

***CORPORATION OF THE  
TOWN OF THESSALON  
DISTRICT OF ALGOMA***

***EMERGENCY RESPONSE  
PLAN***

Operational Part B

**Date Prepared: November 1983 Date Prepared\ : November 1983**  
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# 1. Hazard Identification Risk Assessment (HIRA)

## General Hazards Checklist – Town of Thessalon

### *Directions:*

For each hazard, mark the box that most closely reflects the potential for that hazard in your community.

### *Definitions:*

*Hazard:* An event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural loss, damage to the environment, interruption of business, or other types of harm or loss.

*Likely:* The listed hazard has occurred in recent memory and is likely to occur again.

*Possible:* The listed hazard has not occurred in recent memory, but could occur based on prior incidence or “expert” assessment (e.g., a nuclear facility, terrorism, an earthquake).

*Unlikely:* The hazard has never occurred and likely will not occur in the foreseeable future (e.g. a mine emergency where there is no mine).

2.

HAZARD	LIKELY	POSSIBLE	UNLIKELY
<b>Natural Events:</b>			
Drought			X
Water Emergencies		X	
Fires (Forest & Wildland-Urban Interface)		X	
Fog			X
Snowstorms/Blizzards	X		
Ice/Sleet Storms	X		
Hailstorms			X
Lightning Storms		X	
Hurricanes			X
Windstorms		X	
Tornadoes			X
Extreme Heat/Cold		X	
Earthquakes			X
Erosion		X	X
Landslides/Mudslides			X
Subsidence			X
Human Health Emergencies & Epidemics		X	
Agriculture & Food Emergencies			X
Floods	X		

3.

HAZARD	LIKELY	POSSIBLE	UNLIKELY
<b>Technological:</b>			
Building/Structural Collapse			X
Dam Failures		X	
Explosions/Fires		X	
Hazardous Materials – Fixed Site		X	
Hazardous Materials – Transportation Incident		X	
Transportation Accidents – Passenger (road, rail, air, marine)		X	
Critical Infrastructure Failures		X	
Energy Emergencies		X	
Nuclear Facility Emergencies			X
Radiological Emergencies			X
Mine Emergencies			X
Oil/Gas Well Emergencies			X
Petroleum/Gas Pipeline Emergencies		X	
Space Object Crash			X

4.

<b>HAZARD</b>	<b>LIKELY</b>	<b>POSSIBLE</b>	<b>UNLIKELY</b>
<b>Human Events:</b>			
Terrorism			X
Sabotage			X
Civil Disorder			X
Special Events		X	
War & International Emergencies			X

<b>HAZARD</b>	<b>LIKELY</b>	<b>POSSIBLE</b>	<b>UNLIKELY</b>
<b>Other Local Hazards:</b>			
Passenger Cruise Ship			X
Birchland – Fire, Boiler		X	
<b>Total Hazards:</b>			

5.

<b><i>Town of Thessalon</i></b>	<b><i>Hazard Sheet #1</i></b>
<b>Hazard Information Sheet</b>	<b>Updated: November, 2022</b>

Type of Hazard (e.g., tornado, hazardous materials-fixed site, dam failure, etc.):

Power Outages

Specific Hazard (e.g., five tonnes of chlorine, widespread wind damage, etc.):

Power outages, especially for extended periods of time

Facility/Area

Full municipality

Lead-Time

4 – 6 hours

Probability:

Score:

**4**

Power outages occur occasionally, with the outages in the last couple of years having been of a shorter duration than those in the past.

Consequence (include secondary incidents):

Score:

**3**

The more recent power outages have not been as lengthy as outages a few years ago, some of which occurred in the winter months creating a concern for the well-being of our seniors and those persons in ill health.

***Town of Thessalon*****Hazard Sheet # 2****Hazard Information Sheet****Updated: November, 2022**

Type of Hazard (e.g., tornado, hazardous materials-fixed site, dam failure, etc.):

Snowstorm/Blizzard

Specific Hazard (e.g., five tonnes of chlorine, widespread wind damage, etc.):

Unnatural accumulation of snow

Facility/Area

Full municipality and surrounding highway

Lead-Time

4 – 6 hours

Probability:

Snowstorms occur regularly. Major storm occurred in 2001.

Score:

**4**

Consequence (include secondary incidents):

Streets require additional snowplowing. During the major storm in 2001, persons were sheltered in the local church. Food, as well as the medical needs of travellers, is a consideration.

Score:

**2**



7.

***Town of Thessalon***

**Hazard Sheet # 3**

**Hazard Information**

**Updated: November, 2022**

Type of Hazard (e.g., tornado, hazardous materials-fixed site, dam failure, etc.):

Ice/Sleet

Specific Hazard (e.g., five tonnes of chlorine, widespread wind damage, etc.):

Ice

Facility/Area

Full municipality and surrounding highway

Lead-Time

4 – 6 hours

Probability:

Storms occur regularly with a major storm occurring in 2001.

Score:

**3**

Consequence (include secondary incidents):

A heavy build-up of ice could result in an electricity failure.

Score:

**2**

8.

<b><i>Town of Thessalon</i></b>	<b><i>Hazard Sheet #4</i></b>
<b>Hazard Information Sheet</b>	<b>Updated: September, 2020</b>

Type of Hazard (e.g., tornado, hazardous materials-fixed site, dam failure, etc.):

Hazmat

Specific Hazard (e.g., five tonnes of chlorine, widespread wind damage, etc.):

Chemical spill along Highway 17 corridor

Facility/Area

Full municipality and surrounding highway.

Lead-Time

None

Probability:

Score:

**1**

Although the probability is high, there have been no incidents in the last fifteen years.

Consequence (include secondary incidents):

Score:

**3**

A chemical spill close to the Thessalon River could affect the municipal water supply. There is also the possibility of evacuation of residents depending on prevailing winds and type of chemical spilled.

9.

<b><i>Town of Thessalon</i></b>	<b><i>Hazard Sheet #5</i></b>
<b>Hazard Information Sheet</b>	<b>Updated: November, 2022</b>

Type of Hazard (e.g., tornado, hazardous materials-fixed site, dam failure, etc.):

Highway Accident

Specific Hazard (e.g., five tonnes of chlorine, widespread wind damage, etc.):

Transport and/or bus accident

Facility/Area

Full municipality and surrounding highway

Lead-Time

None

Probability:

The highway is a major route for transport and bus travel.

Score:

**3**

Consequence (include secondary incidents):

The need to have shelter for highway traffic affected by closure of the highway for long periods of time is a consideration.  
A need for shelter and food for those directly linked to the accident (bus), until alternate arrangements for transportation can be arranged is also a consideration.

Score:

**3**

10.

