



**SIOUX LOOKOUT**  
Hub of the North

# EMERGENCY PLAN

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## MUNICIPALITY OF SIOUX LOOKOUT

**Updated Last: December 10, 2025**

**"Failure to prepare is preparing to fail"**

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# EMERGENCY PLAN

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## Section 1 - Introduction

### 1.1 Introduction

The Municipality of Sioux Lookout, which has a population of approximately 5,200, is located near Pelican Lake and Lost Lake at the north end of Highway 72, 67 kilometres northeast of Highway 17. Highway 642, an all-weather secondary road, extends from Sioux Lookout in a southeasterly direction via Alcona and connects with Highway 599 at a point approximately 56 kilometres northeast of Ignace. Highway 516 connects Sioux Lookout to Savant Lake, a distance of approximately 80 kilometres. Highway 664 is an all-weather secondary road extending 8 kilometers south of Sioux Lookout in a westerly direction via Hudson to the First Nation community of Lac Seul.

Rail service is provided by the main East-West line of the Canadian National Railway.

Extensive road transportation and air schedule and charter services are also available.

#### **Principal industries are:**

Health and Service Centre to the Northern and Eastern regions.

Fishing, Tourism

Construction and Contracting

C.N.R. Divisional Point, Railyard

The Fire Hall in Sioux Lookout (Hall 1) consists of 24 volunteer firefighters. The Fire Hall in Hudson (Hall 2) consists of 8 volunteer firefighters.

The Municipality operates a roads department, a water distribution system including storage tanks, a sewer system including a treatment plant, an airport with a lighted and paved runway, and an aviation fuelling station, an arena and a Fitness Centre. Available in Sioux Lookout is a Flight Service Station operated by NAV CAN with a 24-hour air radio, the Sioux Lookout Meno Ya Win Health Centre, located at 1 Meno Ya Win Way, a medical clinic, an air ambulance, Day Care Centers, the Sioux Lookout Hydro-electrical distribution system and many other services and facilities. The Community of Hudson has a water treatment plant and a community hall.

Bell Canada telephone exchange, CBC Radio; CKDR Radio in Dryden (FM 92.7), Q104 Radio, Wawatay Radio and cable service are available in Sioux Lookout.

Government agencies include Ontario Ministry of Natural Resources, Transportation (patrol garage), Northern Development and Mines, Community and Social Services, Ministry of Health, Air Ambulance, Ontario Provincial Police and Northwest Patrol. Federal Government Departments include Indian and Northern Affairs Canada, N.A.P.S., Service Canada and Health Canada.

## 1.2 Definitions

“Emergency Alerting System (EAS)” is the system used to alert all members of the Emergency Control Group implemented by either the CAO or the Mayor.

“Municipal Emergency Control Group (MECG)” is a group of officials responsible for providing the essential services to minimize the effects of the emergency on the Municipality.

“Emergency Operations Centre (EOC)” is the physical facility from which the Emergency Control Group coordinates and directs the response effort of all the responding agencies to an emergency. This facility is located at a predetermined location with an alternate location designated.

“Operations Officer” (CAO) is responsible for running the EOC and coordinating all decisions or directions of the ECG to all responding agencies.

“Emergency Site Manager” is the individual appointed by the Manager of the Emergency Control Group Centre who is responsible for directing and coordinating at the Emergency Operations Centre the actions of all the responding agencies. The individual in this position may vary as the nature of the emergency changes.

“Quorum” of the Emergency Control Group shall consist of those members present at the time of assembling. No meeting shall be postponed or delayed by want of any number to constitute a quorum.

“Emergency Area” may, for the purpose of the Plan, be designated as all or part of the Municipality.

“Information Centre” is the physical facility from which authorized instructions will be issued to the local residents.

“Reporting and Inquiry Centre” is the physical facility which will be established to handle individual requests for information concerning all aspects of the emergency and tracing residents who have been evacuated.

“Media Centre” is the location from which information prepared by the Information Officer and approved by the Emergency Control Group is provided to the media. The center will also monitor the media’s coverage and provide a location through which emergency site tours, interviews and photo opportunities are coordinated.

“Community Emergency Management Coordinator (CEMC)” coordinates the development, implementation and maintenance of the community’s emergency management program.

## 1.3 Plural or Feminine Terms

Whenever in this Plan the masculine form of the word is used, it shall pertain to the feminine form of the word, and where the singular form of the word is used, it shall also pertain to the plural form of the word where applicable (i.e. he to she, or he to they) or as the context applies.

## 1.4 Review and Amendment

The Emergency Control Group shall annually review this Plan by April 30<sup>th</sup>. Any amendments arising from this review will be prepared by the Emergency Services Manager and circulated to all holders of the Plan.

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## 1.5 Aim

The responsibility for the health and welfare of its people rests with the elected officials of the Municipality of Sioux Lookout. Sioux Lookout must be prepared to the extent of its own capabilities to meet the threat that may arise from emergencies or disasters.

The aim of the Municipality of Sioux Lookout Emergency Plan is to provide the earliest possible coordinated response in order that the following is assured:

- Minimizing the effects of an emergency or disaster on the Municipality of Sioux Lookout and its inhabitants
- The protection and preservation of health and private property
- The restoration of essential services

## 1.6 Determination of Emergency

This Plan will be implemented as soon as an emergency occurs or is expected, which is considered to be of such magnitude as to warrant its implementation. The emergency will be considered to be of “such magnitude”, if it cannot be dealt with using local resources.

This decision shall be made by the member of the Municipal Emergency Control Group (MECG) who receives the initial warning and/or arrives first on the scene of the emergency. If the MECG member is in doubt, she/he is to proceed to summon the Control Group.

At this time this official will activate the alerting system by calling:

Municipal Office, Clerk’s Department 807-737-2700 (weekdays)

(after hours 807-737-9752 or 807-737-0206) and

Municipal Fire Department at 807-737-2564 weekdays (after hours 807-737-9131)

The member will identify himself/herself and give a brief summary of the emergency and its location, and the location of the Emergency Operations Centre.

Members of the ECG learning of the emergency will immediately report to the Emergency Operations Centre at the Sioux Lookout Fire Hall or Water Pollution Control Plant, having first activated the Emergency Alerting System for the service for which they are responsible.

## 1.7 Declaration of Emergency

The Mayor or alternate will, on the advice of the members of the Emergency Control Group, officially declare an emergency to exist and may, for the purpose of the Plan, designate all or part of the Municipality as an “EMERGENCY AREA”.

In the event of such a declaration, any of the following actions may be taken:

- a) Evacuation of those buildings within the “EMERGENCY AREA” which are themselves considered dangerous or in which the occupants are considered to be in danger from some other sources;
- b) Dispersal of groups of people not directly connected with the emergency who by their presence are considered to be in danger, or whose presence hinders in any way the efficient functioning

- of the operation,
- c) Discontinuation of any services without reference to any other consumer in the Municipality where, on the advice of the Emergency Control Group, continuation of such a service constitutes a public hazard within the “EMERGENCY AREA”;
  - d) Arrangements for the accommodations and maintenance on a temporary basis, of any residents who are in need of assistance due to displacement as a result of the emergency;
  - e) The calling out and deployment of any municipal equipment and personnel.

In addition to the above, the following actions may be taken:

- a) Requesting the assistance of trained personnel and equipment from local construction firms may be required during emergency operations.
- b) Establishment of an Information Centre for the issuing of authoritative instructions and information to the local residents.
- c) Establishment of a Reporting and Inquiry Centre to handle individual requests for information concerning all aspects of the emergency and tracing residents who have been evacuated or received.

## 1.8 Authority

### *The Emergency Management and Civil Protection Act*

The *Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9*, as amended, is the primary authority enabling passage of the Plan. Important measures authorized under the legislation which form part of the Plan are:

- Expenditure of monies associated with the formulation and implementation of the Plan
- Authorization for the municipal employees to take appropriate action before formal declaration of an emergency
- Procedures to be taken for safety and/or evacuation of persons in an emergency area
- Designation of a Member of Council who may exercise powers and perform the duties of the Head of Council under the Plan during the absence or inability of the Head of Council to act
- Establishment of committees and designation of employees to be responsible for reviewing the Plan, to train employees in their functions, and to implement the Plan during an emergency
- Authorization to obtain and distribute materials, equipment, and supplies during an emergency
- Authorization to attend such other matters as are considered necessary or advisable for the implementation of the Plan during an emergency

### *Protection from Liability for Implementation of the Plan*

Section 11 of the *Emergency Management and Civil Protection Act, R.S.O 1990, c.E.9, as amended*, states:

- 1) No action or other proceeding lies or shall be instituted against a member of council, an employee of a municipality, an employee of a local services board, an employee of a district social services administration board, a minister of the Crown, a Crown employee or any other individual acting pursuant to this Act or an order made under this Act for any act done in good faith in the exercise or performance of the intended exercise or performance of any power or duty under this Act or an order under this Act or for neglect or default in the good faith exercise or performance of such a power or duty.

- 2) Subsection (1) does not relieve a municipality of liability for the acts or omissions of a member of council or an employee of the municipality referred to in subsection (1), and the municipality is liable as if subsection (1) had not been enacted and, in the case of a member of council, as if the member were an employee of the municipality.

