

BLACK RIVER-MATHESON EMERGENCY PLAN INDEX

SUBJECT	PAGE NUMBER
Introduction.....	1
Plan Philosophy.....	2
Purpose of the Plan.....	3
Emergency Operations Control Group - Composition.....	4
Emergency Operations Control Group - Responsibilities.....	5
Review and Amendment.....	6
Specific Responsibilities – Mayor or Alternate.....	7, 8
Specific Responsibilities – Chief Administrative Officer or Alternate.....	9,10
Specific Responsibilities – Director of Works and Operations or Alternate	11
Specific Responsibilities – Fire Chief or Alternate/Certified Emergency Management Coordinator (CEMC).....	12
Specific Responsibilities – Ontario Provincial Police.....	13
Emergency Operations Control Group.....	14, 15
Appendix A – Emergency Telephone List.....	16
Appendix B – Provincial Ministries.....	17
Appendix C – Health Unit Involvement in Community Disasters.....	18
Appendix C – Health Unit Contact List.....	19, 20
Appendix D – Evacuation Procedures – Local Evacuation.....	21, 26
Appendix D – Evacuation Procedures – Out of Town.....	27
Appendix D – Sample Evacuation Radio Message.....	28
Appendix D – Sample Evacuation Guidelines for Residents.....	29
Appendix E – Hazardous Materials Incidents Reporting Guidelines.....	30, 31
Appendix E – Hazardous Materials CANUTEC.....	32
Appendix E – Hazardous Materials Phonetic Alphabet.....	33
Appendix E – Ontario Northland Railway Dangerous Goods Listing.....	34
Appendix F – Resource Directory.....	35 - 44
Appendix I – Emergency Management Ontario.....	45 - 48
Appendix J – Emergency Declaration Forms.....	49
Appendix J – Emergency Declaration - Forms.....	50
Appendix J – Termination of Emergency Declaration - Forms.....	51
Appendix J – Termination of Emergency Declaration - Forms.....	52
Appendix K – Distribution List	53
Appendix L – Acting Mayor’s Rotating Schedule	54

BLACK RIVER-MATHESON EMERGENCY PLAN	
Introduction	

The Township of Black River-Matheson, with a population of approximately 2600 persons, is located on Highway 11, 60 km east of Timmins.

The following emergency services are available within the community;

Police Protection.....Ontario Provincial Police – Matheson Detachment

Fire Protection..... Black River-Matheson Fire Department

Ambulance Service.....Cochrane District Social Services Administration Board

Medical Services.....Bingham Memorial Hospital

Transportation services available consist of the following;

Ontario Northland Railway, Rail and Bus Services

First Student, Lucien Brothers, Lacroix Bus Services (School buses)

Taxi Cabs (Private)

Any number and/or types of emergencies could occur within the Township of Black River-Matheson. Included in the list of possibilities are;

- ⇒ Weather related emergencies
- ⇒ Major fires including forest fires
- ⇒ Public health threats
- ⇒ Transportation accidents involving dangerous goods (rail & highway transport)
- ⇒ The reception of evacuees from a neighbouring community

BLACK RIVER-MATHESON EMERGENCY PLAN	
Plan Philosophy	

Disasters or emergencies, for the purposes of this plan, are defined as situations, or the threat of impending situations, which affect the lives and property of the residents of the Township of Black River-Matheson, and which by their nature and magnitude require a controlled and coordinated response by a number of agencies, government and private, under the direction of the Head of Council and/or appropriate elected official, as distinct from routine operations carried out by an agency or agencies, ie: fire, police, ambulance, etc.

In this increasingly complex and technological society, emergencies of a man-made nature are increasing along with the natural disasters which have always been around.

Whenever a disaster or emergency occurs which affects the lives and property of the residents, the initial and primary responsibility for providing immediate assistance rests with the locally elected officials and those designated by them.

This Emergency Plan is intended to aid in ensuring the co-ordination of municipal and volunteer services in an emergency or disaster to bring the situation under control with the utmost effect.

To this end, certain duties and responsibilities are allocated to municipal officials, elected or appointed. It is intended that they will utilize the human and material resources available to them in their routine operations in helping to fulfill the purposes of this plan.

All municipal officials of Black River-Matheson, elected or appointed, must be fully conversant with this emergency plan and must be prepared to carry out the duties and responsibilities allocated to them.

BLACK RIVER-MATHESON EMERGENCY PLAN	
Purpose of the Plan	

The purpose of the Black River-Matheson Emergency Plan is to establish a plan of action for the most efficient employment of all services in order that the following may be accomplished;

- ⇒ The earliest possible response to a local emergency by all required services,
- ⇒ The establishment of overall control of the emergency operations,
- ⇒ The establishment of traffic and crowd control at the site(s) so that emergency operations are not impeded and additional casualties are prevented,
- ⇒ The taking of immediate action to eliminate all sources of potential danger in the area,
- ⇒ The evacuation of the area as required,
- ⇒ The immediate rescue of any trapped people,
- ⇒ The provision of First Aid at the site(s),
- ⇒ The provision of controlled evacuation of the site(s) to the appropriate destination,
- ⇒ The controlled reception of evacuees from another municipality and the provision of essential services for same,
- ⇒ The provision of, as deemed necessary, essential social services to those affected by the incident and to the emergency services personnel involved,
- ⇒ The provision of accurate information to the officials involved, the media and to concerned citizens, and
- ⇒ The restoration of normal services as soon as possible.