<b><i>Town of Thessalon</i></b> <b>Hazard Information Sheet</b>	<b><i>Hazard Sheet #6</i></b> <b>Updated: November, 2022</b>
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Type of Hazard (e.g., tornado, hazardous materials-fixed site, dam failure, etc.):

Pandemic Influenza

Specific Hazard (e.g., five tonnes of chlorine, widespread wind damage, etc.):

Influenza outbreak

Facility/Area

Full municipality and surrounding area

Lead-Time

Two weeks to one month

Probability:

Score:

**1**

The probability as is the case with the COVID-19 pandemic is higher at this point in time due to outbreaks in other countries. Unfortunately, we are currently in the midst of the COVID-19 pandemic.

Consequence (include secondary incidents):

Score:

**3**

The need for mass storage and disposal of the deceased becomes a concern for the local funeral director and their capabilities, as well as the need for frontline workers to receive anti-viral medications before becoming infected.

11.

<b><i>Town of Thessalon</i></b> <b>Hazard Information Sheet</b>	<b><i>Hazard Sheet #7</i></b> <b>Updated: November, 2022</b>
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Type of Hazard (e.g., tornado, hazardous materials-fixed site, dam failure, etc.):

911 Service Outage

Specific Hazard (e.g., five tonnes of chlorine, widespread wind damage, etc.):

911 telephone services out of order

Facility/Area

Full municipality and surrounding area

Lead-Time

None

Probability:

Score:

**3**

The probability is high but there have been very limited incidents since the inception of 911 services.

Consequence (include secondary incidents):

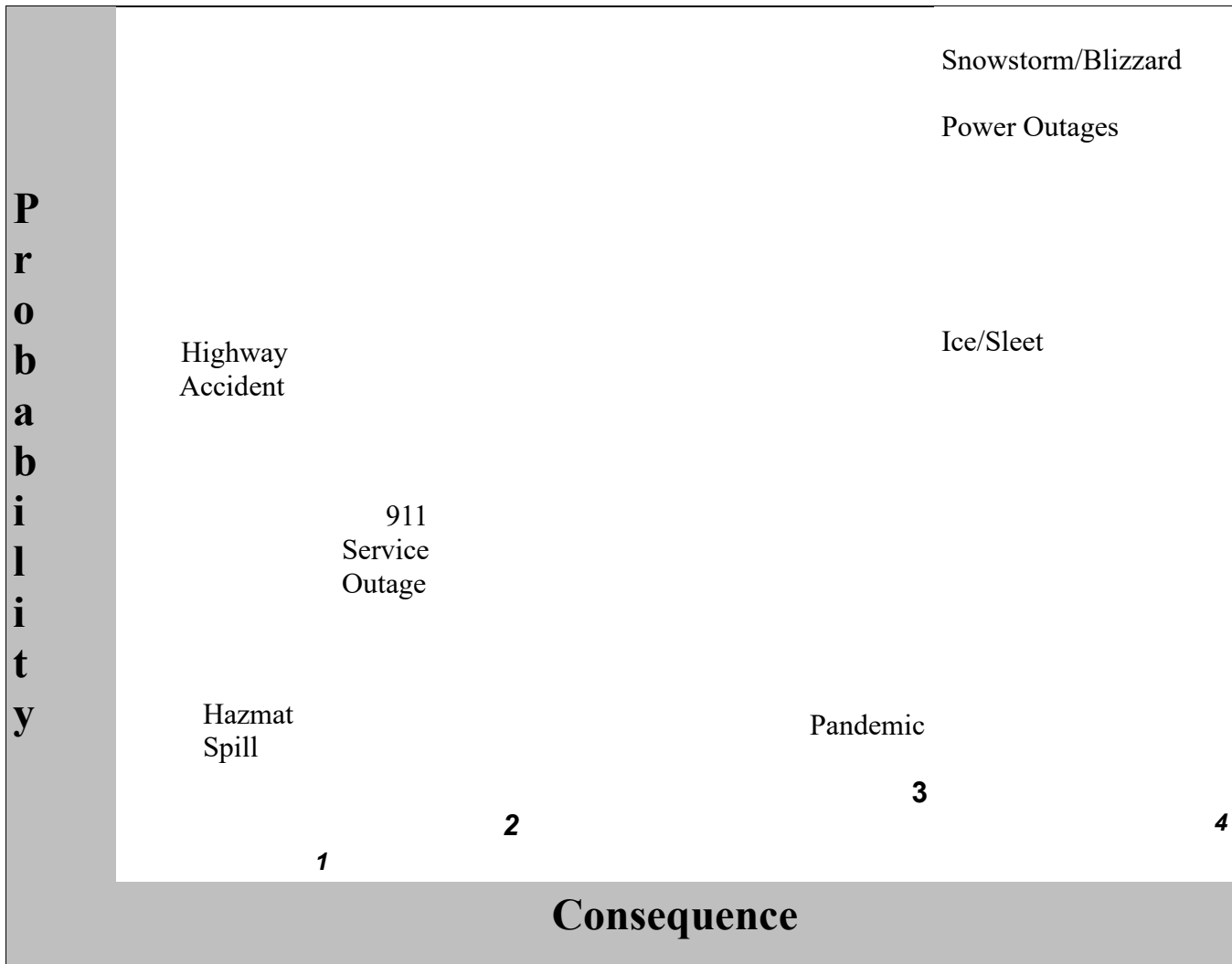
Score:

**2**

There is the concern for the public to obtain emergency services such as police, fire and ambulance if the telephone services are disrupted. This could create the need for the Town to set up an emergency service site for people to attend to receive assistance. The consequences could be life threatening if emergency services are required and a person was unable to get to the alternate site.

12.

## *Town of Thessalon Community Risk Assessment Grid*



### Scoring Charts:

#### Probability of Occurrence

- 1 - No incidents in the last 15 years
- 2 - Last incident 5-15 years ago
- 3 - One incident in the last 5 years
- 4 - Multiple incidents in the last 5 years

#### Consequence

- |                |                 |
|----------------|-----------------|
| 1 - Negligible | 3 - Substantial |
| 2 - Limited    | 4 - High        |

13.

## **Community Emergency Management Coordinator (CEMC)**

### **CEMC Role:**

1. To serve as Coordinator of the Municipal Emergency Control Group (MECG) and ensure the necessary and appropriate resources are available to the CCG.
2. To coordinate all activities of response and recovery.
3. To act as a liaison and contact person with Emergency Management Ontario (EMO) for the Town of Thessalon during the emergency response.
4. To ensure the security of the EOC and Communications Centre.
5. To manage the Emergency Operations Centre (EOC) during an incident, clean-up and restoration.
6. To ensure that the Communication Centre is operational, including provision for emergency power and can serve as the focal point for routine communications during all phases of an incident.
7. To maintain continuous contact with Communication Centre and the Community Control Group.
8. To establish and staff a media centre separate from the Emergency Operations and Communications Centre.
9. To ensure briefings are prepared and presented to Council, media and Emergency Management Ontario.
10. To ensure that all operations during an incident are coordinated and being carried out in a constructive and safe manner with consideration of what to do after the emergency (Recovery Phase – return to new normal).
11. To assemble damage assessments and coordinate plan for recovery.
12. To ensure that the incident is properly documented.
13. To ensure that the required de-briefings are held within an appropriate time period.
14. To review and update emergency response plan and emergency management programs as required.