## *Public Accessibility to the Plan*

Section 10 of the *Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9, as amended*, provides that an emergency plan must be available to the public during regular business hours at the municipal office.

The Municipality of Sioux Lookout Emergency Plan will be made available to the public at the Municipal Office, the Sioux Lookout Library, and the Sioux Lookout Fire Service.

## *Freedom of Information and Protection of Privacy*

Any personal information collected under the authority of the Plan shall be used solely for the purpose of planning, preparing and responding to emergencies as defined within the Plan and the release of any information under this Plan shall be made in conformity with the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56*, as amended.

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## Scripts and Forms

### Full Activation Script

#### **SCRIPT - SIOUX LOOKOUT NOTIFICATION**

Emergency Operation Centre  
(EOC) STAFF  
FULL ACTIVATION

1. My name is \_\_\_\_\_, and I am calling from the Municipality of Sioux Lookout.
2. This is not a test (or this is an exercise message).
  - a. There has been an emergency due to \_\_\_\_\_.
  - OR
  - b. The Mayor has declared an emergency due to \_\_\_\_\_.
3. The Municipality of Sioux Lookout is activating the primary/secondary Emergency Operating Centre.
4. Report to the Emergency Operation Centre (at [time] \_\_\_\_\_ on [date] \_\_\_\_\_).
5. The Emergency Operation Centre is located at the:
  - a. Sioux Lookout Fire Hall . 39 Fifth Avenue, Sioux Lookout
  - OR
  - b. Water Pollution Control Plant .159 King Street, Sioux Lookout
6. Are you able to respond?
7. What is your estimated time of arrival?
8. My phone number is \_\_\_\_\_ or you can contact the EOC at [807-737-2564](tel:807-737-2564).

**TO ACTIVATE THE PHONE LINES AT EOC. 1-800-465-6833 OR 611**

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## Declaration of an Emergency Form

I, \_\_\_\_\_, \_\_\_\_\_  
(insert name) (insert title)

of \_\_\_\_\_ declare that an emergency exists  
(insert Municipality)

in the area of \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (define area using street names and/or boundaries)

in the community of \_\_\_\_\_

due to \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (explain the emergency situation)

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Head of Council

\_\_\_\_\_  
Name of Head of Council, printed or typed

Upon completion please fax to:

Emergency Management Ontario

1-866-314-0474

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## Termination of Declared Emergency Form

Municipality: \_\_\_\_\_  
(Print name of Municipality/Community/First Nation)

I, \_\_\_\_\_ hereby declare  
(Print name of Mayor or Elected Head of Council or First Nation Chief)

a state of local Emergency terminated in accordance with the Emergency Management and Civil Protection Act R.S.O. 1990, c E.9 s.4. (1) due to the emergency described herein: *(describe the nature of emergency)*

\_\_\_\_\_  
\_\_\_\_\_

for an Emergency Area or part thereof described as: *(geographic boundary)*

\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Dated: \_\_\_\_\_ at \_\_\_\_\_ (time)

In the Municipality/First Nation of: \_\_\_\_\_

**NOTE: Fax to EMO Duty Officer @ 416-314-0474**

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## Section 2 - General Implementation

### 2.1 Municipal Emergency Control Group Members

All emergency operations will be directed and controlled by a group of officials responsible for providing the essential services to minimize the effects of the emergency on the Municipality. This will be known as the Municipal Emergency Control Group (MECG) and will be made up and alerted as follows:

- i) Head of Council
- ii) Chief Administrative Officer
- iii) Manager of Emergency Services
- iv) Manager of Corporate Services
- v) Treasurer
- vi) Airport Manager

#### **Responsibilities of the Municipal Emergency Control Group**

- a) Advise the Mayor, or his alternate, or Council, of any necessary actions that should be taken and that are not covered in the Emergency Plan, to minimize the effects of an emergency or disaster;
- b) be prepared to authorize the expenditure of municipal funds which are required for the preservation of life and health; must ensure a careful, complete record is kept of all money spent as a result of the emergency;
- c) direct the evacuation of buildings, or areas within the emergency site(s), if necessary;
- d) direct the dispersal or removal of persons from the emergency site(s) who are in danger, or whose presence hinders emergency operations;
- e) direct the activation and operation of reception Centers to provide temporary accommodation to all residents who are in need of assistance due to displacement as a result of the emergency;
- f) direct and coordinate all municipal departments and volunteer organizations involved;
- g) provide administrative and logistic support to any volunteer organization involved;
- h) take such action as is necessary to minimize the effects of an emergency or disaster on the Municipality of Sioux Lookout and its inhabitants;
- i) maintain a detailed log of all discussions, decisions or actions taken by the Emergency Control Group;
- j) alert Provincial Government agencies as required; and
- k) conduct and participate in a post emergency debriefing, and provide reports as requested by the Operations Officer.

## 2.2 Resource Group Members

If required, a “Resource Group” may be formed from members of the public and private agencies having specialist knowledge and advice to give. This group, drawn from organizations listed hereunder, may be called upon individually or be asked to deliberate and make recommendations collectively. The support group is responsible for developing their own standard operating procedures and alerting system. The Resource Group is made up of the following:

- i) OPP (Ontario Provincial Police)
- ii) Emergency Information Officer
- iii) Municipal Public Works
- iv) Sioux Lookout Hydro
- v) CNR (Canadian National Railway)
- vi) NWHU (Northwestern Health Unit)
- vii) Meno Ya Win Health Centre
- viii) Northwest EMS (Northwest Emergency Medical Services)
- ix) NAPS (Nishnawbe-Aski Police Service)
- x) ISC (Indigenous Services Canada)
- xi) MNRF (Ministry of Natural Resources and Forestry)
- xii) Red Cross
- xiii) MTO (Ministry of Transportation of Ontario)
- xiv) Ontario Hydro Networks

## 2.3 Emergency Operations Centers and Alternate Sites

- a) The MECG will assemble at:

Sioux Lookout Fire Hall, 39 Fifth Avenue North Sioux Lookout  
807-737-2564

Alternative site is:

Water Pollution Control Plant, 159 King Street, Sioux Lookout  
807-737-1664

which will be known as the Emergency Operations Centre (EOC).

- b) The Manager of the MECG Centre shall be the CAO.
- c) A quorum of the MECG shall consist of those members present at the time of assembling, and no meeting shall be postponed or delayed by want of any number to constitute a quorum.

## **2.4 MECG Notification**

- a) The CAO, Mayor or alternate is responsible for notifying the MECG
- b) All members of the MECG and others relevant to the emergency will be notified of the emergency.

### **Action by the MECG Member Receiving the Notification**

- a) The MECG member will notify the CAO or Mayor, who will instruct the Emergency Services Manager or alternate that the EAS be implemented in whole or in part.
- b) The Municipal Clerk's Department (weekdays) and Emergency Services Department (weekends and after hours) will contact the MECG and others as required and repeat a brief summary of the emergency and its location to each recipient by email or telephone.

## **2.5 Emergency Alerting System (EAS)**

- a) The MECG is responsible for implementing the Emergency Alerting System (EAS) via the All-Connect SMS Alerting System.
- b) The MECG will notify the Emergency Services Manager or Manager of Corporate Service to issue an emergency alert to all the residence of the Municipality

### **Action by the Emergency Services Manager or Manager of Corporate Service**

- a) The Emergency Services Manager or Manager of Corporate Service will engage the EAS in whole or in part as directed by the MECG.
- b) The Municipal Clerk's Department (weekdays) and Emergency Services Department (weekends and after hours) will update the residents of the Municipality via the SMS Alerting System as directed by the MECG.

## PUBLIC BROADCAST MESSAGE FORM

An accident involving (describe type of materials) \_\_\_\_\_

\_\_\_\_\_

Has occurred at (describe location) \_\_\_\_\_

\_\_\_\_\_

People living in the area bounded by (describe area by street names) \_\_\_\_\_

\_\_\_\_\_

Are asked to leave their homes immediately and move away from (location of accident)

\_\_\_\_\_

The public is asked to stay away from (describe location of accident) \_\_\_\_\_

\_\_\_\_\_

Further bulletins will follow on this station

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

### Radio Contact Phone Numbers

|         |                      |                                 |
|---------|----------------------|---------------------------------|
| WAWATAY | 807-737-4040         |                                 |
| CKDR    | Hotline 807-223-4134 | 807-223-5215 or<br>807-223-2355 |
| Q104    | 807-227-9969         | 1-866-338-9969                  |

## **2.5 MECG Members' Responsibilities and Functions**

### **Head of Council**

In conjunction with the Emergency Control Group the Head of Council shall ensure:

- Assessment of any situation and make the appropriate declaration when an emergency is deemed to exist.
  - Assessment of the nature of the emergency.
  - Designate all or part of the Municipality as an "Emergency Area".
1. Determine when and if the actions set out in this plan are insufficient to control the emergency or if the financial responsibility, jurisdiction or authorities are in question, and thereupon summon the assistance of the appropriate Ministry of the Province of Ontario.
  2. Maintain close liaison with appropriate Ministry of authorities and O.P.P. officials in the area.
  3. Order the evacuation of the area surrounding the emergency site if considered necessary, in accordance with the provisions of By-law No. 39.04.
  4. Confer with Provincial Ministries or their field representatives and leaders of the evacuation communities as are required.
  5. In consultation with the Public Information Officer and the CAO, approve news releases and public announcements.
  6. Keep council updated regarding the situation and actions being taken to resolve the emergency.
  7. Terminate the emergency at the appropriate time and ensure all concerned have been notified.