BLACK RIVER-MATHESON EMERGENCY PLAN	
Emergency Operations Control Group Composition	

The Emergency Operations Control Group shall be composed of the following;

- ⇒ Mayor or alternate
- ⇒ Community Emergency Management Coordinator
- ⇒ Fire Chief or alternate
- ⇒ Chief Administrative Officer or alternate
- ⇒ Director of Works and Operations
- ⇒ Treasurer/Clerk
- ⇒ OPP Detachment Commander or alternate
- ⇒ Bingham Memorial Hospital
- ⇒ Ambulance Services
- ⇒ Porcupine Health Unit
- ⇒ OCWA
- ⇒ DSSAB
- ⇒ ONR
- ⇒ MNR
- ⇒ Red Cross

All members of the Emergency Operations Control Group shall be trained.

One meeting and exercise must be conducted annually.

See Contact Phone Numbers in Appendix "H"

BLACK RIVER-MATHESON EMERGENCY PLAN

Emergency Operations Control Group Responsibilities	

The Emergency Operations Control Group (EOCG) shall ensure that the functions listed below are performed during an emergency and shall, where appropriate, assign specific duties to members of the group, selected municipal staff and/or designated support groups or volunteer personnel. The individual assignments are detailed in the applicable sections of this plan and those involved should consult the section that applies to their particular area of responsibility.

- ⇒ The functions involved are;
- ⇒ The obtaining of additional resources if necessary,
- ⇒ The procurement of the services of professionals to advise on any aspects of the emergency,
- ⇒ The maintenance of records of outside services used,
- ⇒ The recording and reporting of all compensable injuries,
- ⇒ The authorization of the expenditure of municipal funds which may be required immediately for the preservation of life and health,
- ⇒ The accommodation of outside resource personnel,
- ⇒ The allocation of personnel as required,
- ⇒ The maintenance of the security and integrity of municipal records,
- ⇒ The provision of information to the residents, the media, and those personnel directly involved,
- ⇒ The notification of those senior levels of government as determined by the nature of the incident and the emergency plan,
- ⇒ The maintenance of records concerning the cost of human and physical resources, and
- ⇒ The provision of liaison between municipal and outside personnel.

STANDARD OPERATIONAL GUIDELINES

Upon receipt of the warning of a real or potential emergency or disaster, the members of the EOCG will report to the designated Emergency Operations Control Centre which will be one of the following locations (depending on the nature or location of the emergency);

Township Office	429 Park Lane
Matheson Fire Hall	424 Sixth Avenue

Any member of the EOCG may designate one of the above locations as the EOCG based upon his/her knowledge of the facts at the time and will communicate this information to the other concerned individuals by the most appropriate means.

BLACK RIVER-MATHESON EMERGENCY PLAN	
Review and Amendment	

This Plan will be reviewed annually by the Emergency Operations Control Group.

The Emergency Operations Control Group shall make such changes to the appendices as are deemed necessary and appropriate and will circulate the updated appendices to all listed holders of the plan.

All other changes will be referred to the Mayor and Council for review and approval.

BLACK RIVER-MATHESON EMERGENCY PLAN

Specific Responsibilities Mayor or Alternate	

RESPONSIBILITIES

In the absence of the Mayor during an Emergency, authority will be designated as per the approved acting Mayor rotation.

The responsibilities of the Mayor or alternate during an emergency or disaster are to:

- ⇒ Declare a disaster or emergency,
- ⇒ Activate the Emergency Plan if it has not been activated already,
- ⇒ Notify the Emergency Management Ontario immediately,
- ⇒ Assist in coordinating the municipal response,
- ⇒ Prepare media releases through the EOCG,
- ⇒ Request required assistance from senior levels of government,
- ⇒ Assist CAO/Alternate in authorization of extraordinary expenses, and
- ⇒ Take such action as is necessary to minimize the effects of an emergency or disaster on the Township of Black River-Matheson and its inhabitants.

STANDARD OPERATIONAL GUIDELINE - GENERAL

On receipt of the warning of a real or potential emergency or disaster, the Mayor or alternate shall:

- ⇒ Activate the Emergency Operations Control Group to the extent he/she deems advisable using the most appropriate means to do so,
- ⇒ After determining or declaring its location, report to the Emergency Operations Control Centre,
- ⇒ Activate the Emergency Plan in whole or in part,
- ⇒ Appoint an agency to manage the emergency site(s), if required, and
- ⇒ Co-ordinate the municipal response.

STANDARD OPERATIONAL GUIDELINES - EVACUATION

If required, the Mayor or alternate shall;

- ⇒ Order an evacuation,
- ⇒ Assemble the Emergency Operations Control Group,
- ⇒ Determine evacuation routes in consultation with the other members of the EOCG,
- ⇒ Contact area Mayors and/or Reeves concerning the reception of evacuees, and
- ⇒ Authorize the return of evacuees (except in the case of forest fires – this will be done by the Ministry of Natural Resources).