14.

## **Emergency Management Coordinator Checklist**

### **Level I:**

Monitor activities of incident response team.

Appoint Incident Commander.

Review if there are enough people involved in resolving incident and determine if adequate. If inadequate call in additional staff.

Review with staff the possibility of escalating to a Level II crisis.

### **Level II:**

Select site for Emergency Operations Centre (EOC) that will be least likely to be affected by incident and announce location.

Have members of the Community Control Group (CCG) set up Emergency Operations Centre.

Get Assessment from CCG members of extent of damage and special problems in each area and likely sequence of events in both short and long term.

Determine need for shelter-in-place and/or evacuation and relocation of residents. Make arrangements for transportation and housing.

Determine if more assistance will be needed from provincial authorities and make necessary contacts.

Maintain contact with incident command and keep CCG informed of course of events.

Maintain close contact with Mayor to set up media announcements.

Coordinate efforts of cleanup and recovery activities. Make sure dangerous areas are secured from public access.

### **Level III: with advance warning**

Arrange to set up Community Control Group (CCG) where it is most likely not to be affected by the incident.

Notify and convene CCG.

Get assessment from each member of CCG about critical issues and steps to be taken to reduce injury and damage.

Assign staff to establish the Media Centre.

Designate entry and evacuation routes to be used for incidents resulting in numerous vehicles.

Request that Ontario Provincial Police use bullhorns or other amplification devices to warn of disasters such as chemical spills or spreading fire.

Assess environmental and/or personal contamination and other special hazards that are likely to occur.

Determine with CCG the need to call in extra staff.



15.

**Level III: without advance warning**

Follow all Level II activities listed above.

Maintain and update logs, status board and maps as determined by the situation.

Request help from other emergency services.

Make necessary arrangements for evacuation (if required), relocation and to house victims.

Maintain and update logs, status board and maps as determined by the situation.

Request help from other emergency services.

Make necessary arrangements for evacuation (if required), relocation and to house victims.

Maintain contact with provincial and federal authorities.

Work with Algoma Public Health to determine any environmental and public health consequences and solutions.

As critical stage disaster recedes, begin assessments for cleanup, restoration of services and recovery operations.

Determine with assistance from environmental consultants any public health hazards such as safety of water supply, sewers, air quality, etc.

**16.**

**Community Emergency Management Program Committee (CEMPC)**

This is the critical management team of public, private and agency officials appropriate to the hazards present in the town, to oversee the development, implementation and maintenance of the emergency management program for the town. This committee is chaired by the Mayor.

Bill Rosenberg - **Mayor**  
103 Lighthouse Point  
705-257-8563

Jordan Bird - **Deputy Mayor**  
705-254-8242

Ken Seabrook - **CEMC**  
Town Superintendent  
705-941-1221

MaryKaye Karhi - **CEMC – Atlernate**  
Administrative Specialist  
705-971-8345

Scott Lawrence – **Thesslaon Fire Chief**  
705-254-8537

Kara Morris – Commander of Operations  
705-842-3370 x 235 or 705-989-4508

**Vacant – Community Volunteer**



17.

## **Emergency Response Plan**

**Municipal Emergency Group (MEG)** – The Community Control group operating from the Community Emergency Operations Centre (CEOC) is responsible for coordinating municipal emergency response and recovery activities. The Community Control Group usually includes leading community officials, emergency management representatives and other relevant staff.

This group is chaired by the Community Emergency Management Coordinator. In the circumstances of an emergency incident involving a multi-agency response, one of the first tasks of the CCG is to appoint an incident commander who will be responsible for coordinating the activities of the response agencies at the incident, including communications to the CCG.

The following people will be contacted in the order they are listed, until someone is available to function as the Community Emergency Management Coordinator. This person will act as a liaison to external emergency response agencies such as the police or fire department. Members are as follows:

Ken Seabrook - **CEMC**  
Town Superintendent  
705-941-1221

MaryKaye Karhi – **Alternate**  
Administrative Specialist  
705-971-8345

18.

## **Community Emergency Operations Centre (CEOC)**

### **Primary Location**

The CCG will meet at the Municipal Office if the emergency is either a Level II or Level III, or involves hazardous materials.

### **Alternate Locations Alternate Locations**

If the incident makes it impossible to meet at the Municipal Office, then the group is to arrange to meet at the Algoma District Services Administration Board or an alternate location to be arranged at a neighbouring municipality's facility.

A master key ring for all town properties is available at the Municipal Office or from the Town Superintendent.

The CEOC is used so that the CCG can gather to:

- conduct the initial investigation of the emergency
- define objectives that must be looked at
- design a plan to combat the emergency
- identify and utilize needed resources
- carry out the necessary objectives for solving the emergency situation

### **Security**

Access to both the CEOC and the Communications Centre (referenced on next page) should be restricted to only those with a legitimate purpose to be there. The front counter should be closed and the doors both front and back locked. Emergency information and directions to the media centre can be posted in the foyer.

### **Equipment, supplies, resources needed at the CEOC:**

- a minimum of three phone lines with outside access
- one radio
- building plans for the affected area
- a town map
- emergency lighting/power
- phone book
- first aid kit
- Town of Thessalon Emergency Response Plan
- status board with markers or chalk
- personal logs
- TV
- wash rooms, and designated eating and rest areas
- copies of the Emergency Response Plan and Operations Manual (one for each member of CCG)
- copies of mutual aid, mutual assistance agreements

19.

### **Communications Centre Communications Centre**

The central point of communications will be established in the municipal office (or alternate) under the supervision of the Town Superintendent. The reporting of all emergency situations will be made to the location of the Community Control Group.

After receiving the initial information pertaining to the emergency, the Community Emergency Management Coordinator (CEMC) will make a decision about the response and category of the situation (Level I, II or III). The CEMC will then make the appropriate contacts within the Community Control Group and begin staging for the emergency.

### **Communications Plan**

The telephone is the primary method of communication.

All communication by telephone shall be channeled through the Municipal Office which is designated Peace-Time Emergency Headquarters unless unable to use.

All communication by radio shall be channeled through the Municipal Office and the Emergency Information Officer shall be:

**CEMC - Ken Seabrook, Town Superintendent – 705-941-1221**

**Alternate – MaryKaye Karhi, Alternate – 705-971-8345**

All communications to the public shall be on the authorization of the Mayor or the Deputy Mayor.

Equipment available:

Telephone:

Bell Canada

Municipal Radios:

One base station at the Municipal Office/Public Works Garage

One mobile unit in 4X4 truck operated by the Working Foreman

Two mobile units in two dump trucks

One mobile unit in loader

One mobile unit in each of two (2) fire pumper trucks

One mobile unit in the ½ ton truck operated by the Working Superintendent

One handheld unit at the Garage

One handheld unit at the Arena/Park/Marina

This equipment is on two private frequencies.

