform the Mutual Aid Fire coordinator and trigger a mutual aid arrangement for the provision for additional firefighting manpower and equipment needed;
- e) determine if additional or special equipment is needed and recommend possible sources of supply, e.g., breathing apparatus, protective clothing, etc...;
- f) provide assistance to other municipal departments and agencies and prepare to take charge or contribute to non-firefighting operation if necessary, e.g., rescue, first aid, casualty collection, etc...

### **SENIOR INFRASTRUTURE DEPARTMENT OFFICIAL**

Upon learning of a potential emergency, the senior engineering official or alternate should consider the need for a possible activation of the emergency plan and, if warranted, he should trigger the emergency alert system as described at Appendix 1.

1. Thereupon he should report to the EOC to act as a member of the MCG and to perform the following additional functions and responsibilities:
  - a) provide Head of Council with information and advice on engineering matter;
  - b) if appropriate, appoint an on-site coordinator to control operations at the scene of an emergency; and establish an ongoing communications link with this person;
  - c) maintain liaison with flood control, conservation and environmental agencies and be prepared to conduct relief or preventative operation;
  - d) provide engineer materials, supplies and equipment and if not otherwise available, make arrangements for sources of supply from neighboring municipalities, private contractors, etc.;

- e) assist traffic control, evacuation, etc., by clearing emergency routes, marking obstacles, providing road signs etc.;
- f) maintain liaison with private utility companies (hydro, gas, telephone, etc.) And make recommendation for discontinuation of a utility, public or private, where necessary in the interest of the public safety;
- g) make recommendations an demolish unsafe structures if ordered by Head Council;
- h) reestablish essential services at the conclusion of an emergency; provide emergency potable water, supplied and sanitation facilities to the requirements of the Health Representative;
- j) ensure the maintenance of sanitary sewage and water systems;
- k) provide equipment for emergency pumping operations;
- l) ensure liaison with the Senior Fire Official concerning emergency water supplies for firefighting purposes;
- m) provide public works vehicles and equipment as required by any other emergency services.

**EMERGENCY INFORMATION OFFICER**

All communication either by telephone or radio shall be channeled through the Municipal Office which is the Emergency Headquarters. The Communication Officer shall be:

Mrs. Shelley B. Casey CAO Clerk / Deputy Treasurer	Res: 705-884-1572 Bus: 705-884-2340, ext. 22 Cell: 705-852-1310
Mrs. Suzanne Bouchard Treasurer/Tax Collector	Res: 705-884-2970 Bus: 705-884-2340, ext. 28 Cell: 705-852-1035

**EMERGENCY NOTIFICATION PROCEDURE**

**Introduction**

1. The critical step in initiating a controlled and coordinated response to an emergency incident is warning the Municipal Control Group (MCG) of the need to assemble at the Emergency Operations Centre (EOC).

**Concept**

2. When one of the officials designated in the emergency plan identifies the need for the activation of the emergency plan and the assembly of the CCG, he / she will issue a warning message. This message will normally be passed by telephone through the Township of Dubreuilville’s office - **Telephone Number 705-884-2340.**

**Conduct**

3. The warning message should provide sufficient information on the emergency situation to assist the designated officials to start their individual response actions as soon as possible. At the same time, brevity is essential to expedite the emergency alert. Suggested message content is as follows:

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- a. Message opening - *"This is a warning for the Township of Dubreuilville MCG-Municipal Control Group."*
  - b. Caller's name, position and call-back number.
  - c. Emergency incident details - a brief outline of the situation.
  - d. Probable decisions required.
  - e. Time to assemble the MCG - is this just a warning for people to be on standby or must they assemble immediately?
  - f. Assembly place for the MCG - where are they to meet as a MCG, the primary or alternate location or some other location?
  - g. Other information - is there any other pertinent information which MCG members should know i.e. road closures, power / telephone failures.
  - h. Message closing - *"Initiate the Emergency Alert Procedure"*.
4. On receipt of an official message from an authorized member or alternate member of the MCG, the Township of Dubreuilville will implement the alert procedure by telephoning members in the order shown of this appendix I.
  5. Members of the MCG will be called in the order shown. Alternates will be called **only** if the primary member cannot be contacted.