### **Chief Administrative Officer**

1. Implement Emergency Alerting System.
2. Serve as chair of the Emergency Operations Centre – in accordance with the provisions of By-law No 39.04 – and maintain log.
3. Chair the meetings of the Municipal Emergency Control Group.
4. Organize and supervise all activities within the Emergency Operations Centre.
5. Ensure that all necessary administration in connection with the emergency is carried out.
6. Serve as chief advisor to the Mayor.
7. Provide immediate and continuing information on the developing emergency situations in the Municipality to the Emergency Planning Officer, Thunder Bay area, Emergency Measures Organization, telephone 1.866.314.0472 - 24 hours.
8. Designate a site manager.
9. Maintain close liaison with all supporting agencies, as required.
10. Request service stations and grocery stores to be open during the alert period.
11. Arrange business meeting of the community control group.
12. With assistance from MECG, establish assembly points for persons requiring transportation and

for persons having their own transportation.

13. Maintain liaison with, and direct all coordinators of components of the reception plan.
14. Coordinate and direct all aspects of evacuee reception.
15. Coordinate and direct all aspects of the return of evacuees to their respective homes.
16. Coordinate and direct all aspects of the emergency.
17. Prepare a post-emergency report for submission to City Council.

## **Manager of Emergency Services**

1. Provide the Emergency Control Group with information and advice on emergency service matters.
2. Participate in decision making, determining priorities, and issuing operational directives for the resolution of the emergency.
3. Provide equipment and manpower to assist in operations as deemed necessary.
4. Provide resuscitation and extrication equipment and trained manpower when and where required.
5. Activate the mutual aid system if it is deemed necessary.
6. Coordinate assistance with other municipal, regional, provincial, or federal departments and agencies.
7. Assist with search and rescue of trapped or injured people as required.
8. Implement the evacuation warning when instructed to do so.
9. Provide increased fire protection as appropriate of the potentially affected area throughout the emergency period with the assistance of additional volunteers and municipal employees.
10. Provide fire protection as required.
11. Assist with crowd control.

## **Manager of Corporate Services**

1. Act as Scribe for the emergency by maintaining an ongoing record of Emergency Operation Activities and taking and preparing notes of daily brief meetings.
2. Receive documentation provided or generated by others.
3. Ensure that timely and correct information is displayed or available within the Emergency Operations Centre.
4. Operate as support to emergency operations, keeps log.
5. Carries out duties of the Chief Administrative Officer should he/she be unable or unavailable to carry out his/her duties.
6. Provide for the safety of municipal records.

# EMERGENCY PLAN

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7. Oversee preparation of public information and instructions for release.
8. Keep municipal staff informed so they can handle inquiries.
9. Alert and warn the public of the emergency keeping them informed of significant developments during the emergency or disaster.
10. Ensure the local residents know the warning signals and evacuation procedures.
11. Arrange a center for all media to gather.
12. Prepare press release advising of the emergency or disaster with periodic updates on what is happening.
13. Act as spokesperson for the Emergency Control Group during the emergency or disaster and to provide periodic reports on the progress of the emergency or disaster.
14. Provide information on how to prepare for and proceed with the evacuation.
15. Prepare and disseminate information on the emergency or disaster being experienced elsewhere and what role Sioux Lookout will play.
16. Issue announcements deemed necessary, relating to the incident.

## Treasurer

1. Receive any invoices related to the emergency.
2. Maintain accurate records and accounts of the financial affairs during the emergency.
3. Tracking timesheets for incident personnel and equipment.
4. Negotiate and monitor contracts.
5. Reimburse expenses.
6. Make costs estimates for alternate response strategies.
7. Monitor sources of funding.
8. Track and report the financial usage rate.

## Airport Manager

1. Implement Emergency personnel where needed.
2. Determine if additional equipment will be required.
3. Have inventory of equipment available to the community.
4. Co-ordinate road, air and water operations.
5. Maintain fueling on generator systems.
6. Ensure alternate means of emergency power is available.
7. Maintain an inventory of special equipment and supplies available in the area that may be

required during an emergency.

## **2.6 Resource Group**

### **Municipal Fire Service**

1. Conduct all operations connected with the fighting of fires, including electrical fires, within the Municipality of Sioux Lookout during the emergency.
2. Determine if additional special fire-fighting equipment or supplies will be required, and if so, make the necessary arrangements for procurement, e.g. air packs, special protective clothing, etc.
3. Provide the Emergency Control Group with information and advice on fire service matters.
4. Participate in decision making, determining priorities, and issuing operational directives for the resolution of the emergency.
5. Provide equipment and manpower to assist in operations as deemed necessary.
6. Provide resuscitation and extrication equipment and trained manpower when and where required.
7. Activate the mutual aid system if it is deemed necessary.
8. Coordinate assistance with other municipal, regional, provincial, or federal departments and agencies.
9. Assist with search and rescue of trapped or injured people as required.
10. Implement the evacuation warning when instructed to do so.
11. Provide increased fire protection as appropriate of the potentially affected area throughout the emergency period with the assistance of additional volunteers and municipal employees.
12. Provide fire protection as required.
13. Assist with crowd control.

### **Police Services (OPP)**

1. Secure the emergency area.
2. Control, and if necessary, disperse crowds.
3. Control traffic, where required, to facilitate the movement of emergency vehicles both in and out of the emergency area.
4. Conduct the evacuation of buildings and emergency areas as authorized by the Mayor.
5. Provide the Emergency Control Group with information and advice on law enforcement matters.

6. Participate in decision making, determining priorities, and issuing operational directives for the resolution of the emergency.
7. Ensure the protection of property against looting within the emergency area.
8. Patrol a reasonable distance outside the boundaries of the municipal areas to warn and evacuate and prevent vandalism and looting.
9. With the Municipality and Ministry of Natural Resources, determine evacuation route or routes.
10. Patrol assembly areas and safeguard vital resources, supplies and utilities.
11. Ensure evacuation routes are kept clear of immobilized vehicles and incoming traffic.
12. Ensure evacuation of unorganized area as required.
13. Control traffic, where required, to facilitate movement of private vehicles of evacuees in order to alleviate congestion, avoid accidents and provide for smooth and orderly arrival within the Municipality.
14. Assist other services as required.

## **Emergency Information Officer**

1. Oversee preparation of public information and instructions for release.
2. Keep municipal staff informed so they can handle inquiries.
3. Alert and warn the public of the emergency keeping them informed of significant developments during the emergency or disaster.
4. Ensure the local residents know the warning signals and evacuation procedures.
5. Arrange a center for all media to gather.
6. Prepare press release advising of the emergency or disaster with periodic updates on what is happening.
7. Act as spokesperson for the Emergency Control Group during the emergency or disaster and to provide periodic reports on the progress of the emergency or disaster.
8. Provide information on how to prepare for and proceed with the evacuation.
9. Prepare and disseminate information on the emergency or disaster being experienced elsewhere and what role Sioux Lookout will play.
10. Issue announcements deemed necessary, relating to the incident.

## **Public Works Department**

1. Provide barricades and flashers at the site of the incident on receipt of the “Emergency Alert”.
2. Provide municipal vehicles and equipment, together with operators as required.

3. Provide the Emergency Control Group with information and advice on engineering and transit matters.
4. Participate in decision making, determining priorities, and issuing operational directives through the Operations Officer for the resolution of the emergency.
5. Direct and coordinate all Public Works operations in accordance with the Plan and directions issued by the Emergency Control Group.
6. Organize and procure equipment for operations, if required on the advisement of the ECG.
7. Arrange for demolition of unsafe buildings and evacuation operations where required.
8. Mark off evacuation route or routes.
9. Assist with traffic control and emergency operations by clearing emergency routes, assisting the police in closing and opening roadways, marking obstacles, installing emergency road signs, and other actions as required.
10. Ensure the route to the reception center is suitably marked and safe for vehicle traffic.
11. Coordinate staff to provide garbage removal, maintenance and cleaning of facilities on advisement of the ECG.

## **Communications Officer**

1. Ensure adequate primary communications and back up of communications in support of emergency or disaster operations.
2. Establish and supervise the Emergency Operations Centre Message Control Board.
3. Establish static and mobile communications posts as required.
4. Ensure all equipment is charged and functioning properly.
5. Ensure logs are maintained of all actions taken including all in and out messages.

## **Volunteer Coordinator**

1. Engage volunteers as required to assist with evacuation proceedings, keep log.
2. Coordinate volunteers so as to use available resources in the most effective manner to assist with the emergency.
3. Engage available volunteer resources (groups, individuals) to assist in reception operations as required.
4. Respond to requests from the ECG for volunteers as quickly and efficiently as possible.