**20.**

### **Disruption of Communications**

In the event that communications by telephone is disrupted then the use of hand-held radios will be implemented. This will ensure that communications remain constant to the CEOC and information is kept up to date.

The following is a list of people who will be equipped with hand-held radios:

Community Emergency Management Coordinator  
Mayor  
Town Superintendent  
Police Officer who is to keep Emergency Response Group up to date

### **Media Relations**

#### **CEMC Role:**

- The CEMC or designate is responsible for media inquiries and release of emergency information.
- Plan for and operate a Media Centre for Level II and III incidents.
- Procedures must be established to maintain communications during the emergency so that information is kept up to date.
- Keep accurate records of information provided to the media.
- Contact or have designate contact the Board of Education to warn of dangerous situations.

### **Community Emergency Response Capability**

#### **Police Services**

This service is rendered by the East Algoma Detachment of the Ontario Provincial Police in Blind River, Ontario.

1-888-310-1122 (called September, 2020, still active)  
705-842-3243 or 705-842-3244

21.

**Police Services Check list:**

**Level I:** Contact additional police help, fire services, or ambulance service if needed.  
Dispatch needed help to handle the incident including relocation of those affected and for crowd control.  
Oversee evacuation of necessary area(s).  
Determine if incident is escalating to Level II and if so take action.

**Level II:** Follow all Level I activities listed above.  
Notify Community Emergency Management Coordinator (CEMC) to establish a Community Emergency Operations Centre (CEOC) and contact the Community Control Group (CCG).

Notify the CCG if casualties and fatalities are expected.  
Maintain appropriate level of response activity until incident is resolved.

**Level III: Major Emergency with warning**  
Notify CEMC that the CCG needs to be assembled immediately at the place that will unlikely be affected by the incident.  
Call in available officers in appropriate numbers to deal with the anticipated emergency.  
If possible, begin evacuation procedures, and/or shelter-in-place, arrange buses, etc.  
Begin traffic procedures.

**Level IV: Major Emergency without warning**  
Request additional help.  
Begin triage and evacuation procedures.  
Begin traffic control procedures.  
Continue appropriate emergency response procedures.



22.

### **Evacuation Plan**

An evacuation will be conducted when an emergency makes an area uninhabitable, such as in the case of flood, fire, contamination, gas leak, loss of critical utilities, etc. The Thessalon Arena is designated as an evacuation site for those persons displaced.

In order to determine if an evacuation is necessary, the Incident Commander with the CCG must decide the following:

- what areas must be evacuated
- how to evacuate the people
- what route to use when evacuating the residents
- where to relocate the people

The OPP, with the help of the Red Cross and volunteer groups from the community will deal with the evacuation of residents. This includes:

- going door-to-door to tell people they must evacuate the area (bullhorns may be used)
- providing assistance to those unable to evacuate without help
- providing transportation for those without vehicles
- helping at the locations around town that will be used as shelters
- arranging with businesses around town for necessary items such as food, water, medical needs, etc.
- providing registration for those who are being relocated to shelters (e.g. Public School gymnasium)

### **Red Cross**

**705-759-4547**

**705-759-5865 Fax**

NOTE: Given the information available from the HIRA, the town can be divided into sectors for the basis of identifying evacuation priorities. The sectors will change depending on the nature of the hazard i.e. flood, structural fire downtown core, hazmat release downtown, hazmat release on Highway 17 (two key intersections), prevailing winds, access to/availability of bridges, etc.

23.

**Fire Service**

The fire service in the Town of Thessalon is on a 22 member volunteer basis. To contact the fire service phone 911.

Fire Chief	Scott Lawrence	705-254-8537 C
Deputy Fire Chief	Ben Tetreault	705-541-8900 C

Additional assistance in manpower and equipment can be obtained from the Ministry of Natural Resources through the Blind River District Office at 705-356-2234.

Manpower is also available through a mutual aid agreement between the areas from Sault Ste. Marie to Spanish. The Fire Chief is responsible for contacting any communities whose assistance will be needed.

The Lion's Club's 15 members are available as a source of additional manpower when required. The contact person is Blair MacKinnon at 705-842-0592.

**Equipment Available** (updated November, 2020)

- 2 pumper trucks
- 1 rescue unit
- 4 ladders
- 4 axes
- 2 fire saws
- 2 portable pumps
- 2 generators
- 14 Scott Air Packs
- emergency lighting
- SCBA fill station
- various firefighting equipment of the Ministry of Natural Resources, Blind River District office

24.

**Public Works**

The Town Superintendent and the Working Superintendent are responsible for the public works of the Town of Thessalon during an emergency and after the emergency is declared over.

Town Superintendent: Ken Seabrook Work: 705-842-2217 or 705-842-2413  
Cell: 705-941-1221

~~Working Superintendent:~~ **POSITION  
ELIMINATED - RETIRED**

Alternate: Corie Lawrence Work: 705-842-2217 or 705-842-2413  
Cell: 705-943-0595

Provide barricades and flashers when needed.

Municipal vehicles, equipment, and operators will be provided.

- 2 dump trucks/snowplow and wing
- 1 bucket truck
- 1 front-end loader
- 2 sanders
- 1 4X4 with plow and sander
- 1 ½ ton truck
- 1 equipment vehicle
- 1 Trackless equipped with blower, sweeper and push blade
- 1 14' aluminum boat
- 1 Asphalt hot box
- 1 Culvert steamer

Determine if help is needed from private contractors and advise the MECG.

Information pertaining to rising flood waters will be gained.

Snow clearing and removal operations will be carried out.

Demolition of unsafe buildings and excavation operations will be determined with the MECG and carried out.

25.

### **Medical Services**

The doctors in the Town of Thessalon can be reached during normal business hours at:

Medical Building	705-842-2905
Thessalon Hospital	705-842-2014

### **Injured Persons**

In the event that an emergency causes people to be injured then it is necessary to contact the hospital to warn of the incoming injured. The daytime contact of the hospital is Mary Anne Showan and after hours would be the duty nurse for that shift.

Hospital	705-842-2014
Ambulance	911 or 705-842-2211

The following is a list of hospital responsibility:

- care of the injured
- carry out epidemic control
- immunization programs
- provide emergency health supplies

### **Additional Services**

In case additional services are required, the Town Superintendent will be responsible to contact the Algoma Public Health and they will be asked to confer with the medical staff at Thessalon.

Algoma Public Health	
Blind River	705-356-2551 Fax: 705-356-2494
Sault Ste. Marie	705-942-4646 Fax: 705-759-1534
After Hours	705-254-6611
St. John's Ambulance – First Aid	705-945-1224 Ext. 5161
Canadian Red Cross – cots, bedding etc.	705-759-4547 Fax: 705-759-5865

### **Casualties**

In the event that a number of casualties occur, space can be used at:

Beggs Funeral Home – Sara Beggs/Brooke Showan	Work: 705-842-2520
	Cell: 705-941-1812

26.