#### **Notification of Office of the Fire Marshall and Emergency Management Ontario**

6. Should an emergency occur or be impending, the MCG Operations Officer / EOC Manager will ensure that the Office of the Fire Marshall and Emergency Management's Duty Officer is notified (24/7 is at 416-314-0472/0473 or toll free at 1-866-314-0472 or by fax at 416-314-0474.
7. If any difficulties are experienced contacting the OFMEM Duty Officer, a call should be placed to the O.P.P. Duty Officer at 705-856-2233 or 1-888-310-1122.
8. If the emergency response plan is activated but an emergency is not declared, the OFMEM Community Officer should be advised of the situation.

#### **Administration**

10. Members and alternates are asked to notify the Clerk, Township of Dubreuilville, of a change in their telephone numbers.
11. This emergency notification contact list should be revised or tested at least annually.

**SOCIAL SERVICES REPRESENTATIVE**

A member appointed to fulfill social services function will perform the following responsibilities and duties:

- a) provide advice to head of Council and other members of the MCG;
- b) according to the nature of the emergency, implement appropriate aspect of a social service plan (these should have been developed beforehand) to provide for:
  1. Reception centers which will provide accommodation, feeding, and other emergency welfare services for those who will have had to evacuate for any reasons;
  2. Distribution of clothing and other essentials to evacuees;
  3. Operation of a reception and inquiry system to deal with inquiries from concerned friends and relatives from within and outside the community;
  4. Emergency purchase of food, supplies, etc..., that cannot be obtained in any other way.
  5. Have a representative of Dubreuilville - name and alternate.
  6. Open and operate temporary and / or long-term evacuee centers, and ensuring they are adequately staffed;
  7. Ensuring liaison with the Police Official with respect to the pre-designation of evacuee centers which can be opened on short notice;
  8. Liaison with the Health Representative on areas of mutual concern regarding operations in evacuee centers;
  9. Ensure that a representative of the Dubreuilville RC Separate School Board is notified when facilities are required as evacuee reception centers, and that staff and volunteers utilizing the school facilities take direction from the Board representative(s) with respect to their maintenance, use and operation;
  10. Making arrangements for meals for the staff / volunteers at the MCG and the Site.

<b>TRANSPORTATION OPERATION</b>
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The responsibility of the transportation services in an emergency in the Municipality may extend to an evacuation of the whole or any part of the community. Some of the actions required to be performed are as follows:

1.
  - a) arrange for the marshaling of vehicles on a volunteer or request basis at a convenient takeoff point;
  - b) arrange the reception of the cavalcade at the neighboring community or communities as required giving time of expected arrival and number of evacuees;
  - c) arrange any required transport needed in the emergency other than for the evacuees.
2.
  - a) in peacetime emergency, the CAO-Clerk or alternate will advise the elementary and secondary schools of the incident which has occurred or is apprehended:

École St-Joseph (Dubreuilville Elementary School)	705-884-2764
École secondaire l'Orée des bois (Dub. High School)	705-884-2222
Michipicoten High School (Wawa)	705-856-4464

APPENDIX II

**REQUEST FOR PROVINCIAL & FEDERAL ASSISTANCE**

If locally available resources, including those which might be available from bordering municipalities and/or county sources are insufficient to meet emergency requirements, then assistance may be requested from the province. Such request should normally be directed through area/region/district offices of the Provincial Ministry/agency who normally provide services in the local area.

PROVINCIAL MINISTRY/AGENCY	TELEPHONE	FAX
<b>Office of the Fire Marshall and Emergency Management</b> Roger Lord - Field Officer – Albany Sector <a href="mailto:roger.lord@ontario.ca">roger.lord@ontario.ca</a> Bob Thorpe – Fire Adviser	<b>1-866-314-0472</b> Off: 705-856-2532  1-416-314-3723	<b>1-416-314-0474</b> Off: 705-856-8289  1-416-314-3758
Ontario Provincial Police (North Bay)	1-888-310-1122 705-856-2233	705-856-7572
Ministry of the Solicitor General <b>FIRE MARSHAL</b> Bob Thorpe	1-416-314-3723	1-416-314-3758
Environment (Sault Ste. Marie) Direct to Toronto	1-800-268-6060	1-416-325-3011
Natural Resources (Wawa) Direct to Toronto	705-856-2396 <b>1-888-863-3473</b> <b>(Forest fire report#)</b>	705-856-7511 1-416-965-6336
Ministry of Transportation Direct to Thunder Bay	1-800-465-5034	1-807-473-2157
Community / Social Services Direct to Sault Ste. Marie	705-253-2001 <b>1-800-825-7593</b>	705-942-3680
Municipal Affairs (Sudbury)	<b>705-564-0120</b> 1-800-461-1193	705-564-6863