BLACK RIVER-MATHESON EMERGENCY PLAN

Specific Responsibilities Mayor or Alternate	

STANDARD OPERATIONAL GUIDELINES - RECEPTION

When notified of the need for the reception of evacuees from another municipality, the Mayor or alternate will;

- ⇒ Assemble the EOCG in whole or in part;
- ⇒ In consultation with the EOCG, determine the level of services required, and
- ⇒ Declare an emergency if require and notify the Emergency Management Ontario immediately of said declaration.

STANDARD OPERATIONAL GUIDELINES – HAZARDOUS MATERIALS INCIDENTS

When notified of a hazardous materials incident, the Mayor or alternate shall;

- ⇒ Determine the degree of seriousness in consultation with the emergency personnel at the site(s),
- ⇒ Declare an emergency if required,
- ⇒ Order an evacuation as required, and
- ⇒ Notify the Emergency Management Ontario immediately,
- ⇒ **IN ALL CASES A LOG MUST BE KEPT OF ALL ACTIONS TAKEN.**

BLACK RIVER-MATHESON EMERGENCY PLAN

Specific Responsibilities Chief Administrative Officer or Alternate	

RESPONSIBILITIES

The responsibilities of the Chief Administrative Officer or alternate during an emergency or disaster are to:

- ⇒ Chair the CCG and assume responsibilities as the Emergency Operations Centre coordinator, including the scheduling of regular meetings,
- ⇒ Notify all required administrative staff and advise them of the location of the Emergency Operations Control Centre,
- ⇒ Co-ordinate the supply and demand of human resources,
- ⇒ Select the most appropriate site(s) for the registration of human resources,
- ⇒ Maintain records of human resources and administrative detail that may involve financial liability,
- ⇒ Co-ordinate purchase and supply requirements,
- ⇒ Provide an inventory of municipal supplies and their locations,
- ⇒ Provide lists of suppliers,
- ⇒ Maintain records of all purchases,
- ⇒ Ensure that identification cards are issued for feeding and other purposes,
- ⇒ Arrange for transportation of human resources to and from the emergency or disaster site(s).
- ⇒ Provide a supply of maps detailing all municipal utilities and roads,
- ⇒ Advise the Mayor or alternate on all matters of human resource planning,
- ⇒ Advise the Mayor on policies and procedures, and
- ⇒ **MAINTAIN A LOG OF ALL ACTIONS TAKEN.**

STANDARD OPERATIONAL GUIDELINES - GENERAL

On receipt of the warning of a real or potential emergency or disaster the Chief Administrative Officer shall;

- ⇒ If required, notify all required personnel, and
- ⇒ Report to the Emergency Operations Control Centre.

BLACK RIVER-MATHESON EMERGENCY PLAN

Specific Responsibilities Chief Administrative Officer or Alternate	

STANDARD OPERATIONAL GUIDELINES - EVACUATION

Upon notification of the need for a whole or partial evacuation of the municipality, the Chief Administrative Officer or alternate shall;

- ⇒ Report for the Emergency Operations Control Centre,
- ⇒ Notify all required administrative staff,
- ⇒ Provide the other members of the EOCG with an inventory of local transportation facilities and fuel resources,
- ⇒ Act as liaison with local care providing facilities,
- ⇒ Advise the reception municipality of the approximate number of evacuees, the estimated time of arrival and any special needs,
- ⇒ Provide current information to the EOCG concerning the progress of the evacuation,
- ⇒ Provide for the integrity and security of municipal records, and
- ⇒ **MAINTAIN A LOG OF ALL ACTIONS TAKEN.**

STANDARD OPERATIONAL GUIDELINES - RECEPTION

Upon receipt of notification of the need to provide for the needs of evacuees from another municipality(ies), the Chief Administrative Officer or alternate shall;

- ⇒ Advise all members of the EOCG
- ⇒ Advise all required members of the administrative staff,
- ⇒ Provide the EOCG with all available details concerning the evacuees,
- ⇒ Act as liaison with local care providing facilities, and
- ⇒ **MAINTAIN A LOG OF ALL ACTIONS TAKEN.**

BLACK RIVER-MATHESON EMERGENCY PLAN

Specific Responsibilities Director of Works and Operations or Alternate	

RESPONSIBILITIES

The responsibility of the Director of Works and Operations or alternate during an emergency or disaster is to;

- ⇒ Notify all required Municipal Operations personnel and assign duties as required,
- ⇒ Provide municipal equipment and personnel as required,
- ⇒ Provide an inventory of equipment and supplies available from the Municipal Operations Department,
- ⇒ Provide assistance in cleanup operations and repair of damage where there is a municipal responsibility,
- ⇒ Advise the Emergency Operations Control Group of all damage to municipal infrastructure that could pose a hazard,
- ⇒ Provide barricades and flashers for traffic control,
- ⇒ Provide assistance in search and rescue operations,
- ⇒ Maintain to the degree possible the accessibility of all municipal thoroughfares, and,
- ⇒ **MAINTAIN A LOG OF ALL ACTIONS TAKEN.**

STANDARD OPERATIONAL GUIDELINES

Upon receipt of notification of a real or potential emergency or disaster the Director of Works and Operations or Foreman shall:

- ⇒ Notify all necessary staff,
- ⇒ Report to the designated Emergency Operations Control Centre, and
- ⇒ Co-ordinate the response of the Municipal Operations Department.