## **Other Services**

### **Accommodation**

(See attached for number of people that can be accommodated for each location)

Algoma Manor - 145 Dawson Street

Contact: Pam Ficociello 705-842-2840 Ext. 135

Number to be accommodated: 80 front lobby only

Thessalon Curling Club - 120 Main Street

Contact: Bill Rosenberg 705-257-8563

Number to be accommodated: 80 to 100 for sleeping arrangements

Number to be accommodated: 150 to 180 to gather only

Royal Canadian Legion Branch #182 - 18 Algoma Street West

Contact: Corrine Dingman 705-842-1614

Number to be accommodated: 100 people (not wheelchair accessible)

### **Power Outages**

Hydro One provides an emergency private pager number to Regional Chairs, Mayors, and Reeves in order to provide timely system status and restoration information. Emergency Services are provided with a confidential phone number that is given top priority when incoming. The numbers are as follows:

Government and Community Relations	1-877-345-6799 (Monday to Friday)
	1-888-254-3992 (After Hours and Weekends)
Hydro One Contact	1-877-363-7464

27.

### **Risk Manager**

To advise the Community Control Group about legal matters regarding the emergency actions taken by the Town of Thessalon.

Laws and regulations need to be understood regarding Town or natural disasters, as well as property liability.

To represent the Town concerning legal questions asked by the media as well as the residents of the Town of Thessalon.

To work with the Town Superintendent and Mayor concerning press releases when possible.

### **Risk Manager Checklist**

**Level I:** A response is not required unless desired.

**Level II and III:** Report to the Community Control Group.  
Answer any questions that the CCG has and advise on matters.

### **Board of Education**

The Mayor or designate is responsible to advise the Algoma District School Board regarding emergency situations that may call for the evacuation of students from the Thessalon Public Schools. The head office of the board is located in Sault Ste. Marie, Ontario at 705-945-7111. (Lina Aceti) Administrative Assistant.

The Board, having control of the students during school hours, will act to safeguard the children under their care.

The Town Superintendent will provide immediate and continuing information on the developing emergency situation in the municipality to Emergency Management Ontario through the Field Officer.

### **Ministry of the Environment (MOE)**

For emergencies that may affect the quality of water, air or the environment in general, it is important to report to the Ministry of the Environment. They will relay information that will help combat the problem, as well as send help.

Phone: 1-800-565-4923 for MOE and after hours # for MOL (updated September, 2020).

**28.**

## **Critical Infrastructure**

### **Sanitation Checklist**

#### **LEVEL I:**

Determine what needed services are disrupted that could affect public health and how long the service is expected to be out.

Determine if the incident has any effect on the general sanitation and how it could impact on public health including the spread of communicable diseases.

Health care facilities, residential buildings or those containing food services take priority in terms of response and correcting the problem.

Provide appropriate response, which includes technical advice, recommendations and manpower.

#### **LEVEL II:**

Follow all procedures outlined in Level I.

Advise support staff of response and report to the scene, check in at the command post.

Gain information on the status of the emergency.

Arrange for potable water and the use of public washroom facilities if it appears that these services will be disrupted for a significant amount of time.

Take the necessary steps to ensure that a potable water supply is restored to the affected area.

Take bacteria samples of water to test for potability.

Contact Ministry of the Environment      1-800-565-4923

Contact Ontario Clean Water Agency      1-800-667-6292

**29.**

**BOIL WATER ADVISORY/ORDER PROCEDURES**

In the event of a low system pressure the Ontario Clean Water Agency (OCWA) will contact:

The Ministry of Environment Spills Action Centre (SAC)

The Ministry of Health (MOH)

The Town Superintendent or on-call personnel

Documentation will be completed by OCWA and provided to SAC and MOH within the mandated requirements.

In the event the Algoma Public Health Unit issues a Boil Water Advisory/order that affects a small area of the Town, the municipality is responsible to notify the public for the affected area as expeditiously as possible. The Boil Water Advisory/Order will be copied and hand-delivered to the affected residences.

In the event the Algoma Public Health issues a Boil Water Advisory/Order that affects a large area of the Town, a Boil Water Advisory/Order will be copies and taken to the Post Office for distribution by mail as soon as possible, but no later than the following day (holidays excepted), with the exception that, for a Boil Water Advisory/Order issued on a Saturday, the Boil Water Advisory/Order will be prepared and delivered to the Post Office on the next regular working day.

The Boil Water Advisory/Order will be placed on the Town's website and the following will be contacted.

101 FM - 1-905-356-6397

Fax:906-632-2231

Q-104 - 705-759-9200

Fax: 705-946-3575

YES FM - 1-855-799-3736

Fax: 705-253-0995

Sault Star - 705-759-3030

Fax: 705-759-5947

As per the Purchasing Policy, a Boil Water Advisory/Order constitutes an emergency. The first priority is to get the situation under control. The paperwork will be completed as soon thereafter as possible.



30.

## **Chemical Spill Safety Checklist**

### **Level I:**

- Notify the O.P.P. of spill.
- Notify the Fire Department.
- Community Emergency Management Coordinator is to gain information on status of incident and the extent of the problem.
- CEMC requests chemical inventory list and needed Material Safety Data Sheets.
- Police are used to take charge of evacuation and crowd control. They are also to control entry into contaminated area.
- Arrange for relocation of residents in contaminated area, Incident Commander will notify the necessary provincial and/or federal officials.
- Working Superintendent will notify CCG regarding status of utilities.
- Mayor is to be updated as the status of the emergency changes.
- Appropriate information regarding the hazardous materials involved will be relayed to personnel at the scene by a member of Algoma Public Health.
- Police are to determine if incident has affected other areas and report problems to Community Emergency Management Coordinator (CEMC).
- CEMC is to document rumored and confirmed violations and problems for follow-up.
- Working Superintendent is to ensure hazards are to be secured prior to allowing re-entry or prior to leaving scene. This includes chemicals, electrical hazards, natural gas, heating natural gas, heating and water systems, and structural damage.
- Provide necessary information affecting re-entry for occupants of affected areas (i.e. leave windows open, source of odours, etc.).

### **Level II:**

Follow all procedures for Level I.  
Have MECG participate in planning sessions.  
Arrange scheduling of relief for personnel in case emergency exceeds eight hours.  
Incident Commander and MECG prepare a written report

### **Level III:**

Follow all procedures for Level I and II.  
Incident Commander to notify MECG if special contractors are required.  
Incident Commander to notify MECG to prepare a written report.

31.

### **Gas Leaks**

All Gas Leaks have the potential to cause serious harm to individuals in the area and this is why when reported it must be treated.

#### **Procedures to Follow:**

Notify O.P.P. as soon as information of gas leak is received.