\*\*\* Ministry/Agency Offices have responsibility for informing their headquarters and arranging types and levels of assistance beyond local capabilities.

Alternatively, and especially in the case of severe or widespread emergencies, municipalities may wish to alert the Provincial Government and obtain assistance by telephoning the local **O.P.P. General Headquarters in Orillia, telephone number (705) 329-6950**. The O.P.P. Duty Officer will thereafter assume responsibility for the notifying the appropriate Ministry and, depending on the nature of the emergency, a lead Ministry may be appointed to coordinate the provision of assistance of by all provincial government ministries.

The same procedure should be followed if assistance is required from the Federal Government, including assistance from Canadian Armed Forces.

The Coordinator of Emergency Planning for Ontario, under the direction of the Solicitor General, is responsible for monitoring, coordinating and assisting in the formulation and implementation of emergency plans made by provincial government bodies and for insuring that such plans are coordinated in so far as possible with emergency plans of municipalities and the Government of Canada. He can be contacted directly by telephone **(416) 965-6932 or 965-6708** for routine inquiries or, in an emergency, through the Duty Officer at O.P.P. General Headquarters **(705) 329-6950**.

### APPENDIX III

CRITICAL INFRASTRURE INFORMATION		
<b>AIRPORTS</b>		Telephone number
Municipality of Wawa	Airport Manager	705-856-2244 ext. 270
<b>AIR SERVICES</b>		Telephone number
Canadian Helicopter Services	Wilderness Base -Wawa	705-856-1660
Canadian Helicopter Services	Wilderness Base – Marathon	807-229-8692
	Superior Helicopter-Marathon	807-229-8687
<b>RAILWAYS</b>		Telephone number
Police Emergency CN passenger train		705-942-2178 for 24 hr service
Algoma Central Railway		800-242-9287 705-946-7300 <b>Fax:</b> 705-541-2989
CN Railway	Emergency CN Police	800-465-9239
CP Rail	Emergency CP Police	800-716-9132
<b>AMBULANCES</b>		Telephone number
Dubreuilville	Emergency Base	9-1-1 705-884-2382
Wawa	Base Emergency	705-856-4493 9-1-1
<b>AUXILIARY LIGHTING</b>		Telephone number
Algoma Power	Sault Ste-Marie – Emergency -Administration	705-253-0211 / 800-335-0284 / 705-759-7600 / 888-593-3348
<b>BOATS</b>		Telephone number

Ontario Provincial Police	OPP Wawa	888-310-1122 or 705-856-2233
<b>BUS SERVICES</b>		Telephone number
Lacroix Bus Line Lloyd's of Wawa	Wawa (Cell) Wawa	705-856-5802 705-856-2061
<b>CATERERS</b>		Telephone number
LOL Resto Bar :) Lacroix Enterprises Ltd.	Dubreuilville Dubreuilville	705-884-1288 705-884-2941
<b>CHEMICALS</b>		Telephone number
Spill Action Centre	Toronto	1-800-268-6060
<b>CHILDREN'S AID SOCIETY</b>		Telephone number
Children's Aid Society	Wawa after hours Fax	705-856-2960 1-888-414-3571 705-856-7379
<b>CHURCHES</b>		Telephone number
Roman Catholic	Ste. Cécile	705-884-2578
<b>COMMUNITY ASSOCIATION</b>		Telephone number
Alouette Snowmobile Club ATV Club	Luc Lévesque  Dany Vallière	705-884-2070 (Work) 705-852-0331 (Cell) 705-884-2049 (Home)
<b>CORONERS</b>		Telephone number
Coroner's Dispatch		1-888-310-1122
<b>DIVERS &amp; DIVING EQUIPMENT</b>		Telephone number
Ontario Provincial Police Search & Rescue Centre		1-888-310-1122 1-800-267-7270
<b>DOCTORS</b>		Telephone number
Dr. Julie Weinstein Dr. Chris Stamler Dr. Erle Kirby Dr. Micheal Cotterill Dr. Anjali Oberai	Wawa Medical Clinic " " " "	705-856-1313