## **Manager of Recreation and Culture**

The Recreation and Culture Manager or his/her designate shall perform duties and responsibilities described in the Municipality of Sioux Lookout Emergency Plan, and in particular, with regard to the Reception Plan:

1. Arrange for the opening, operation, direction, and supervision of the Reception Centre with the MEEG
2. Liaise with the Medical Officer of Health or Health Unit Representative on areas of mutual concern regarding operations and good health practices in Reception Centre
3. Liaise with the Public Information Officer to share information with respect to evacuation and Reception Centre services
4. Request the Public Information Officer to advise the media/public on location of the Reception Centre
5. Provide adequate signage within the Reception Centre
6. Ensure that staff is available to clean and maintain the building
7. If evacuees are to be kept at the Reception Centre for more than 8 hours, ensure that a relief shift is available to provide assistance to evacuees on a 24 hour basis

## **Sioux Lookout Hydro**

1. Provide alternate electrical power supply where necessary and practicable, e.g. generators, temporary power lines, etc.
2. On the advice of the Emergency Control Group, the Mayor may direct the electrical power be disconnected to any consumer or area where this is considered necessary in the interest of public safety.
3. Assist with evacuation arrangements as required.
4. Keep evacuation route or routes clear of downed power lines or other electrical hazards as required.
5. Repair any downed power lines, as required, so as to ensure public safety, and to ensure route or routes into the Municipality remain free and clear of hazards.

## **Canadian National Railway**

1. Provide transportation as available in evacuation.
2. Provide current updates to Emergency Operations Centre in the event of a hazardous spill.

3. Assist with reception arrangements as required.
4. Provide equipment and manpower as available and as required.
5. Ensure rail lines are clear of congestion and obstructions to ensure smooth passage and avoid accidents.
6. Assist with clearing tracks and clean up as soon as possible.
7. Repair tracks, if needed, as quickly as possible.

## **Ministry of Natural Resources and Forestry**

1. Advise the Municipality of a possible need to evacuate or receive. (Give preliminary alert of evacuation or reception).
2. Give evacuation notice when/as required.
3. Provide current updates to Emergency Operations Centre in the event of an evacuation or reception.
4. Conduct all operations connected with fighting forest fires, as required.
5. Determine if additional special fighting equipment or supplies will be required, and if so, make the necessary arrangement procurement, e.g. special protective clothing, etc.
6. Request the Municipal Fire Department for assistance as required.
7. Cancel evacuation notice as soon as possible.
8. In conjunction with the Municipality and the O.P.P., determine evacuation route or routes.
9. Assist with transportation of evacuees to ensure safe arrival.

## **Red Cross**

If requested, Red Cross shall provide registration and inquiry services and assist at Reception Centre(s) as required. Red Cross is also able to provide first aid services at evacuation Centers and other locations as required. It shall also maintain a detailed log of all actions taken and provide reports as requested by the CAO.

## **Medical Officer of Health or Northwest Health Unit Representative**

1. Arrange for dissemination of special instructions to the public on matters concerning public health through the Information Officer.
2. Arrange for a mass immunization when required.
3. Provide the Emergency Control Group with information and advice on matters pertaining to public and/or environmental health.

4. Participate in decision making, determining priorities, and issuing operational directives for the resolution of the emergency, as requested by the Emergency Control Group.
5. Inspect accommodations where cooking, dishwashing and personal hygiene facilities are combined in order that precautions can be taken to ensure sanitary conditions.
6. Notify hospitals as required.
7. Northwestern Health Unit to:
  - a. Alert the Medical Officer of Health to any health problems that may arise.
  - b. Liaison with hygiene and health services.
8. Advise on and enforce health standards.
9. Inspect evacuation center.

## **Sioux Lookout Meno Ya Win Health Centre**

1. Coordinate medical services as required.
2. Coordinate ambulance services and hospitals as required.
3. Coordinate the involvement of the Federal Health Ministries.

## **Northwest EMS - Sioux Lookout Ambulance**

1. Liaise with police, fire and other agencies active at the site of the emergency.
2. Provide the Emergency Control Group with information and advice on health matters.
3. Participate in decision making, determining priorities, and issuing operational directives for the resolution of the emergency, as requested by the Emergency Control Group.
4. Ensure triage and treatment of patients at the emergency site.
5. Assess the need and initial request for on-site medical teams from hospitals; assist if required the police or other emergency services in providing transportation to the scene for these medical teams through the ECG.
6. Liaise with hospitals for the efficient distribution of casualties.
7. Assess the need and initial request through the ECG for special emergency health service resources at the emergency site (i.e., ambulance, buses, support units, paramedics, ambulance helicopters, etc.).
8. Provide the main radio and telephone communications link among emergency health services, and notifying and request assistance of the Ontario Ministry of Health, Emergency Health Services Branch.
9. Liaise through the CEO and Medical Coordinator for information regarding invalids or disabled

citizens that may reside in an area to be evacuated and may require ambulance transportation.

10. Assist with the organization and transport of persons in health care facilities, homes for the aged, nursing homes and rest homes, which are to be evacuated, as required by the ECG.
11. When required, assist the Emergency Site Coordinator as appointed by the CAO in fulfilling their responsibilities.

## **Nishnawbe-Aski Police Service**

1. Assist with reception.
2. Provide use of hangar for reception.

## **Indigenous Services Canada**

1. On-site administrative and liaison team support as required.
2. Assist with the coordination of reception, maintenance and rehabilitation of First Nations evacuees.
3. Supply additional bedding, mattresses, fans and other emergency supplies as required.
4. Provide authorization for the purchase of legitimate expenditures to the receiving municipality during the evacuation.
5. Liaise with First Nation community and Municipal leaders during the evacuation.

## **Registration, Inquiry and Transportation Coordinator**

1. Arrange a reporting and inquiry service to provide specific information for people who may be affected by the emergency. Establish registration and inquiry service and maintain an up.to. date record of evacuation information and keep log.
2. Provide “reception” of incoming evacuees.
3. The Registry and Inquiry service will maintain accurate records of who has arrived in town and where they have been given accommodations, in order that relatives, friends, etc. can locate them. Advise where people can call to get information on evacuees (including telephone numbers to call) and when information is available.
4. Notify the Red Cross for possible assistance in helping with an evacuation or reception.
5. Coordinate, assemble and dispatch transportation so as to use available resources in the most effective manner. (Coordinate transportation so as to use available resources in the most effective manner to assist with the emergency).
6. Provide and allocate suitable transportation for the general evacuation as required.

7. Provide transportation to the Meno Ya Win Health Centre sites for evacuation purposes.
8. Accommodate requests for transportation as quickly and as accurately as possible.
9. Maintain an inventory of local transportation facilities.
10. Provide all necessary transportation, make all necessary arrangements for vehicle assembly areas and provide local emergency transportation if required.
11. Coordinate all aspects of acquisition and scheduling of transportation for the purpose of transporting persons and/or supplies as required.

## **Food and Shelter Coordinator**

1. Arrange for food, accommodation, personal supplies and clothing for any person in need due to an emergency situation, when authorized by the Mayor.
2. Arrange for the provision of food and supplies to the Emergency Control Group and other officials and volunteers within the Municipality working on the emergency operation.
3. Arrange for congregate lodging (if required) in schools, churches and other accommodations.
4. Arrange for the bulk purchase and preparation of food.
5. Enlist the aid of clergy as personal services managers. They will provide personal guidance on the basis of particular needs of individuals and families.
6. Enlist in the aid of service agencies as required through the ECG.
7. Arrange for the opening, operation, direction and supervision of sufficient support Centers required to provide immediate emergency support services including but not limited to food, clothing and shelter.
8. Maintain a record of expenditures and materials, obtain receipts and forward to the Municipal Treasurer. The evacuating community will be responsible for the cost of reception.
9. Arrange for laundry service for the evacuees.
10. Contact hospital for laundering of towels.

## Section 3 - Evacuation Plan

### 3.1 General

The Municipality of Sioux Lookout, with a residential population of approximately 5,200, is located in a forested area about 45 miles north of the Dinorwic Junction of Highways 17 and 72. In the event the Municipality of Sioux Lookout and surrounding area is endangered by a critical situation, it may be necessary to evacuate.

### 3.2 Introduction

There are two types of evacuation:

- 1) Precautionary and
- 2) Mandatory

**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 MCEG that there is an absolute need to evacuate an area, usually on a large scale, possibly for a long period of time – i.e. more than 24 hours.

For the purpose of this evacuation plan, the definition that shall set the plan, or part of the plan, in motion, shall therefore be Mandatory Evacuation.

Evacuation may result in 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 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 Municipality of Sioux Lookout Emergency Plan.

### 3.3 Potential Community Hazards

All of the following are considered potential community hazards within the Municipality of Sioux Lookout and surrounding areas and are not listed in any particular order of risk, but may require mandatory evacuation.

- Windstorm, tornado
- Road, highway or rail incident involving dangerous goods spill, for and/or explosion
- Snow/ice storm with power outage
- Heavy rain, flooding
- Rupture of vessel or piping containing propane, chlorine or other volatile material under pressure
- Falling aircraft
- Forest fire

- Building or structure collapse

## **3.4 Aim**

To establish a plan of action for all tasks envisaged in the evacuation of all or specific segments of the population of the Municipality of Sioux Lookout and surrounding area, utilizing those resources immediately available.