Contact Enbridge Gas at 1-888-774-3111 to report that a gas leak has occurred.

(give specific location and the easiest route to get to the affected area.

Notify the Fire Department.

Notify the Public Works.

#### **Municipal Emergency Control Group:**

If the gas leak warrants evacuation:

Notify residents of area that they must evacuate.

Have Public Works set up blockades to restrict access to the emergency area.

Keep in contact with O.P.P. and Enbridge Gas on progress of correcting problem.

When the O.P.P. and Enbridge Gas have determined that residents can go back to their homes, notify media to make announcements and have public works take down blockades.

Prepare a statement for the media of what occurred.

### **Gas Line Break**

In the event of an accident that causes an immediate danger to workers and/or persons in the area of the accident, the employee shall:

Immediately remove all sources of possible ignition.

During normal working hours, contact the Municipal Office with the location, address, immediate problem and possible dangers.

After normal working hours call 911 and provide them with pertinent information.

Remove all persons from the immediate area of the incident.

Secure the area using barricades or any other means of blocking pedestrian and vehicle traffic.

Contact the Town Superintendent or Working Superintendent, and advise of the situation.

If the situation escalates, emergency personnel will request all municipal staff to aid in evacuation.

#### **The Municipal Office after receiving an emergency call:**

Contact 911 and provide them with pertinent information.

Contact the Town Superintendent and advise of the situation.

#### **The Employee shall, after the scene is controlled:**

Report to the immediate supervisor to complete an accident or incident report.

All records shall be kept on file to be used in accessing operations as well as for prevention of future occurrences.

32.

**Marine Emergencies:**

Dockmaster:

When a marine emergency has occurred, notify the O.P.P. and the Town Superintendent.

O.P.P. 911

Town Superintendent Work: 705-842-2217

Cell: 705-941-1221

**Pollution:**

In the event that an unknown substance or known hazardous substance is found in the water then the Canadian Coast Guard must be notified. If the ship source polluter is known then they must be told that under the Great lakes Water Quality Agreement they are responsible for the cleanup of the pollutant. For ships that will not accept the responsibility or are unable to provide a clean-up response contact:

Canadian Coast Guard Operations Centre, Sarnia: 1-800-265-0237.

**Capsized Vessel:**

Dockmaster:

Notify the O.P.P. to dispatch the marine unit (be sure to give an accurate location).

Notify the Town Superintendent.

Notify Ambulance services 911.

Town Superintendent:

Notify Ambulances services 911.

Notify MECG to meet at a specified location close to the emergency situation.

Notify Canadian Coast Guard for additional assistance (if needed) 1-800-265-0237.

Notify Marine and Air Search and Rescue (if necessary) 1-800-267-7270.

**Stranded Vessels:**

Dockmaster:

Notify O.P.P. that a marine unit is needed (give an accurate location) 911.

Notify Marine and Air Search and Rescue (if necessary) 1-800-267-7270.

**911 Service Interruptions:**

CEMC will receive notification that 911 services have been interrupted.

CEMC will contact paging company to arrange for dispatching of the Fire Department through the Municipal Office.

CEMC will contact O.P.P. Communications Centre in North Bay to arrange for call forwarding at the local detachment to be removed until service is restored.

CEMC will contact Thessalon Hospital to arrange for ambulance dispatch services to be routed

through them.

### **33.**

#### **Environment Health and Safety:**

Algoma Public Health 705-356-2551 After Hours: 705-254-6611 or 705-942-4246

Nicole Lindahl – Manager of Emergency Preparedness and Response - 705-255-1451

Melissa Francella – Public Health Inspector - 705-255-2362

#### **Role:**

To serve as a source of information on issues of environmental, chemical, fire and public health during emergency incidents.

To notify provincial and federal agencies if needed.

To provide help during incident recovery.

#### **Environmental Health and Safety Checklist:**

##### **Level I:**

Report to CEOC.

Provide proper control and clean-up equipment to site.

Provide name of agencies that can help with emergency.

Notify appropriate regulatory agencies about details of incident if needed.

Verify appropriate tests and monitoring that all hazardous materials are properly cleaned up and that areas are safe from exposure.

Provide proper chemical, biohazard and/or radiological hazard information to emergency response agencies and medical personnel.

Determine if hazardous materials are a problem and take appropriate steps necessary to secure and decontaminate area.

If chemicals are involved, locate Material Safety Data Sheets and chemical inventory lists from occupant.

Determine if situation could release bio-hazardous materials into the environment and if so then take the precautions to prevent release or begin the decontamination process.

Determine when situation is safe.

File any required forms or reports for regulatory agencies.

##### **Level II:**

Follow all the necessary procedures from Level I.

Arrange for potable water to be available to those affected, if the incident involves the water supply.

Help arrange for extra living quarters if required due to loss of heat/power.

##### **Level III:**

Provide information on environmental impacts and/or public health concerns related to emergency.

Take precautions to protect town from chemical contamination.

Arrange to decontaminate affected area.

Inform medical staff about the dangers and effects of exposure to hazardous materials.

Make arrangement to clean up hazardous materials.

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Monitor potable water supplies and sanitary sewer lines.

Contact the Ontario Clean Water Agency 1-800-667-6292.

**Resources – Environment Canada – Weather Information for an Emergency**

Ontario Storm Prediction Centre (OSPC) operates 24/7 and is capable of providing current and forecast weather conditions for locations across Ontario in support of emergency mitigation and response. If the Town is experiencing some form of emergency (chemical, fire, gas, toxic spill) or severe weather-related event (large incident due to fog, flooding, freezing rain, tornadoes, etc.) that requires an immediate update of current weather conditions and the most up-to-date forecast for our area, contact the OSPC's severe weather desk at 416-739-4420.

35.

### **Annual Training**

Both MECG and CEMPC need to be trained in Emergency Management on a continuous basis.

All lists/checklists in this procedure manual should be reviewed by both above groups.

Roles and responsibilities of MECG need to be identified and put on paper for discussion and agreement.

Discussion to take place with the CEMPC and the MECG members on 911 services being disrupted and Pandemic Planning issues.

Emergencies involving vulnerable populations.

### **Annual Training and Exercise Schedule**

#### **Tabletop Exercise**

A tabletop exercise is to be completed on an annual basis, which should include the members of the MECG.

Suggest that the following be considered for future exercises:

Check telephone call-out list and require MECG to assemble in CEOC identified in call-out note time taken from calls to assemble and routes taken to arrive at CEOC, note that as this would be a test, each message must start with information "This is a test".

Test roles and responsibilities of MECG and staff via a "paper" exercise to deal with a possible situation.

Tabletop exercise surrounding recent event of 911 service being disrupted.

Planning workshop for Pandemic Influenza.

Situations dealing with vulnerable population.

36.