Black River-Matheson Recreation Department:

- designate and open shelter locations as required
- provide food and personal needs assistance to evacuees

Black River-Matheson Public Works

- provide road closure signage and barricades if necessary
- provide heavy equipment and operators
- assist in evacuations
- assist with traffic control and clean-up

BLACK RIVER-MATHESON EMERGENCY PLAN

Specific Responsibilities Fire Chief/CEMC	

RESPONSIBILITIES

The responsibility of the municipal Fire Chief or alternate during an emergency or disaster is to:

- ⇒ Notify all fire department personnel, if necessary, using the department paging system,
- ⇒ Co-ordinate fire fighting operations,
- ⇒ Co-ordinate search and rescue operations,
- ⇒ In conjunction with the Ontario Provincial Police, alert the affected residents,
- ⇒ Activate the District of Cochrane Fire Department Mutual Aid Plan if required,
- ⇒ Ensure that dangerous goods support agencies are contacted if necessary,
- ⇒ Advise the Ministry of the Environment, in compliance with Ministry guidelines, of any leaks or spills of hazardous materials,
- ⇒ Advise the EOCG of the need for additional or outside resources, and
- ⇒ **MAINTAIN A LOG OF ALL ACTIONS TAKEN.**

CEMC Responsibilities

- ⇒ Develops and maintains the Township of Black River-Matheson's Emergency Plan
- ⇒ Develops and manages the work and the training of the emergency control group
- ⇒ Coordinates emergency responses
- ⇒ Acts as liaison between federal, provincial emergency response personnel and agencies
- ⇒ Attends various Emergency planning seminars and training sessions

STANDARD OPERATIONAL GUIDELINES

On receipt of a warning of a real or potential emergency or disaster, the Fire Chief or alternate shall;

- ⇒ Alert all Fire Department personnel, if necessary
- ⇒ Report to the designated Emergency Operations Control Centre, and,
- ⇒ Provide liaison between the Fire Department and the EOCG.

BLACK RIVER-MATHESON EMERGENCY PLAN

Specific Responsibilities Ontario Provincial Police	

At the scene of a disaster, responsibilities within the Police function include;

- ⇒ The protection of life, property and exhibits,
- ⇒ The initial rescue of injured and trapped persons, except at a fire upon the arrival of experienced firefighters of a fire department,
- ⇒ Obtaining medical aid for the injured,
- ⇒ Preventing further injury and/or property damage,
- ⇒ Preventing unauthorized entry into the area,
- ⇒ Establishing a frozen area ¹,
- ⇒ Maintaining order,
- ⇒ Controlling traffic and providing access to other emergency services,
- ⇒ Caring for cadavers by safeguarding the scene, arranging transportation to the morgue, identification and notification of next-of-kin,
- ⇒ Conducting the evacuation of buildings or residential areas in consultation with the EOCG,
- ⇒ Investigating criminal aspects of the emergency,
- ⇒ Prompt notification to government, public utility and other involved agencies,
- ⇒ Co-operation with all other involved agencies, and
- ⇒ The preparation of required records and reports.
- ⇒ Agent for municipality regarding media and press releases

¹ "Frozen Area" means the restricted portion of a disaster site where unauthorized persons are prohibited access.

BLACK RIVER-MATHESON EMERGENCY PLAN

Appendix C

Health Unit Involvement in Community Disasters

During an emergency situation or disaster the Health Unit will have responsibility in the following areas;

- **Monitoring of water supplies:** including approval of sources, advice on treatment methods, monitoring to prevent pollution of selected sources, and sampling of the distribution system to ensure quality.
- **Food sanitation:** including ensuring the sanitary control of food supplies at the point of supply, during distribution, packaging and processing, providing advice on potentially safe or contaminated foods, and providing information on mass feeding including storage, food handling, personal sanitation and refuse disposal.
- **Evacuation centers:** in the event of mass evacuation to a central location the Health Unit will monitor the provision of sanitary facilities, the safety of the water supply and the food service system. The Health Unit will also provide surveillance for communicable disease outbreaks including illnesses such as impetigo, scabies or lice infestations, respiratory outbreak-spread diseases such as influenza or meningitis as well as enteric-spread diseases including salmonella, giardiasis and campylobacter.
- **Waste disposal:** including advice on the disposal of all sanitary waste, body waste and garbage including the disposal of liquid waste. The Health Unit will monitor the situation to ensure the early and sanitary disposition of human remains in order to eliminate the spread of disease.
- **Hospital evacuation:** in the event of hospital evacuation the Health Unit will provide home care services on a physician referral to those individuals that could safely be discharged from hospital to their homes but who require further monitoring or nursing service.

Information and advice on pest control, personal sanitation, emergency cleanups and disinfections, waste disposal and food and water safety will be provided to the public as required.

The Health Unit will provide any needed immunization (this is rarely necessary).

The Health Unit will provide advice to the public and to local physicians with regards to health consequences, both acute and long term, of exposure to spills of toxic chemicals.