## **3.5 Emergency Alerting System**

Follow the procedures outlined in Section 2, Implementation of Alerting System.

## **3.6 Implementation**

The Sioux Lookout Emergency Plan:

- Provides details of a state of readiness to be instituted by the Municipality when advice is received in the appropriate manner that the evacuation of Sioux Lookout may become necessary; and
- Outlines the procedure by which the Mayor will effect an evacuation of the Municipality; and
- Will be implemented when evacuation is considered necessary by the appropriate authorities through the sequence of Declaration of Evacuation Notice.

## **3.7 Reception of Communities and Reception Centers**

If evacuation of the Municipality if necessary, the reception communities are as follows:

- City of Dryden
  - Via Highways 72 South and 17 West; or
  - Via Hudson down Goodie Lake Road to Kathlyn Lake Road to Highway 72
- Township of Ignace
  - Via Highways 642 North and 516 South, or
  - Via Highways 72 South and 17 East
- City of Thunder Bay
  - Via Highways 72 South and 17 East or
  - Via Highway 642 North and 516 South and 17 East
- City of Kenora
  - Via Highways 72 South and 17 West

The ECG will, at the time of emergency, determine assembly points in the Municipality and reception Centers of destinations. This information will be included in the Evacuation Notice.

The receiving community or communities selected should be alerted by the Mayor as early as possible in order that their reception program may be activated prior to the arrival of the evacuees.

## **3.8 Warning**

### **Alert Stage**

- Announcement over media, CKDR Radio, Q104 Radio, Wawatay Radio and Television channels, and loud speakers on emergency vehicles, police cars and ambulances.

### **Evacuation**

- Announcement over media as above
- Intermittent sounding of the municipal siren and sirens of emergency vehicles, police cars and fire trucks.
- Mobile public address as available
- Door to door notification may be required.

## **3.9 Steps for Activation of the 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 within the Municipality of Sioux Lookout, a member of the ECG, on the advice of the first response agency, will activate the Municipality of Sioux Lookout Emergency Plan. This official will then ensure that all members of the ECG are alerted and instructed to report to the EOC. If the need to evacuate and relocate residents of the affected area is apparent, the provisions of the Municipality of Sioux Lookout Emergency Plan will 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 the police evacuation activities.

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

If the evacuation of any residents of the Municipality of Sioux Lookout is necessary, the following locations will be used as registration areas:

- Centre – Recreation Complex
- North – Sioux Lookout Golf and Curling Club
- South – Lamplighter Hotel

## **3.10 Evacuation Operations and General Responsibilities**

Once the decision has been made to evacuate an area of the Municipality of Sioux Lookout, the ECG shall determine the following:

- Boundaries of area to be evacuated
- Main evacuation route(s) to be used, and identify necessary traffic control points

- Assembly areas to be used
- Location of facilities within the evacuation area to be notified, and how notification will be carried out
- Time of the evacuation start, and if necessary, who will be evacuated first – stages of evacuation

The ECG shall proceed with the following:

- Alert of the evacuation order to all concerned including the Province of Ontario
- Preparation of media release for immediate broadcast to the public
- 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 school board 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 ECG.

In the event of a mandatory evacuation, students shall not be sent home. All students and staff will be evacuated to a designated reception center. Parents or guardians wishing to remove their child from school during an evacuation may do so from the reception center by making a 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, engineering, water treatment plant, hydro, telephone, and emergency services.

The residents of the Municipality of Sioux Lookout who have been relocated to temporary shelters will require a wide range of support services. The Recreation and Culture Department has the primary responsibility for the provision of such services assisted by other municipal department and volunteer agencies such as the Canadian Red Cross.

### **3.11 Request for Assistance from Provincial Government**

When an emergency evacuation order is in effect, the Mayor of the Municipality of Sioux Lookout, with the advice of the ECG may request assistance from the Provincial Government through Emergency Management Ontario:

Phone: 1-866-314-0472 24 hour

### **3.12 Evacuation Procedures**

#### **Households**

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

## Preparation

- Shut off appliances
- Take a two-day supply of food, clothing, drugs, including prescription drugs, toiletry articles, and insect repellent
- Take one blanket per person
- For infants and children, take infant formula in a thermos, candies and toys
- Ensure your car has ample fuel and oil if travel is by road
- Ensure pets are basically free or in a yard with adequate food and water – do not lock pets in the house or car
- Secure premises

## Evacuation

### Without transportation

- Families remain together as a group
- Proceed to designated assembly points as announced in Evacuation Notice
- When you arrive at assembly point, register names of persons in your family or group

### With transportation

- Proceed to designated check points as announced in Evacuation Notice
- Report names of persons in vehicle at checkpoints
- Follow prescribed route of evacuation given at checkpoint
- Report to designated reception center in reception community

## **Business, Industry, Offices, Stores**

If designated emergency service to remain open, provide for staff and procedures for making that service available on request from the Emergency Response Group.

## Preparation

- Implement emergency procedures to disperse staff and secure premises

## Evacuation

- Close and secure premises and disperse staff.

## Hospitals

### Preparation

#### Implement own emergency plan

- Advise ECG of transportation needs

### Evacuation

- Proceed to designated checkpoints
- Report names of persons in vehicles
- Follow prescribed evacuation routes
- Report to designated reception center in reception community

## Schools and Daycares

### Preparation

- Implement own emergency plan
- Identify transportation needs

### Evacuation

- Disperse children to their homes, if possible
- Otherwise
  - Proceed to designated checkpoints
  - Report names of persons in vehicles
  - Follow prescribed evacuation routes
  - Report to designated reception center in reception community

## Senior Citizens. Patricia Plaza, Sioux Towers and Cole Terrace

### Preparation

- Secure your apartments
- Take a two-day supply of food, clothing, drugs, toiletry articles and insect repellent
- Take one blanket per person
- Transportation will be allocated by the ECG

## Evacuation

- Assemble for pick up from Patricia Plaza, Sioux Towers and Cole Terrace

## Social Services Facilities

- Private Group Homes – implement own plan
- Family Resource Centre – implement own plan

## Tourist Accommodations

It is preferred that visitors be dispatched prior to any impending evacuation order and accordingly, the following procedures should be implemented at the pre-warning stage.

## Preparation

- Guests – follow household procedures as they apply
- Operator - follow business establishment procedures as they apply

## Evacuation

- Guests
  - Report to tourist operator on departure
  - Proceed to designated check points as announced in Evacuation Notice
  - Report names of persons in vehicle at check points
  - Follow prescribed evacuation routes at check point
  - Report to designated reception center in reception community
- Operator
  - Report tourist departures to check point
  - Proceed according to business or household procedures

## 3.13 Reception Centre

Remain at the Reception Centre in the Reception Community until further instruction for return to Sioux Lookout or evacuation from the Centre. Such evacuation will be according to the Reception Centre's plan and in order of re-entry as outlined in re-entry section on next page.

## 3.14 Cancellation of Emergency

Cancellation of the emergency will be made by the appropriate authority

## 3.15 Food Stores and Services Stations Open for Stage 1 Alert Period

Arrangements have been made with the managers of food stores and service stations to remain open during the Stage 1 alert period. An emergency public information service has been established at the Municipal Office, telephone 807-737-2700

|                        |              |
|------------------------|--------------|
| Fresh Market           | 807-737-1630 |
| DJ's Gas Bar           | 807-737-1315 |
| Mascotto's Marina      | 807-737-1770 |
| Wellington Centre      | 807-737-4030 |
| Five Mile Corner       | 807-737-1654 |
| Morgan Esso Card Lock  | 807-737-2250 |
| Petro Canada Card Lock | 807-737-3676 |

## 3.16 Order of Re-entry

| ORDER OF RE-ENTRY                     |                                    | CONDITIONS PRIOR TO NEXT ORDER OF RE-ENTRY |
|---------------------------------------|------------------------------------|--------------------------------------------|
| <b>Service Personnel – Primary</b>    |                                    | Services up and running                    |
|                                       | Police                             | Policing                                   |
|                                       | Fire Department                    | Fire and Emergency services                |
|                                       | Public Utilities                   | Electrical, water, sewer, communications   |
|                                       | Ambulance – Land and Air           | Ambulance – Land and Air                   |
| <b>Service Personnel – Secondary</b>  |                                    |                                            |
|                                       | Municipal                          | Highways                                   |
|                                       | Medical                            | Hospitals and Clinics                      |
|                                       | Medical                            | Northwestern Health Unit                   |
| <b>Business Personnel – Primary</b>   |                                    |                                            |
|                                       | Food – Retail                      | Food                                       |
|                                       | Service Stations / Garages. Retail | Fuel and Service Stations                  |
| <b>Business Personnel – Secondary</b> |                                    |                                            |
|                                       | Other retail                       | General Commercial                         |
|                                       | Other services                     | All other                                  |
| <b>Other – Primary</b>                |                                    |                                            |
|                                       | Families                           |                                            |
|                                       | Other able-bodied                  |                                            |
| <b>Other – Secondary</b>              |                                    |                                            |
|                                       | Senior Citizens                    |                                            |
|                                       | Hospital Patients                  |                                            |
|                                       | Tourists                           |                                            |

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## Section 4 - Other Emergency Plan Procedures

### Radioactive Material Accident

This type of emergency could be caused by one of the following:

- Damage to a container carrying a radioactive source in transit by air, road, or rail
- Loss of radioactive material by fire, accident or theft
- Distribution of radioactive material by malfunctioning of a nuclear furnace
- Crash of a defence aircraft suspected by carrying a nuclear device

### Transportation Accidents – No Fire Involved

In a road/rail accident where fire is not involved, the first indication that radioactive materials are being carried will come from the driver/conductor, if he is conscious and aware that such materials are present, or from the placard affixed to the vehicle/rail car. Placards will read “RADIOACTIVE MATERIAL” or “DANGEROUS RADIOACTIVE MATERIAL”.