**BOIL WATER ADVISORY PROCEDURES  
DUE TO EXCESS TURBIDITY, LOW SYSTEM PRESSURE ETC.**

Turbidity Exceeding 1.0

In the event the turbidity reading at the Water Treatment Plant exceeds 1.0, for greater than fifteen (15) minutes, the operator is responsible to contact the following by telephone and must speak with someone in person and record the time of the conversation in part 1 (a) (notification by waterworks owner) of the Notice of Drinking Water Analysis:

- A. The Ministry of Environment Spills Action Centre (SAC)
- B. The Ministry of Health (MOH)

The completed part 2 (a) notification by waterworks operating authority Ontario Clean Water Agency and part 3 of the adverse analytical results must be faxed to the SAC and MOH within 24 hours.

Turbidity Exceeding 2.5

In the event the turbidity reading exceeds 2.5, the operator will notify the Algoma Public Health Unit IMMEDIATELY, informing them of the time and the reading. The APH should be advised of any weather or contributing factors affecting the reading and this information must be recorded in the Log Book.

As soon as the municipality is advised of an adverse turbidity reading or low pressure, etc. the following people or their alternates must be notified that a Boil Water Advisory may be issued by the APH should the turbidity exceed 2.5 for more than 12 hours.

Town Superintendent	Work: 705-842-2217	Cell: 705-941-1221
Clerk-Treasurer	Work: 705-842-2217	Cell: 705-206-0770
Mayor	Work: 705-842-2217	Cell: 705-257-8563

Algoma Public Health Unit 705-356-2551  
705-254-6611 (After Hours)

The Algoma Public Health Unit Boil Water Advisory will be copied and taken to the post office for distribution in the mail boxes as early as possible, but not later than the following day (holidays excepted), with the exception that, for a Boil Water Advisory issued on a Saturday, the notice will be prepared and delivered to the post office on the next regular working day.

The Algoma Public Health Unit notice must be posted at the Municipal Office, Thessalon Memorial Community Arena, Thessalon Marina and Thessalon Lakeside Park.

As per the Purchasing Policy, this constitutes an emergency. The first priority is to get the

situation under control. The paperwork will be completed as soon thereafter as possible.

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### **Community Emergency Information**

#### **Organizations and Businesses to be Alerted (when required)**

<b>Name</b>	<b>Contact</b>	<b>Phone #</b>
OCWA	Mark Witty	705-541-1449
OCWA	Charles O’Kane	705-541-1338
Fire Department	Scott Lawrence	705-842-2130
OPP		705-842-3242/3244
Algoma Manor	Pamela Ficociello	705-842-2840 Ext. 135
Algoma Mutual	Cameron Ross	705-842-3345
BDO	Dennis Thompson	705-842-5777
Birchland Veneer Limited	Jamie Stopes	705-842-3246
Carolyn Beach Motel		705-842-3330
Centennial Place Senior Apts.	ADSAB	705-842-3370
Creative Basket	Patricia Hoogendoorn	705-842-2018
Church of Christ	Christopher Wright	705-842-3340
Email: melanie2.w2@gmail.com		
Church of the Redeemer	Selby Kline	705-941-1956
Dawson & Keenan	Larry Day	705-949-3740
Fairview Bus Lines	Mike Hagan	705-842-3049
Forestland	Kim Brooks	705-842-0378
Forever Flowers	Kelly Boyer	705-542-8005
Dr. Gagne – Chiropractor	Carolyn Gagne	705-759-5077
Hair Designs	Kathy Cullis	705-842-2509
Home Hardware	Perry Tallon	705-842-2435
I.O.O.F.	John Jackson	705-842-3106
Jones’ Valu-Mart	Brian Jones	705-842-2132
Joshua Tree Insurance	Josh Brown	866-838-0010
Kings Plumbing	Scott Lawrence	705-842-3644/705-254-8537
K.P. Aerodynamics	Ken Shaw	705-842-2497
Lakeview Senior Citizens Apts.		705-842-3340
LCBO	Jaime Boyer	705-842-2112
Main Street Pharmacy	James Orlando	705-842-2322
Midway Lumber Mills Limited	Mike Morgan	705-842-3246
North Channel Nurse Practitioner Clinic		705-842-9898
Northern Credit Union	Joanna Giasson	705-842-3916
PHARA/ADSAB	Keith Bell	705-842-3370 Ext. 247
Rankin Fuels & Supply	Randy/Brent Rankin	705-842-2131
Royal Canadian Legion	Alex Lammle	705-842-2418
Sinton Tavern	Rudy/Sandra Giasson	705-842-2414



Smelter Bay Aggregates  
38.

Tony Cooke

705-842-2597

### **Community Emergency Information cont...**

#### **Organizations and Businesses to be Alerted (when required)**

St. Ambrose Parish  
Stedmans

Pam Coventry

705-842-2024  
705-842-0324

<b>Name</b>	<b>Contact</b>	<b>Phone #</b>
Sunset Beach	Linda & Mark Stopes	705-508-0924
Thessalon Arena	Ken Seabrook	705-941-1221
Thessalon Bible Chapel	Charlie Martin	705-842-1888
Thessalon Child Care	Emily Coventry/ Kelly Rowlinson	705-842-5454
Thessalon Curling Club	Charlie Hernden	705-842-5343
Thessalon Dental Clinic	Kim Langevin	705-943-3443
Thessalon Hospital	Lynne Jobst	705-842-2014 Ext. 217
Thessalon Insurance	Cameron Ross	705-842-3240
Thessalon Library	Mary Kline	705-971-6649
Thessalon Lion's Club	Scott Lawrence	705-842-0571
Thessalon Post Office	Darlene McColman	705-842-3342
Thessalon Primary School	Jana Tetreault	705-842-2410
Thessalon Senior School	Jana Tetreault	705-842-2410
Tulloch Engineering	Kevin Morris	705-842-3372
Zion United Church	Brian Mundell	705-842-2030
Masonic Lodge	Randy Bird	705-842-3411
Tim Hortons	Rico Fata	705-943-9989

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## **Emergency Information Checklist**

### **Level I and II:**

Work with the Mayor and Town Council to determine what media announcements are required.  
Establish a media center if needed.

### **Level III:**

Establish a media center that includes a briefing room for news media.  
Contact the Algoma District School Board if evacuation of schools is necessary  
705- 945-7111.  
Have list of media available that will be disclosing announcements (see below for list of media)  
With help from the Mayor and Town Council, prepare announcements that will be used and keep them updated.  
Brief the CCG on procedures for the release of information and answering public inquiries.  
Monitor television and radio news to see what information is being presented and if correct.  
Verify any information received from outside with the CCG.  
Maintain media center even during restoration activities.

### **Media Numbers**

#### **Radio**

CBC Northern Ontario Radio	1-866-306-4636
Yes 99.5 FM	705-942-0995
Q-104	705-759-9200 Fax: 705-946-3575

#### **Television**

MCTV	705-759-8232 Fax: 705-759-7783
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#### **Newspaper**

North Shore Sentinel	705-842-2504
The Sault Star	705-759-3030

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### **Public Awareness Program**

**Public Awareness Program** – Provides generic information to the broader public to raise awareness about emergency management and suggests ways to reduce the risk of loss of life and property damage in the event of an emergency.