<b>FIRE DEPARTMENTS</b>		Telephone number
Dubreuilville Wawa	Emergency Emergency – Fire Hall	9-1-1 / 705-884-2340 ext. 32 9-1-1 / 705-856-2244 ext. 7
<b>FOOD SUPPLIERS</b>		Telephone number
Lacroix Enterprises Ltd. Quicke-Mart	Dubreuilville Dubreuilville	705-884-2941 705-884-2070
<b>FUEL DEALERS</b>		Telephone number
Leclair Fuel Dubreuil Lumber Inc. Donald L. Davidson Fuels	Sault Ste Marie Dubreuilville (Luc) Wawa	705-945-8242 705-856-5545 705-856-2166
<b>FUNERAL HOMES</b>		Telephone number
Gilmartin P M O’Sullivan-Donnelly	Wawa Sault Ste. Marie	705-856-7340 705-759-8456
<b>HEAVY EQUIPMENT</b>		Telephone number
Dubreuil Lumber Inc.	Dubreuilville (Luc Bélanger)  Richmont Mines RCMD Contracting (Réjean St-Pierre)	705-856-5545 (Cell)  705-884-2804 ext.2310 705-255-6964 (cell)
<b>HOSPITALS / CLINICS</b>		Telephone number
Lady Dunn Health Center <b>Sault Area Hospital</b>  Dubreuilville Medical Clinic After Hours	Wawa <b>Sault Ste. Marie</b> <b>Crisis Services (24 hr)</b>  Dubreuilville	705-856-2335 <b>705-759-3434</b> <b>705-759-3398</b>  705-884-2884 705-856-2335 ext. 0
<b>HYDRO</b>		Telephone number
Algoma Power (Distribution)	Head office SSM Emergency	1-888-593-3348 1-800-335-0284
<b>MINISTRIES</b>		Telephone number
Transportation  Natural Resources	Sault Ste Marie  Wawa	705-945-6611 Fax: 705-945-6830 Toll free: 1-877-366-0669 705-856-2396
<b>TOWNSHIP</b>		Telephone number
Municipality of Wawa White River	Wawa White River	705-856-2244 888-517-1673 or 807-822-2450

<b>NEWSPAPERS</b>		Telephone number
Algoma News Review The Sault Star Wawa News	Wawa Sault Ste. Marie Wawa – Brenda Grunt	705-856-2267 705-759-3030 705-856-7529
<b>PHARMACIES</b>		Telephone number
Fenlon’s Pharmacy Ltd	Wawa	705-856-2800
<b>POLICE</b>		Telephone number
Ontario Provincial Police	Wawa Wawa  Wawa	9-1-1 1-888-310-1122 705-856-2233 (Wawa Base) Fax: 705-856-7572
<b>PROPANE</b>		Telephone number
Superior Propane Mario Bergeron	Wawa Dubreuilville	1-877-873-7467 Cell: 705-856-6029
<b>RED CROSS</b>		Telephone number
Canadian Red Cross	Algoma Wawa  No charge Long distance	705-856-1964 705-759-4547 1-800-465-6551
<b>RADIO SATTELITE</b>		Telephone number
Vianey Sigouin	Dubreuilville	705-884-2605
<b>SCHOOL BOARDS</b>		Telephone number
St-Joseph (CSCNO) Orée des Bois (CSPGNO) Michipicoten High School	Elementary Secondary  English (Wawa)	705-884-2764 705-884-2222  705-856-4464
<b>TELEPHONE COMPANIES</b>		Telephone number
Bell Canada  Tbay Tel	Repair Service Direct Repair Line	611 800-263-7585 800-264-9501
<b>TOWING COMPANIES</b>		Telephone number
Mission Motors Ltd. Albert & Sons Service Laird Towing Lamon’s Towing	Wawa White River  Wawa	705-856-2394 or 1-800-736-0936 807-822-2441 or 807-822-2487 705-256-1652 or 705-941-1739 705-856-7454