Having regard to his duties at the scene of an accident, the responding Police Officer will, as soon as possible:

- Identify the LABEL – Radioactive White . I, Radioactive Yellow – II, or Radioactive Yellow – III
- Identify the PACKAGE.
- Identify the CONSIGNOR or CONSIGNEE.
- Identify the LOCATION and extent of DAMAGE.
- Pass the above information to the Ontario Provincial Police Headquarters immediately.
- Until the arrival of an official with a radiation measuring instrument, keep all persons from the scene.
- Rescue the injured as soon as possible and notify the ambulance/hospital of the possibility of contamination.
- Damaged packages, spilled contents, or contaminated equipment should not be moved (to minimize the spread of contamination). Approach the package only if it is an urgent necessity and minimize the time, maximize the distance.

- Approach from upwind and use protective outer clothing and dust mask. Avoid inhalation, ingestion or contact with radioactive material.
- Prevent persons and equipment from moving through suspected contaminated areas until such areas are declared safe by an official qualified in radiation detection. Persons who may be contaminated should remove outer clothing, wash exposed skin areas, and must remain at the scene until checked for radiation by a qualified person.

## **Transportation Accidents – Fire Involved**

In an accident where FIRE is involved and the Sioux Lookout and Hudson Fire Department arrive at the scene before the Ontario Provincial Police, the Fire Department will:

- Combat the fire, minimizing exposure, inhalation, smoke and contact with the area.
- Identify the LABEL – Radioactive White – I, Radioactive Yellow, II or Radioactive Yellow – III)
- Identify the PACKAGE.
- Identify the CONSIGNOR and CONSIGNEE.
- Identify the LOCATION and the extent of DAMAGE.
- Pass the above information to the Ontario Provincial Police Headquarters immediately.
- Keep all persons from the scene until qualified personnel arrive with instrumentation equipment capable of measuring radioactive activity.
- Rescue the injured as quickly as possible and notify the ambulance/hospital of the possibility of contamination.
- Damaged packages, spilled contents, or contaminated equipment should not be moved (to minimize the spread of contamination). Approach the package only if it is an urgent necessity and minimize the time, maximize the distance.
- Approach from upwind and use protective outer clothing and dust mask. Avoid inhalation or contact with radioactive material.
- Prevent persons and equipment from moving through suspected contaminated areas until such areas are declared safe by an official qualified in radiation detection. Persons who may be contaminated should remove outer clothing, wash exposed skin areas, and must remain at the scene until checked for radiation by qualified personnel.
- Upon the arrival of the Police, pass all details of the shipment to them.

## **Building Fires**

Radioactive materials are frequently used in some types of industrial plants, hospitals and universities and their use is increasing. It is recommended that the Fire Department maintain details of the types of materials used and their locations within the Municipality. In the event of a fire considered to have radioactive materials involved, the Fire Department will:

- Pass the details of the materials involved to the Ontario Provincial Police who will, in turn, contact the Ontario Ministry of Labor, Special Studies and Services Branch, Toronto.
- Combat the fire, minimizing exposure, inhalation, smoke and contact with the area.
- Rescue the injured as soon as possible and notify the ambulance/hospital of the possibility of contamination.

## **Action by Ontario Provincial Police**

On receiving information that radioactive materials are involved in an accident, the Ontario Provincial Police will:

- Ensure that a Fire Pumper reports to the scene as standby.
- Contact the nearest qualified radiological detection officer – refer to directory.
- Notify the shipper.

## **Survey of Radioactive Materials, Fire Departments Area of Responsibility**

Surveys are required to establish what radioactive sources are being used by industries, hospitals, and other places of business, where they are located in the building, and quantities used.

Further considerations are:

- Will the radioactive element combine with smoke or gases
- If the element combines, what area will it cover, room size, ventilation
- What are the hazards; internal or external
- Will the monitoring equipment detect the element in an emergency situation
- Disposal problems

## **General Procedures at Fires or Emergencies Involving Radioactive Materials**

- Apparatus and equipment parked upwind so as to avoid contamination
- Personnel not to enter a radioactive area unless fully dressed to conduct a rescue of injured as an on-the-spot decision
- Until the area is monitored, personnel attempt only to confine the fires
- Personnel entering the hazard area utilize respiratory equipment and protective clothing
- The area of radioactive material be cordoned off and personnel and equipment not re-enter the “clean” area until decontamination has been carried out
- Use a fine spray hose to minimize disturbances of radioactive materials and run-off

- Report any cuts or abrasions immediately to receive treatment.
- No eating or smoking in the area of radioactive contamination or while a person is contaminated
- Decontamination:
  - Wash down all clothing prior to removal
  - Thorough wash of personnel upon returning to station – do not scrub with vigour
  - Clothing, towels, etc., laundered several times and monitored prior to being stored

## **Radioactive Transport**

The majority of carriers of radioactive materials indicate the cargo when quantities warrant. However, in the event of an accident, the label may have been destroyed and the driver incapacitated. In this case, the only clue that you have is the presence of heavily packaged or lead packages. Until these suspicious packages have been monitored, treat them as dangerous and observe all precautions as for radioactive materials.

## **Fire in Cargo Trucks Carrying Radioactive Materials**

- Take advantage of any shielding.
- Fight from upwind with a fine spray. If this causes violent reactions, discontinue the use of water. If no other property is involved, allow fire to burn out or it can be towed to a safer location
- Guard the area until cleared by the Special Studies and Services Branch of the Ministry of Labor

## **Decontamination**

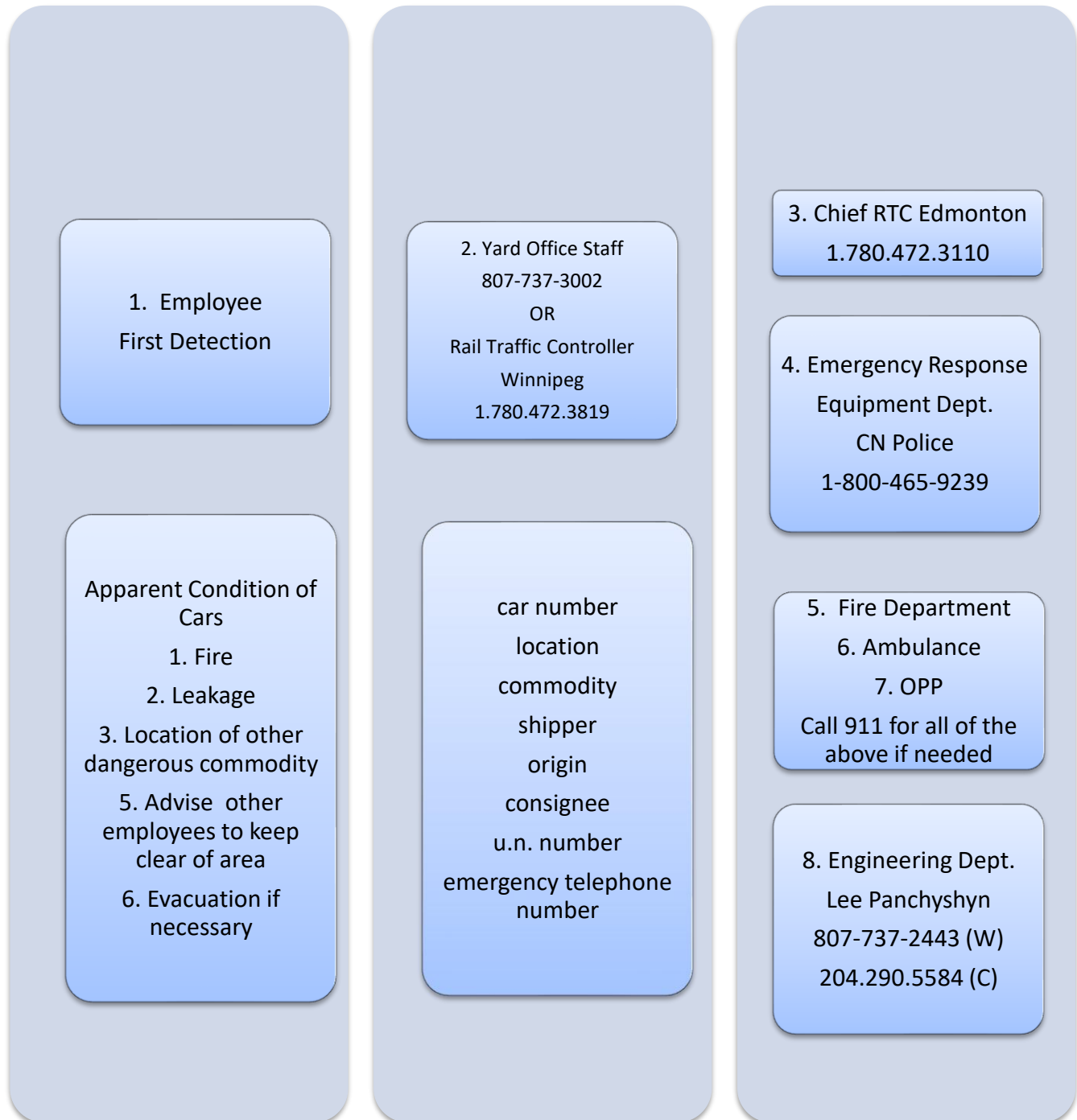
Decontamination is carried out by completing the following:

- treating the surface so as to remove the contaminating agent, or reducing it to a safe level
- aging and sealing
- removal and storage
- shielding.