Currently the Mayor's Newsletter contains information about training/exercise recently attended/participated in.

The municipality declares EP Week and distributes provincial and federal publications made available each year. An assortment of brochures, workbooks, book marks, etc. is provided to the schools for distribution.

### **Annual Review**

The annual review would consist of the CEMC or alternate reviewing and updating any information contained in both Part A of the Emergency Response Plan (public portion) and Part B – Operational portion. Upon completion of review and updating by the CEMC, the Chair of the CEMPC will review the changes and approve them.

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## Glossary

**Command Post** - This is located at the incident. It can be a town vehicle equipped with appropriate communications equipment to transmit information from the site to the Emergency Operations Centre (EOC) where the Community Control Group is located.

**Communications Centre** – The facility usually associated with the EOC where advisories, directives, information and messages are both sent and received.

**Community Emergency Management Coordinator (CEMC)** – This is the Town Superintendent who is responsible and accountable for the town's emergency management program. This person is the resource person to the Emergency Management Program Committee. During an emergency the CEMC determines the level of the emergency as per town criteria and chairs the Community Control Group operating in the Emergency Operations Centre.

**Community Emergency Management Program Committee (CEMPC)** – The critical management team of public, private and agency officials appropriate with the hazards present in the town, to oversee the development, implementation and maintenance of the emergency management program for the town. This committee is chaired by the Mayor.

**Critical Infrastructure** – Interdependent, interactive, interconnected networks of institutions, services, systems and processes that meet vital human needs, sustain the economy, (protect public safety and security), and maintain continuity of and confidence in government.

**Declared Emergency** – A signed declaration made in writing by the Head of Council or the Premier of Ontario in accordance with the Emergency Management Act. This declaration is usually based on a situation or an impending situation that threatens public safety, public health, the environment, critical infrastructure, property, and/or economic stability and exceeds the scope of routine community activity.

**Disaster** – A widespread or severe emergency that seriously incapacitates a community.

**Emergency** – A situation or an impending situation caused by forces of nature, an accident, and an intentional act or otherwise that constitutes a danger of major proportions to life or property. These situations could threaten public safety, public health, the environment, property, critical infrastructure and economic stability. There are three categories of emergencies: Human-Caused, Natural and Technological.

**Emergency Information** – Information about an emergency, which is communicated broadly to the community and other stakeholders.

**Emergency Management Program** – A comprehensive program based on a hazard

identification and risk assessment process (HIRA) and includes the four core components of mitigation/prevention, preparedness, response and recovery.

**EMO** – Emergency Management Ontario  
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**Emergency Operations Centre (EOC)** – The primary or alternate facility where the Community Control Group assembles to coordinate response and recovery and provide necessary support to the team at the incident.

**Emergency Response Plan (ERP)** – A risk-based plan developed and maintained to respond to an emergency.

**Emergency Site Manager/Incident Commander** – A public sector official (usually fire, police, ambulance, or public works), at the incident site responsible for coordinating resources and developing actions to resolve the emergency situation. This person is designated by the Community Control Group.

**Exercise** – A simulated drill or sequence of events to evaluate plans and procedures. There are 4 main types of exercises and various sub-types. An exercise is a focused practice activity that places participants in a simulated situation requiring them to function in the capacity that would be expected of them in a real event.

#### **Types of Exercises**

**Drill** – A drill is a coordinated, supervised exercise activity, normally used to evaluate a specific operation or function (can include notification, telecommunications etc.).

**Tabletop Exercise** – A tabletop exercise is a facilitated analysis of an emergency situation in an informal, stress-free environment (can include Case Study and Paper Exercise).

**Functional Exercise** – A functional exercise is a fully simulated interactive exercise that evaluates capability of an organization(s) to respond to a simulated event (can include computer simulation exercises).

**Full-Scale or Field Exercise** – A full-scale exercise simulates a real event and is designed to evaluate the operational capability of emergency management systems in a highly stressful environment that simulates actual response conditions.

**Framework** – The “Framework for Community Emergency Management Programs”.

**Media Centre** – This is the facility where the Mayor or designate will brief the media on the emergency situation. This facility is separate from the EOC.

**Mitigation** – Actions taken to reduce or eliminate the effects of an emergency or disaster.

**Municipal Emergency Control Group (MECG)** – The Community Control group operating from the Community Emergency Operations Centre (EOC) is responsible for coordinating

municipal emergency response and recovery activities. The Community Control Group usually includes leading community officials, emergency management representatives and other relevant staff. This group is chaired by the Community Emergency Management Coordinator.

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**Mutual Aid Agreements** – An agreement developed between two or more emergency services to render aid to the parties of the agreement. These types of agreements can involve the private sector emergency services when appropriate.

**Mutual Assistance Agreement** – An agreement developed between two or more jurisdictions to render assistance to the parties of the agreement. Jurisdictions covered with these types of agreements could include neighbouring towns, cities, regions, provinces or nations.

**Preparedness** – Actions taken prior to an emergency or disaster to ensure an effective response. These actions include the formulation of an emergency response plan, a business continuity plan, training, exercises, and public awareness and education.

**Prevention** – Actions taken to prevent an emergency or disaster.

**Private Sector** – A business or industry not owned or managed by any level of government.

**Probability** – The likelihood of something happening.

**Public Awareness Program** – Provides generic information to the broader public to raise awareness about emergency management and suggests ways to reduce the risk of loss of life and property damage in the event of an emergency.

**Public Education Program** – Provides focused information to a target audience to educate about protective actions to reduce the risk of life and property damage, in the event of an emergency. For example, for communities located in a high-risk flood area, the public should know what measures should be taken in the event of a flood.

**Public Sector** – A particular element or component of government, i.e. police, fire, public works, of a municipal, provincial or federal government.

**Recovery** – Actions taken to recover from an emergency or disaster.

**Response** – Actions taken to respond to an emergency or disaster.

**Risk** – A chance or possibility of danger, loss, injury, or other adverse consequences.

**Risk Assessment** – Identification of risks to public safety, public health, the environment, property, critical infrastructure and economic stability from natural, human-caused and technological sources/activities, and evaluation of the importance of the activity to the continued operation of the community. The vulnerability of the community to each activity should also be

evaluated.

**Telecommunications** – The transmission or reception of signs, images, sound or intelligence of any kind over wires, by radio waves or other technological systems (Industry Canada)

**Vulnerability** – The degree of susceptibility and resilience of the community and environment to hazards, the characteristics of a community or system in terms of its capacity to anticipate, cope  
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with and recover from events.

### **Distribution List**

As a minimum: Copy of the plan and operations manual are to be available at the CEOC for each member of the CCG and identified staff.

EMO will require a copy.

Protocols around dating and updating should be established.