<b>T.V. STATIONS</b>		Telephone number
C.T.V. M.C.T.V. / C.B.C.	Sault Ste. Marie Toronto	705-759-8232 416-205-3311

APPENDIX IV

**QUICK GUIDE**

EMERGENCY	CONTACT
Involving DEATH or INJURY	Ontario Provincial Police Fire Department Ambulance Service Coroner
Involving FIRE	Fire Department Ontario Provincial Police Ambulance Service
Involving FOREST FIRE	Ministry of Natural Resources Fire Department Ontario Provincial Police Ambulance Service
Involving FLOODS	Ministry of Natural Resources Engineer Ontario Provincial Police
Requiring the EVACUATION of people	Ontario Provincial Police Fire Department Transportation Services Receiving communities
Involving a discharge of large amounts of CONTAMINANTS in the atmosphere	Algoma Health Unit MOE Spills Action Centre (1-800-268-6060) Ontario Provincial Police Fire Department
Involving PESTICIDES	MOE Spills Action Centre (1-800-268-6060)

EMERGENCY	CONTACT
Involving SPILLS OF CONTAMINANT to the environment	MOE Spills Action Centre (1-800-268-6060) Ontario Provincial Police Fire Department

## Appendix V

# Town of Dubreuilville Forest Fire Response Plan

### 1. **Aim:**

This aim of this plan is to provide the procedures to be followed in the event of a forest fire emergency affecting the Town of Dubreuilville, and to define the roles and responsibilities of Town departments and supporting agencies during such an emergency.

### 2. **Authority and Custodian:**

This plan is published as Annex H to the *Town of Dubreuilville Emergency Response Plan*, as authorized by By-law 2004-21; and the *Emergency Management and Civil Protection Act, R.S.O. 1990*. The custodian of this plan shall be the Town of Dubreuilville Community Fire Chief, who is responsible for the annual review, revision, and testing of this plan.

### 3. **Forest Fire Emergency – Definition:**

A forest fire emergency is defined as a major incident wherein the lives, health and property of the citizens of the Town of Dubreuilville are affected by the results of a forest fire burning in or in proximity to the Town of Dubreuilville. The main effects of such an emergency are likely to be heavy smoke in the Town with resultant health impact. An evacuation to another part of the Town or to a receiving community may be necessary, and under extreme conditions structures in the Town may burn as a result of the fire. Should an evacuation be required the evacuation of vulnerable citizens will be a priority.

### 4. **Notification and Implementation:**

This plan may be implemented in whole or in part, as required, with or without the declaration of an emergency by the Head of Council. Upon implementation, all participating agencies will respond in accordance with the procedures described within this plan.

### 5. **Agency/Individual Roles and Responsibilities:**

#### **Community Emergency Management Coordinator**

- set up the Dubreuilville Emergency Operations Centre (EOC)

- 
- notify the other members of the Municipal Control Group (MCG)
  - notify the PEOC that the EOC has been activated
  - notify municipal Mutual Assistance partners
  - liaise with MNRF fire management staff, and arrange for MNRF representation on the MCG

### **Municipal Control Group**

- ensure the provision of essential municipal services
- arrange bus transportation if required to evacuate citizens without their own means of transportation

### **Ontario Provincial Police**

- control movement out of the area being evacuated
- provide security in and around the evacuated area

### **Dubreuilville Public Works Department**

- provide barricades to close off access to evacuated areas
- arrange for MNRF access to fire hydrants if municipal water is required for suppression or values protection by sprinklers

### **Dubreuilville EMS**

- assist in the evacuation of citizens requiring special assistance

### **Dubreuilville Social Services**

- provide social assistance and other services to vulnerable persons
- liaise with other community organizations
- establish evacuation centres as required in the Town
- liaise with any receiving community so as to meet evacuees' needs