The Health Unit will perform closure and placarding of public and commercial facilities because of health hazards

Although Health Unit staff cannot become involved in the provision of First Aid, triage or other medical functions as employees of the Health Unit and under the direction of the Medical Officer of Health, all local staff not required during an emergency to perform Health Unit work, could be utilized as volunteers under the director and responsibility of the local municipality or hospital.

BLACK RIVER-MATHESON EMERGENCY PLAN

Appendix D

Evacuation Procedure – Local

Part 1 – Emergency Evacuation Plan

Introduction
Potential Community Hazards
Aim
Objective
Steps for Activation of the Township of Black River-Matheson Evacuation Plan
Evacuation Operations – General Responsibilities
Assistance
Testing

Part 1 – Emergency Evacuation Plan

Introduction

There are two types of evacuations, Precautionary and Mandatory Evacuation.

Precautionary Evacuation:

Occurs when it is recommended to evacuate within a certain parameter usually a building or a block until the initial situation is contained.

Mandatory Evacuation:

Takes place when it is determined by the Emergency Control Group that there is an absolute need to evacuate an area, usually on a large-scale, possibly for a long period of time (i.e. for more than 24 hours). For the purpose of this evacuation plan, the definition that shall set the plan, or part of this plan, in motion shall, therefore, be mandatory evacuation.

Evacuation may result in a tremendous psychological effect on those persons directly affected. Adequate communication with the people involved is essential and shall include explaining that an evacuation is pending, what they shall be required to do and when they shall be required to react if an evacuation is issued. The economic effect of closing down industry for even a short period of time is enormous and can be measured in the millions of dollars in lost revenue. A decision to evacuate should only be made when absolutely necessary.

First response services alone cannot be expected to deal with a large-scale evacuation and relocation of residents. An effective response will require participation and cooperation between municipal services, industry, and volunteer services as outlined in the Township of Black River-Matheson Emergency Plan.

Potential Community Hazards

All of the following are considered potential community hazards within the Township of Black River-Matheson and surrounding areas and are not listed in any particular order of risk, but may require mandatory evacuation.

- (1) road, highway or rail incident involving dangerous goods spill, fire and/or explosion;
- (2) snow/ice storm, with power outage;
- (3) rupture of vessel or piping containing propane, chlorine or other toxic chemicals, natural gas or other volatile materials under pressure,
- (4) forest fire;
- (5) structure collapse
- (6) forest fire
- (7) power outage

Aim

The aim of the Plan is to provide a set of generic action guidelines to increase the Township's ability to efficiently and effectively deploy services and resources to protect the property and the health, safety and welfare of the residents of Black River-Matheson during emergency situations.

Objective

The objective of this Evacuation Plan is to provide a vehicle through which a timely and effective evacuation and reception of people can be achieved.

Steps for Activation of the Township of Black River-Matheson Evacuation Plan

This Plan will be activated as soon as it becomes apparent that due to an emergency of such magnitude as to warrant its implementation, evacuation and relocation of people is necessary.

Should a major incident occur in the Township of Black River-Matheson, a member of the Emergency Control Group, on the advice of the first response agency, will activate the Township of Black River-Matheson Emergency Plan. This official will then ensure that all necessary members of the Emergency Control Group are alerted and instructed to report to the Emergency Operations Centre. If the need to evacuate and relocate residents of the affected area(s) is apparent, the provisions of the Township of Black River-Matheson Evacuation Plan shall be implemented. In such events, the Mayor shall declare a state of emergency before a mandatory evacuation is carried out.

The OPP will have the primary responsibility for implementation of evacuation consistent with their operating procedures. All other services and agencies will be prepared to support police evacuation activities.