# EMERGENCY PLAN

## Sioux Lookout C.N. Rail Emergency Response Schematic

1-800-465-9239 24 hour emergency number



## Rail Accidents

**When notified by RAIL DISPATCH CENTRE or RAIL STAFF of rail accident**

- Request details of any hazardous materials involved
- Dispatch fire crews to the scene. Fire crews are to exercise caution, check dangerous commodity documentation, and then examine wreckage if deemed safe to do so, to locate cars carrying hazardous materials. Waybills will be found in lead unit. Advanced “Consists” are held at the nearest rail terminal.
- The CNR and CPR, in addition to waybills in the unit The waybills do have all the regulatory information required by Transport Canada, which includes the 24hr ER. In addition, both conductors and engineers are given the written location in the train of every car of Class A Explosive and other cars display placards.
- Determine if evacuation is required, and if so, determine the “immediate danger area” and instruct police to commence evacuation from that area.
- Determine wind direction at the accident scene, and where the situation requires, instruct Police to evacuate the downwind area.
- Notify the Ministry of the Environment.

## **When notified by POLICE or GENERAL PUBLIC of rail accident**

- Dispatch fire crews to the scene. Fire crews are to exercise caution, check dangerous commodity documentation, and then examine wreckage if deemed safe to do so, to locate cars carrying hazardous materials. Waybills will be found in lead unit. Advanced “Consists” are held at the nearest rail terminal.
- The CNR and CPR, in addition to waybills in the unit. The waybills do have all the regulatory information required by Transport Canada, which includes the 24hr Emergency Response. In addition, both conductors and engineers are given the written location in the train of every car of Class A Explosive and other cars display placards.
- Notify CN Police and request details of any hazardous material involved.

## **Industrial or Road Accidents**

When notified of the accident:

- Dispatch fire crews to the scene. Determine hazardous materials involved, using caution
- Determine if evacuation is required, and if so, determine the “immediate danger area” and instruct police to commence evacuation from that area.
- Determine wind direction at the accident scene, and where the situation requires, instruct Police to evacuate the downwind area.

Notify the Ministry of the Environment, Transport Canada Emergency Response Centre, CANUTEC [1-613-966-6666](tel:1-613-966-6666) (call collect) and the Northwestern Health Unit, Thomas Nabb (807) 468-3147 ext. 301224.

## Evacuation by the Ontario Provincial Police (OPP)

Instructions for the evacuation of an area will come from the Fire Department. Where details of the accidents are reported to the Police by any means other than the Fire Department, pass all available information to the Fire Department. The following instructions are additional to those responses normally made by the Police to the scene of an accident.

### **Duties of the Officer in Charge**

The Officer in Charge will:

- Ensure details of the area to be evacuated are recorded.
- Direct the evacuation using the Police Evacuation Procedures.
- Arrange, with the Fire Department, the location to set up a Command Post using a Police vehicle for this purpose.
- As soon as possible after receiving the initial warning from the Fire Department, will warn the following of the hazardous materials accident:
  - Ambulance Service – giving an indication of number of casualties already incurred or expected. This information will assist the hospitals in the implementation of their disaster plan.
  - Notify the Radio Broadcast Stations and have them tape and broadcast continuously the evacuation message as outlined in Appendix D.

### **First Officer at the Scene**

Officers detailed to an accident involving a vehicle carrying a hazardous commodity, gasoline, propane, chemicals or other hazardous material, are to exercise extreme caution on arrival.

Headquarters is to be notified immediately and:

- Contact the Officer in Charge from the Fire Service
- Determine magnitude of emergency crowd control necessary to safeguard citizens in the immediate area, and possible evacuation, if necessary.
- Notify Officer in Charge if:
  - It is necessary to evacuate the area
  - Immediate evacuation is ordered by the Officer in Charge from the Fire Service
- Assume command of all Police responsibilities until arrival of a Senior Officer.

### **Senior Officer**

Upon arrival at the scene will:

- Take charge of Police responsibilities
- Set up a Command Post as near to the area as safety will permit
- Establish close liaison with the Fire Chief, and all other emergency services involved

# Section 5 - Public Education

**Update Sheet**

**Use Chart Below to Record New Names, Phone Numbers, Email and Information for Yearly Updates**

| Name | Organization | Phone Numbers | Email |
|------|--------------|---------------|-------|
|      |              |               |       |
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## Emergency Plan Distribution List

|                                                              |                            |
|--------------------------------------------------------------|----------------------------|
| <b>MUNICIPALITY OF SIOUX LOOKOUT</b>                         |                            |
| Members of Council                                           | Electronic                 |
| Members of MECG                                              | Paper & Electronic         |
| Member of the EMPC                                           | Paper and/or Electronic    |
| Public Library                                               | Paper (no appendices)      |
| Municipal Office                                             | Paper (no appendices)      |
| Publish on Municipal Website                                 | Electronic (no appendices) |
| <b>HEALTH SERVICE</b>                                        |                            |
| Administrator, Meno Ya Win Health Centre                     | Electronic                 |
| Medical Officer of Health, Northwestern Health Unit – Kenora | Electronic                 |
| Sioux Lookout First Nations Health Authority                 | Electronic                 |
| Sioux Lookout Ambulance                                      | Electronic                 |
| Ministry of Health                                           | Electronic                 |
| Sioux Lookout Air Ambulance                                  | Electronic                 |
| <b>MINISTRY OF NATURAL RESOURCES</b>                         |                            |
| District Manager – Sioux lookout                             | Electronic                 |
| Fire Management Base – Sioux Lookout                         | Electronic                 |
| <b>ONTARIO PROVINCIAL POLICE</b>                             |                            |
| District Superintendent – Kenora                             | Electronic                 |
| Detachment Commander – Sioux Lookout                         | Electronic                 |
| <b>FEDERAL</b>                                               |                            |
| Indigenous Services Canada                                   | Electronic                 |

# EMERGENCY PLAN

|                                                       |                            |
|-------------------------------------------------------|----------------------------|
| <b>EMERGENCY MEASURES ORGANIZATION</b>                |                            |
| Emergency Measures Coordinator Thunder Bay            | Electronic                 |
| <b>RECEPTION COMMUNITIES</b>                          |                            |
| City Clerk, Dryden                                    | Electronic (no appendices) |
| Township Clerk, Ignace                                | Electronic (no appendices) |
| City Clerk, Thunder Bay                               | Electronic (no appendices) |
| City Clerk, Kenora                                    | Electronic (no appendices) |
| <b>SCHOOLS</b>                                        |                            |
| Sacred Heart School                                   | Electronic (no appendices) |
| Sioux North High School                               | Electronic (no appendices) |
| Sioux Mountain Public School                          | Electronic (no appendices) |
| Cornerstone Christian School                          | Electronic (no appendices) |
| Pelican Falls First Nations High School               | Electronic (no appendices) |
| Norah Love Day Care                                   | Electronic (no appendices) |
| Sioux Lookout Hudson Association for Community Living | Electronic (no appendices) |
| <b>SIOUX LOOKOUT HYDRO</b>                            |                            |
| Sioux Lookout Hydro, CEO                              | Electronic (no appendices) |
| <b>CANADIAN NATIONAL RAILWAY</b>                      |                            |
| Chris Allen, Terminal Supervisor                      | Electronic (no appendices) |
| Steve Santelli, Sr. Dangerous Goods Officer           | Electronic (no appendices) |
| <b>CANADIAN RED CROSS</b>                             | Electronic                 |
|                                                       |                            |
|                                                       |                            |

## Emergency Evacuation Procedures for the Public

Familiarize yourself with the SHORTEST ROUTE to RENDEZVOUS AREA.

### Rendezvous Area

- Sioux Lookout Recreation Centre.

### Warning

If emergency is called:

- Turn on radio to CKDR(FM 97.1) and Q104 (FM 104.5)
- Report to registration booth at the Rendezvous Area
- In case of a gas evacuation, evacuation areas will be decided by wind direction

### Do Not

- Panic
- Attempt to locate pets before leaving
- Attempt to travel to school or place of employment to locate family. School buses are alerted to convey students out of danger area
- Speed or violate traffic rules
- Drive through chlorine or any gas

### In Case of a Gas Alarm if Unable to Escape

- Close all vents, windows, doors, fans, etc.
- Seal doors, windows, etc., with towels wet down with a solution of washing or baking soda
- Breathe through cloth dampened with washing or baking soda solution
- Stay inside; the highest part of the building
- Turn on radio to local radio station

Each school, institution, factory, office, and household is responsible for its own building evacuation plan. Please know your procedures.