### **Dubreuilville Fire Department**

- assist MNRF with forest fire fighting and values protection activities
- respond to any structural fires in the Town with the assistance of Mutual Aid
- assist Wawa Police Department with the conduct of any evacuation

### **North-East Community Care Access Centre**

- assist in identifying citizens requiring special assistance

### **Office of the Fire Marshall and Emergency Management**

- provide advice and assistance to the MCG

### **Dubreuilville Emergency Information Officer**

- assist MNRF in the provision of public information material

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## **Dubreuilville Human Resources Manager**

- recruit and register volunteers

### **6. Training, Supplies and Financing**

Each participating agency is responsible for defining and providing the training required by its own staff in performing its emergency roles at its own cost.

Each participating agency is responsible for procuring and maintaining the supplies required by its own staff in performing its emergency roles at its own cost.

Costs and damages related to a forest fire will be tracked and submitted to the Treasurer of the Township of Dubreuilville for consideration and resolution.

### **7. Recovery**

Recovery procedures will be implemented in accordance with the Town of Dubreuilville Recovery Plan. The Chief Administrative Officer of the Town of Dubreuilville or the MCG (in declared emergencies) will manage the Recovery Plan.

# Telephone Outage Response Guide

## Objective

To ensure that the emergency needs of the citizens of Dubreuilville will continue to be met in event of a telephone outage.

## Scope

This guideline will provide the basis of reference for:

- Ambulance, Fire and Police in meeting, receiving and responding to emergency calls in the event of a telephone outage,
- Dubreuilville's Emergency Awareness Committee (EAC), in monitoring situation as well as addressing and supporting the needs of the emergency services and the community as they arise,
- Dubreuilville Amateur Radio (Vianney Sigouin) when called upon to assist with alternate means of communication.

## Situations

- **No Service**
- **Localized Calling but No 911 or Long Distance**

## Procedure

The first emergency service aware of the situation, will confirm with the other two.

Fire Department: Determine type of outage.

- Using the satellite phone the Fire Department will call 911 SMC (Bell Surveillance and Maintenance Centre). Request details of the outage, what happened, where, how long it is expected to be out, etc. If local calling available request SMC to have 911 re-routed to 884-2340 ext. 32.
  - After the initial call Central Ambulance Communication Centre (CACC) will take the lead and follow up with SMC and provide the Fire Department with updates who will in-turn relay information locally to Police, EMS and EAC.
- The Fire Department will effect a radio page of its volunteer firefighters to respond to the Fire Hall.
- Fire Department will call-out the Emergency Awareness Committee (EAC); advising the first member reached of the situation and asking that EAC member if they wish the rest of the group to be called out.

Police and Ambulance: Each will endeavour to send a representative to the Fire Department ASAP as the Fire Department will become the localized communication centre.

EAC: Consider Declaring an Emergency (dependent on situation & length of time).

- Under declared Emergency request OFMEM to effect Press Release under Red Alert.
- Press Release – telephone, email or hand deliver to radio station, etc.
- Update municipal website.

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## **Localized Calling but No 911/Long Distance**

If the outage is Localized Calling but no 911/Long Distance, Fire Department requests SMC to get a local Bell technician to re-route 911 calls to 705-884-2340 ext. 32. This is already in place, however, the switching has to be done manually. May take a while depending on location of technician; *until switch-over is done calls into 911 will ring no answer.*

### **After switching is complete Fire Department receives incoming 911 calls.**

#### 911 Ambulance:

- Fire can take call & notify CACC using CACC radio on No. 1 pumper.
- If pumper is out on a fire call the old portable radio can be used which has CACC backup and is still monitored by CACC SSM.
- CACC will dispatch its ambulances.
- *EMS may have personnel available to attend the fire hall* to take the calls and if outage is for an extended period of time SSM CACC will send its people.

#### 911 Police:

- OPP will have one of their officers attend the Fire Department to take the police calls.