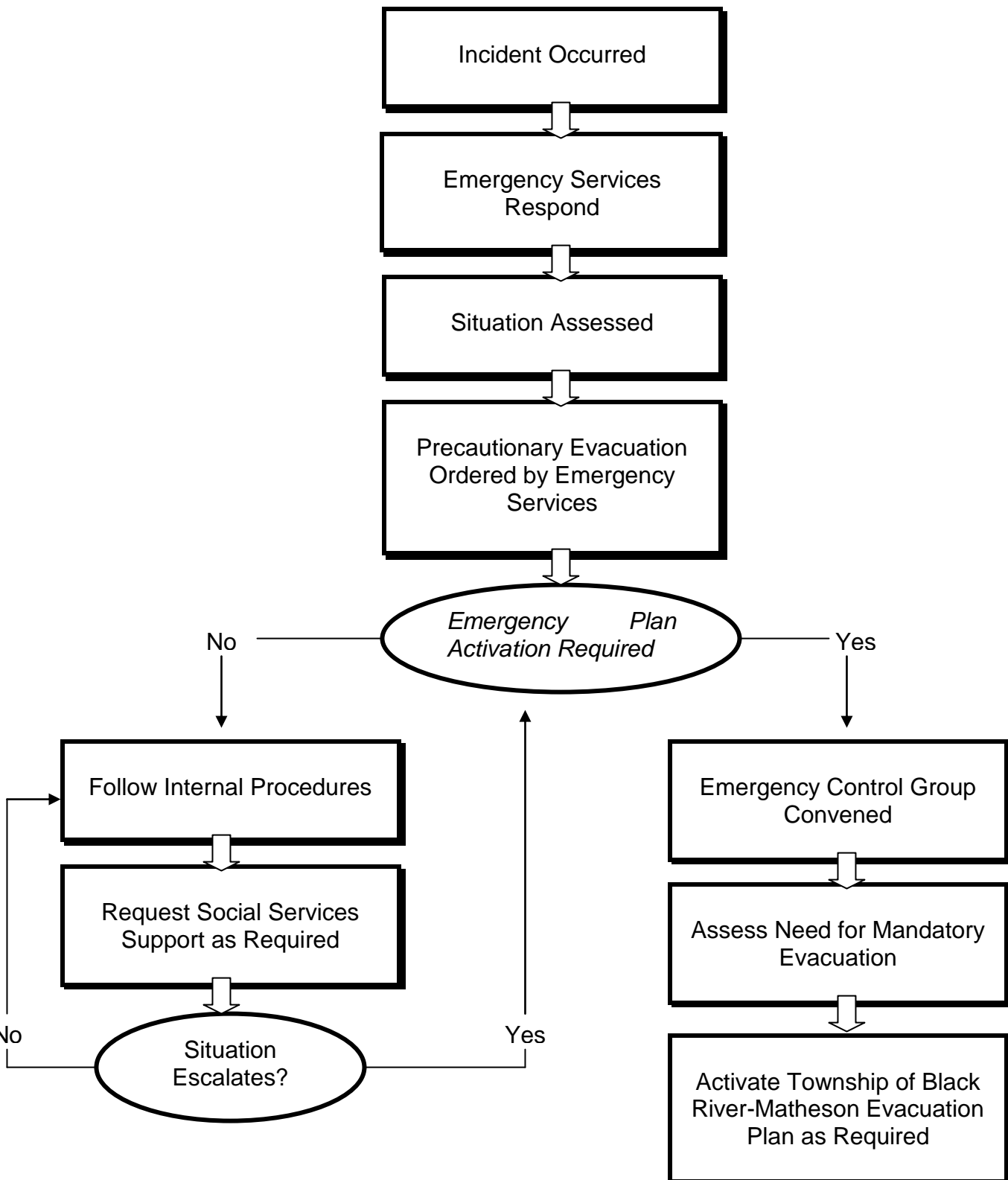
The exception to the above is where an evacuation site is under the management of a department other than police service. In this instance, the Site Manager has the responsibility for the evacuation of people within the danger area.

If the evacuation of any residents of the Township of Black River-Matheson is necessary, the following locations will be used as Registration Areas:

- (1) Matheson - Vern Miller Memorial Arena
- (2) Matheson – Floyd Hembruff Community Centre
- (3) Shillington - Community Hall
- (4) Val Gagne - Community Hall
- (5) Holtyre - Alice Lauren Community Hall
- (6) Ramore - Pioneer Community Hall
- (7) Iroquois Falls - Monteith Correctional Centre

From the Registration Areas, residents will be directed to appropriate facilities, shelters, etc.

Steps for Activation of the Township of Black River-Matheson Evacuation Plan



Evacuation Operations – General Responsibilities

Once the decision has been made to evacuate an area of the Township of Black River-Matheson, the Emergency Control Group shall determine the following:

- (1) boundaries of area to be evacuated;
- (2) main evacuation route(s) to be used, and identify necessary traffic control points;
- (3) assembly areas to be used;
- (4) location of facilities within the evacuation area to be notified, and how notification will be carried out;
- (5) time of the evacuation start, and if necessary, who will be evacuated first (stages of evacuation).

The Emergency Control Group shall proceed with the following:

- (1) alert of the evacuation order to all concerned including the Province of Ontario;
- (2) preparation of media release for immediate broadcast to the public;
- (3) if necessary, appointment of a Site Manager to direct the evacuation and relocation.

Schools located within the area to be evacuated shall remain under the control of their respective school boards. Both the public and separate boards of education have their own evacuation procedures that cover evacuation, transport, and relocation of the entire school population. All such school evacuations should however be coordinated with the Emergency Control Group.

In the event of a mandatory evacuation, students shall not be sent home. All students and staff will be evacuated to a designated Reception Centre. Parents or guardians wishing to remove their child from school during an evacuation may do so from the Reception Centre by making their request in person to school officials.

Designated essential municipal and in some cases industrial facilities cannot be fully evacuated and minimal staff must remain on the job. There are other essential services within the community that cannot be left unattended, these positions will be rotated as often as feasible and will only be abandoned under immediate life threatening circumstances. Essential positions would be those associated with traffic, public works, water treatment plant, hydro, telephone, and emergency services.

The residents of the Township of Black River-Matheson who have been relocated to temporary shelters will require a wide range of support services. The District Social Services Board has the primary responsibility for the provision of all such services assisted by other municipal departments, volunteer agencies such as the Canadian Red Cross.

Assistance

When an emergency evacuation order is in effect, the Mayor of the Township of Black River-Matheson, with the advice of the Emergency Control Group may request assistance from the Provincial Government through Emergency Management Ontario.

Testing

The Township of Black River-Matheson Evacuation Plan shall be the object of occasional testing in order to verify its overall effectiveness and provide training to the Emergency Control Group and Support Groups. The test can take the form of a simple paper exercise or a more elaborate functional exercise. Revisions to this plan should incorporate recommendations stemming from all such exercises.