### **Use Old Community Access Numbers**

#### **Prior to Switching & During Emergency Also Use Alternate 911**

- Remove any call forwarding. Broadcast to public & use following numbers:
  - Fire 884-2340 ext. 32, Ambulance 884-2382, Police 856-2233.
- 

### **No Telephone Service** (no Central Office Operating - no signal on the phone)

#### Possible Action

- Action will be determined by length of time it will take to fix the telephone service.
- ELARC to attend the Fire Hall –to possibly set up, upon direction from EAC, base station at fire hall and members at strategic locations around town.
- EAC set up portable base station in EOC for direct contact with Fire Dept.
- A representative from each emergency service will stage at the Fire Department to receive any incoming emergency calls from ELARC.
- Direct people to drive directly to emergency service for assistance.
- Direct people to utilize their neighbours and friends for assistance to access emergency services if no transportation available.
- Contemplate rolling patrols utilizing volunteer firefighters and their green lights.
- Communicate via Press Release ELARC sites, times manned, etc.

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## **Emergency Awareness Committee – Possible Actions**

### **Advice to Municipal Partners / Vulnerable Population**

#### **EAC to direct advice.**

Provide contact person where concerns from these organizations can be routed. Via telephone, email or door to door.

- Lady Dunn General Hospital 705-856-2335

### **Advice to Public and Separate Schools**

- École St-Joseph 705-884-2764
- École Secondaire Orée des Bois 705-884-2222

### **Communication:**

- Bell Canada will not be issuing any press releases.
- Local Radio should not be affected if fibre optic cable is down; will still be able to transmit.
- Notify public and media as to the situation which exists with 911.
- Under Declared Emergency request OFMEM to issue Red Alert; broadcast news alerts TV, radio.
- Communicate key locations around community where ELARC operators are being set up.
- Internet is not totally related to telephones, may be able to email press.
- Although talking on cell phones is not working texting may.
- The primary methods of alerting the public at large will be by radio, television, internet.
- Secondary methods of alerting the public shall be
  - Public address systems, i.e. Police and Fire
  - Door to Door Service, Word of Mouth
- Set up an information reception centre at Arena where the public can go to for information and to document hardships. This negates people hounding the emergency services offices, and city hall.
- Call in Red Cross to man reception centre.

**Message:** Sample Press Releases attached.

### **Issues to Review:**

- Length of outage.
- Fire alarms, firewatch for apartment buildings.
- Burglar alarms.
- Business Impact, i.e. banks, no interact, etc.

### **Possible Sites for ELARC:**

- Fire Hall Base

**N.B.** Refer to telephone listing for unpublished confidential numbers.

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## Confidential Telephone Numbers

911 SMC 24/7 (Bell Surveillance & Maintenance Centre)

Telephone: 1-800-263-7585

Fax: 1-800-587-6911

Dubreuilville Fire 705-884-2340 ext. 32

Wawa OPP 705-856-2233

Paul Lacourciere - Corporate Affairs Manager

P: 888-737-6673 ext.: 6711

Or

Doris Blackburn – Corporate Affairs Manager

P: 1-888-737-6673 ext.: 7023

1-819-824-7023

C: 819-354-1961

In Community Bell Technicians

Bell SMC – to provide numbers locally if they are unable to contact technician and community needs to contact technicians to effect switch over of 911 to 848-3232 in the event of local call but no 911/long distance.

Dubreuilville Amateur Radio Contact

Vianney Sigouin

705-884-2605

430 Avenue des Cèdres

Chief Administrative Officer

Date

News Release

Pour diffusion immédiate / For immediate release

**«CANTON DE DUBREUILVILLE TOWNSHIP – PRENEZ AVIS / TAKE NOTICE »**  
**SERVICE 911 & LONGUE DISTANCE NON FONCTIONNEL**  
**911 SERVICE & LONG DISTANCE NOT WORKING**

À Dubreuilville, Ontario, (Date) \_\_\_\_\_, 1 :00 heures. Greffier Administrateur \_\_\_\_\_ signale que le service téléphonique 911 et les appels de longue distance dans la communauté ne sont actuellement pas fonctionnels. L'échange d'appel local est toujours disponible. Bell Canada et le Centre de surveillance de la maintenance est conscient de la situation et travaille présentement sur la résolution du problème. La situation peut vous tromper car les appels au 911 ainsi que les longues distances semblent fonctionner puisqu'elle vous donnera une sonnerie, mais pas de réponses à l'autre extrémité. Pour l'instant nous n'avons aucune idée quand le service sera de retour à la normale.