If the evacuation of a portion of the municipality becomes necessary, the residents shall be advised using any or all of the following methods;

- Moose FM 93.1 Easy Rock 99.3 Q92 92.1 CBC 96.1
- Notification by mobile public address systems operated by the Ontario Provincial Police and/or the Black River-Matheson Fire Department,
- A door-to-door canvass by volunteers from the community.

BLACK RIVER-MATHESON EMERGENCY PLAN

Appendix D

Evacuation Procedures – Out of Town

Notification procedures are as outlined on Page 21, Local Evacuation.

GENERAL

The reception community will be Timmins if it becomes necessary to evacuate any residents of the Township of Black River-Matheson out of the community.

TIMMINS CONTACTS

Mayor's Office

Administrator's Office

Emergency Planning Co-ordinator

The possible evacuation routes, depending upon the location and nature of the emergency, are:

- Highway 101 West to Timmins
- Highway 11 South to Kirkland Lake
- Highway 11 North to Cochrane
- Highway 101 East to Quebec

If the nature of the emergency requires it, the Mayor may request assistance from the Ontario Northland Railway in providing transportation.

Additionally, the municipal airport may be utilized for evacuation purposes on a small scale.

- Iroquois Falls Airport

TRANSPORTATION

Transportation of evacuees will be by private motor vehicles where possible. Residents without private transport should endeavour to travel with neighbours. If this is not possible, the notifying agency, e.g. Police or Fire Department personnel, should be advised so that alternate arrangements may be made.

The EOCG will:

- In co-operation with the Ontario Provincial Police, make all necessary arrangements for the orderly movement of people by road or by rail including the co-ordination of road transport convoys, assembly areas and the provision of directing route signs, and
- Arrange for the evacuation of unattended children, the infirm and senior citizens.

BLACK RIVER-MATHESON EMERGENCY PLAN

Appendix D

Evacuation – Sample Radio Messages

SAMPLES

The Mayor of the Township of Black River-Matheson has declared an emergency in the Township of Black River-Matheson.

All citizens of the Township of Black River-Matheson are requested to leave the township using the following route(s) **{insert route(s)}**

OR

People living or working in the area bounded by **{insert streets}** and **{insert streets}** are requested to leave their homes or work place immediately and to proceed to **{insert destination(s)}**.

If required, the following should be inserted into either message;

The public is advised to take the following precautions to protect their health **{insert precautions}**.

Later bulletins can include a number of locations to which those people without temporary accommodation can report and receive advice and/or assistance in finding accommodation.

BLACK RIVER-MATHESON EMERGENCY PLAN

Appendix D

Evacuation – Sample Guidelines for Residents

EVACUATION GUIDELINES FOR RESIDENTS

If the evacuation of the Township of Black River-Matheson, in whole or in part, becomes necessary, the public will be warned by one of the following means:

- Notification by mobile PA systems operated by the Ontario Provincial Police or the Fire Department or both
- A door to door canvass by community volunteers

On hearing the warning, immediately turn on your radio to Moose FM – 93.1 Timmins, Easy Rock – 99.3 FM Timmins or CFTI – 92.1 DM Timmins, CBC – 96.1 FM, to receive instructions concerning evacuation routes and methods of travel.

If time permits, the following arrangements should be made in order of descending priority:

TAKE

- Prescription drugs, a copy of the prescription, eyeglasses, dentures.
- If applicable, baby formula, diapers, medication.
- For small children, something to keep them occupied.
- Sufficient money to meet contingencies, cheque book, credit cards, important papers.
- A change of warm clothing for each member of the family.
- Soap, towels, personal toilette articles.
- Enough ready-to-eat foods (sandwiches, etc.) for one or two meals.
- Smoking materials if required.

DO

- Notify the authorities, family members or friends if you need assistance.
- Drive with friends or neighbours, offer assistance to those who may need it.
- Secure your home.
- Leave pets indoors with enough food and water for two or three days.
- Take your pets if you are going to make your own arrangements for accommodations.
- Turn off all appliances, (except refrigerators and freezers).
- If dangerous substances are in the air, keep your car windows and outside vents closed.
- Stay tuned to a designated radio station.
- Follow instructions concerning routes and destinations.
- Drive carefully, do not speed.

BLACK RIVER-MATHESON EMERGENCY PLAN	
Appendix E Hazardous Materials Incidents Reporting Guidelines	

Hazardous Materials Incidents can involve spills or leaks of materials from existing facilities or from a transportation container or vehicle. Fire may or may not be involved, or may be the initiating occurrence as in the case of a fire in an existing storage facility.

The following provincial legislation applies to the reporting of spills or leaks;

Section 80(l)(j) of the Environmental Protection Act requires that every spill or leak be reported to the municipality in which it occurs.

Section 14 and 80 of the Environment Act and Section 80(l)(j) of the Environmental Protection Act requires that every spill or leak be reported to the municipality in which it occurs.

Section 14 and 80 of the Environment Act, Section 16(3) of the Ontario Water Resources Act, and Section 22 of the Pesticides Act require that the municipality and its employees and/or agents report any spills or leaks to the Ministry of the Environment and Energy without delay.

During regular office hours (08:15 to 16:30) call (705) 235-1500 (Timmins area) & (800) 380-6615 for surrounding area.

During off hours call 1-800-268-6060.

BLACK RIVER-MATHESON EMERGENCY PLAN

Appendix E

Hazardous Materials Incidents Reporting Guidelines

IN EVERY INSTANCE RELIABLE IDENTIFICATION OF THE SUBSTANCE(S) INVOLVED IS ESSENTIAL PRIOR TO SUBJECTING ANY PERSONNEL TO POSSIBLE EXPOSURE. THE MINISTRY OF THE ENVIRONMENT AND ENERGY MUST BE ADVISED OF EVERY INCIDENT IMMEDIATELY.

TYPE OF INCIDENT	AGENCY TO CONTACT	NUMBER
Railway Accident	ONR Train Master ONR Rail Traffic Controller	
Fuel Spill or Leak	Ministry of Transportation Timmins Fire Department ¹ Matheson Fire Department	
Radioactive Materials Incidents	Ministry of Labour Radiation Protection Services Hydro One ²	
Unknown Substance(s) Involved	CANUTEC	

NOTES

- ¹ These fire departments are able to dispatch a trailer equipped to handle petroleum products incidents. These trailers are staffed and supplied by the district petroleum companies. All costs associated with their use will be charged to the organization/individual responsible for the incident.
- ² Radioactive transportation emergencies only.

BLACK RIVER-MATHESON EMERGENCY PLAN

Appendix E
Hazardous Materials – CANUTEC

CANADIAN TRANSPORT EMERGENCY CENTRE (CANUTEC)

CANUTEC has information on approximately 25,000 products and can be contacted for immediate advice on what to do and, equally important, what not to do in case of a dangerous good transport emergency such as a spill, leak, fire or exposure.

CANUTEC can link emergency response personnel at the scene directly with individuals or organizations who can offer technical advice such as shippers or manufacturers of the product or others who can handle the same product. CANUTEC may be able to arrange on-scene assistance from organizations offering emergency response programs.

When contacting CANUTEC it is imperative that every effort be made to provide the following information;

Caller's Name/Organization.....Call back number/Location
Location of the emergency.....Environmental conditions
Product identification.....Help on site/Requested
Problem details.....Type of vehicle/Packaging
Shipper/Origin.....Manufacturer
Bill of Lading/Waybill number.....Carrier
Consignee/Destination.....Number of injuries/Deaths
Time.....Call sign/Car/Tractor/Trailer/Flight number

The correct spelling of the complete product name is imperative. Misspelling of even one letter or failing to provide the complete name of the product could result in improper identification of the product and, consequently, the methods of emergency response provided may be inappropriate.

The use of THE PHONETIC ALPHABET WHEN IDENTIFYING A PRODUCT IS HIGHLY RECOMMENDED. See Page 23-E-4.

CANUTEC should be advised when the emergency is resolved so that the center's involvement may be terminated.

BLACK RIVER-MATHESON EMERGENCY PLAN

Appendix E
Hazardous Materials – Phonetic Alphabet

PHONETIC ALPHABET

A	ALPHA	N	NOVEMBER
B	BRAVO	O	OSCAR
C	CHARLIE	P	PAPA
D	DELTA	Q	QUEBEC
E	ECHO	R	ROMEO
F	FOXTROT	S	SIERRA
G	GOLF	T	TANGO
H	HOTEL	U	UNIFORM
I	INDIA	V	VICTOR
J	JULIET	W	WHISKEY
K	KILO	X	X-RAY
L	LIMA	Y	YANKEE
M	MIKE	Z	ZULU

EXAMPLE

ETHYL MERCAPTAN would be spelled out in the following manner;

ECHO, TANGO, HOTEL, YANKEE, LIMA

MIKE, ECHO, ROMEO, CHARLIE, ALPHA, PAPA, TANGO, ALPHA, NOVEMBER

BLACK RIVER-MATHESON EMERGENCY PLAN**Appendix E**Dangerous Goods Normally Transported on the
Ontario Northland Railway**1992 ORDER BY VOLUME**

1	Sulphuric Acid	Class 8	Corrosive	UN 1830
2	Fuel Oil	Class 3	Flammable Liquid	UN 1201
3	Gasoline	Class 3	Flammable Liquid	UN 1203
4	Caustic Soda	Class 8	Corrosive	UN 1824
5	Methanol	Class 3	Flammable Liquid	UN 1230
6	Propane	Class 2	Flammable Gas	UN 1075
7	Aviation Fuel	Class 3	Flammable Liquid	UN 1863
8	Sulphur Dioxide	Class 2	Non-Flammable Gas	UN 1079
9	Chlorine	Class 2	Flammable Gas	UN 1017
10	Sodium Chlorate	Class 5	Oxidizer	UN 1495
11	Anhydrous Ammonia	Class 2	Corrosive Gas	UN 1005

BLACK RIVER-MATHESON EMERGENCY PLAN	
Appendix L Acting Mayor Rotation	

Councillor Ward 1 – January and February

Councillor Ward 2 – March and April

Councillor Ward 3 – May and June

Councillor Ward 4 – July and August

Councillor Ward 5 – September and October

Councillor Ward 6 – November and December