Le gens qui on besoin des services 911, sont priés d'appeler les numéros locaux suivant :

Incendie : 705-884-2340 ex 32  
Ambulance : 705-884-2340 ex 32  
Police : 705-856-2233

\*\*Les gens sont priés d'utiliser ces numéros de téléphone pour les urgences seulement. Toute mise à jour sur la situation sera fournie aux medias locaux et affiché sur la télévision locale.

Le canton de Dubreuilville vous remercie pour votre patience.

*Dubreuilville, Ontario, (Date) \_\_\_\_\_ at 01:00 hours. Chief Administrative Officer \_\_\_\_\_ advises that the 911 telephone service and long distance telephone capabilities in the community are currently not working. Local calling exchange is still available. Bell Canada Surveillance and Maintenance Centre are aware of the situation and working on fixing the problem. The situation will continue as marked by a ringing but no answer on the 911 / long distance call. It is not known at this time when it will be fixed.*

People who require 911 services are asked to call the local telephone numbers as follows:

Fire: 705-884-2340 ext. 32  
Ambulance: 705-884-2340 ext. 32  
Police: 705-856-2233

\*\*Please endeavour to use these telephone numbers for emergencies only. Any updates on the situation will be provided to the local media and posted on local television.

The City of Dubreuilville appreciates your patience.

Pour information / For information contact:  
(Name), CAO @ 705-884-2340 ext. 22

Chief Administrative Officer

Date

News Release

Pour diffusion immédiate / For immediate release

**“CANTON DE DUBREUILVILLE TOWNSHIP – PRENEZ AVIS / TAKE NOTICE”**  
**SERVICE DE TÉLÉPHONE NON FONCTIONNEL**  
**TELEPHONE SERVICE NOT WORKING**

À Dubreuilville, Ontario, (Date) \_\_\_\_\_, 1 :00 heures. Greffier Administrateur \_\_\_\_\_ signale que le service téléphonique au sein de la communauté ne fonctionne pas. Bell Canada et le Centre de surveillance de la maintenance est conscient de la situation et travaille pour résoudre le problème. La situation est identifiée par aucun signal sur le téléphone. Nous n’avons aucune indication pour l’instant du retour à la normale du service.

Les gens qui ont besoin du service 911 sont invités à :

- Conduire directement à la caserne de pompier pour l’assistance
- Si vous n’avez pas de véhicule ou êtes incapable de conduire, demandez a un voisin ou un ami pour vous aider à accéder au service d’urgence requis.
- Les pompiers volontaires de Dubreuilville feront des patrouilles de roulement avec leurs véhicules en évidence par une lumière verte clignotante. Veuillez leurs faire signe si vous avez besoin d’aide.

L’Aréna sera déclaré centre d’accueil pour fournir les mises à jour sur la situation au citoyen. Les mises à jour seront fournies aux medias pour la télévisions et afficher sur le canal communautaire local.

Le Canton de Dubreuilville vous remercie de votre patience.

*Dubreuilville, Ontario, January 01, 2001 at 01:00 hours.* Chief Administrative Officer \_\_\_\_\_ advises that the telephone service within the community is not working. Bell Canada Surveillance and Maintenance Centre is aware of the situation and working on fixing the problem. The situation is marked by no signal on the telephone. It is not known at this time when it will be fixed.

People who require 911 services are asked to:

- Drive directly to the emergency service for assistance.
- If you do not have a vehicle or are unable to drive, ask a neighbour or friend to assist you in accessing the required emergency service.
- The Dubreuilville Fire Service volunteer firefighters will also be affecting rolling patrols with their vehicles evident by a flashing green light. Flag them down if you require emergency assistance.

The Arena Hall has been set up as a reception centre for the purpose of providing updates on the situation. Updates will be provided to the media for television broadcast and posted on the local community channel.

The Township of Dubreuilville appreciates your patience.

Pour information / For information contact:  
(Name) , CAO @ 705-884-2340 ext. 22