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Appendix A – L, Removed from this copy due to confidential information/contacts

Appendix M – Evacuation Hosting

Appendix N – IMS Structure

## **Appendix M – Evacuation Hosting**

### **Part 1 – Emergency Reception Plan**

#### **1.1 Aim**

The aim of the Reception Plan is to provide a set of generic action guidelines to increase the ability to efficiently and effectively deploy services and resources to protect the property and the health, safety and welfare of the residents of the Municipality of Sioux Lookout and residents of neighbouring communities during emergency situation.

#### **1.2 Objective**

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

#### **1.3 Implementation**

This plan will be implemented when reception of evacuees from other communities is considered necessary by the appropriate authorities. The Mayor and Council shall formally pass a resolution authorizing Sioux Lookout to act as a Reception Centre immediately on notification by MNR or any other official agency that an evacuation has been ordered by the Municipality or Community in danger.

#### **1.4 Steps for Activation of the Reception 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 or as soon as a neighbouring community makes a request of assistance.

The members of the MECG will be advised of the situation and asked to meet in order to begin preparations for the reception of the evacuees. Other personnel may be added to this group as the situation warrants.

Information to be gathered as soon as possible will be the number of evacuees, the estimated time of arrival, and the estimated length of their stay, if known.

#### **1.5 Reception Operations – General Responsibilities**

Once the decision has been made to establish a Reception and Inquiry Centre, the MECG shall proceed with the following:

- Secure access to the designated reception center by contacting the appropriate manager/owner
- Prepare media release for immediate broadcast to the public
- Arrange for personnel to be available at the reception center
- Request assistance as required from other agencies

The residents who have been relocated to temporary shelters will require a wide range of support services. The Recreation and Culture Department has the primary responsibility for the provision of all such services assisted by other municipal departments, and volunteer agencies such as the Canadian Red

Cross.

## **1.6 Assistance from Provincial Government**

When an emergency Reception and Inquiry Centre is established, the Mayor of the Municipality of Sioux Lookout, with the advice of the MECG may request assistance from the Provincial Government through Emergency Management Ontario.

## **1.7 Registration and Inquiry – Operation and Organization**

All evacuees arriving at the Reception Centre shall be registered on the prescribed form including:

- Name
- Normal residence
- Telephone number
- Duration of stay
- Forwarding address and telephone numbers when they leave the Reception Centre

Registration shall be filed so as to allow for quick reference to future inquiries. In the case of parents and/or children having different surnames, a registration card shall be completed for each different surname and will be cross referenced.

Interpreters and guides may be required for some evacuees at the time of the registration process.

Evacuees leaving the Reception Centre for alternate accommodations shall still complete a registration card and advise of their whereabouts.

All inquiries received through the Call (Inquiry) Centre and at the Reception Centre shall be documented and answered as best as possible.

### ***Arrival of Evacuees***

All evacuees arriving in the Municipality shall enter through the designated entrance where registration will take place. Security shall have to be maintained at this entrance to ensure that only authorized persons are admitted.

### ***Registration Process***

Registration cards may be completed by agencies prior to arrival of evacuees but must be turned over to the Reception Centre staff upon arrival. All evacuees must be registered. Registration tables shall be set up immediately at the entrance of the Reception Centre. Barriers should be established in this area to direct all evacuees to the registration tables.

If a large number of evacuees are expected, multiple tables may be set up with each table handling a section of the alphabet. Guides shall be used to direct evacuees to the proper registration tables.

### ***Inquiry and Information***

Immediately adjacent to the Registration Area, an Information and Inquiry Area shall be

established to assist evacuees and other persons with information. This area shall be so identified with a large sign indicating such. Information provided at this area shall only be for evacuees and the general public. Press and media shall be debriefed in a different area.

## *Feeding and Food Preparation*

All food preparation shall be undertaken in the designated locations only. Only authorized persons shall be allowed in these areas. As food is prepared, it may be taken out to an area where it can be distributed.

## *Baby Requirements*

A separate area shall be established where baby needs such as diapers, formula, baby food, and other items as required can be distributed.

## *First Aid and Health Treatment*

A separate area shall be designated as a first aid and health treatment area.

## *Departures - Repatriation*

All evacuees shall report to the Registration Area prior to leaving the Reception Centre to advise the time of departure and their destination.

## *Language Translation*

The Municipality will retain a qualified translator if required for the duration of the event.

## **Part 2 – MCEG Collective Duties and Responsibilities**

### **1.8 Tasks**

In the event that reception of evacuees from other communities becomes necessary, the task of the Municipality of Sioux Lookout will be to:

- Determine the best location for the Reception Centre according to the number of evacuees and any special needs;
- Ensure that sufficient staffing is available at the Reception Centre;
- Establish a registration and inquiry service, as well as, where necessary, a translation/guide service;
- Register all evacuees arriving at the Reception Centre on the prescribed form;
- Arrange for accommodation in both private residences and communal facilities;
- Arrange for services and equipment from federal or provincial ministries and agencies, neighbouring municipalities, private contractors, volunteer agencies and service clubs as required;
- Ensure that pertinent information regarding the emergency is promptly forwarded to the Public Information Officer for dissemination to the media and to the public;
- Establish a Call Centre to handle individual requests for information and document questions and requests, and answer as best as possible;
- Advise all evacuees to report to the Registration Area prior to leaving the Reception Centre to advise of the time of their departure and destination.

## Part 3 – Supporting First Nation Communities During an Emergency

### 1.9 Joint Emergency Management Steering Committee (JEMS)

The Joint Emergency Management Steering Committee (JEMS) Service Level Evacuation Standards manual, also known as the JEMS manual. The JEMS manual describes this process in greater detail and summarizes the roles and responsibilities of all participating organizations and authorities, including Host Communities. It also aims to provide clarity and transparency to all parties involved during the evacuation of a First Nation Community in Ontario. As such, it can be used to help educate and guide those in the position of making decisions and other support roles prior to and during these evacuations.

The Province of Ontario provides assistance to First Nations through an agreement with the Government of Canada that is focused on emergency response. When a First Nation community notifies the Provincial Emergency Operations Centre (PEOC) of their emergency situation and requests an evacuation due to an emergency, the PEOC in partnership with other applicable provincial ministries and federal departments will coordinate the preparation for and conduct of the evacuation. The PEOC incident management team (IMT) is also responsible for identifying Ontario municipalities and other First Nation communities in the province of Ontario to act as Host Communities and Transportation Hubs, which provide accommodation and other services to persons who are evacuated. When circumstances permit, the PEOC IMT and its partners will coordinate the safe return of the evacuees. In some cases, relating to long-term evacuations, Indigenous Services Canada (ISC) will work with the Ministry of Natural Resources & Forestry (MNRF) and/or host communities to coordinate the community's return with the PEOC's assistance, but only when needed.

The Municipality will follow the JEMS document to support the safe hosting of First Nation communities.

## Appendix N – IMS Structure

### 1.0 Incident Staffing

During an incident, any or all of the IMS functions may be staffed at any time, in either the Incident Support role, Incident Command role, or Area Command role. For larger organizations, staff may be available to be assigned to each of the various IMS functions. Alternately, and especially for smaller organizations, multiple IMS functions may be assigned to one person. IMS provides a comprehensive structure for incident management.

The MCEG should ensure the five IMS management functions are addressed, where appropriate, even if that results in assigning multiple functions to the same staff.

The larger and more complex the incident, the greater may be the need for separate sections to be activated and staffed to fulfill specific IMS functions in a detailed manner. This may require a larger organizational structure than would exist during normal business cycles. The smaller and less complex the incident, the more flexibility there may be to utilize staff in multi-function roles.

Organizational emergency response plans may set out the functions to be performed and the appointments of persons who are responsible for carrying them out in an Incident Support, Area Command or Incident Command capacity. The variety of departments/appointments that may be available to be tasked with standardized IMS functions will vary across organizations.

The major considerations in staffing an IMS organizational structure include the following:

- Determine the tasks to be performed, as this will guide what staff is needed.
- Determine the level of authority required for an effective response. All persons assigned must have the requisite authority to do what is required under their assignments.
- Determine the knowledge or skill sets required. All staff must have the knowledge, skills, and abilities required for the duties assigned. If not completed prior to deployment, training or cross training may have to be completed.
- Determine the anticipated length of time for activation of the EOC, Area Command or Incident Command. The number and duration of Operational Periods will highlight the need for alternate, rotational and support staff, and whether 24/7 staffing is required.

To facilitate staffing assignments during an incident, many organizations choose to develop pre-determined staffing options for the following areas:

Municipal Emergency Control Group membership/composition

- Policy Group staffing/composition
- Command and General Staff staffing/composition
- Other (specialist roles/ other IMS functions, as required).

The development of pre-determined staffing options may include some of the following methods:

- Pre-identification of individuals to fill specific functions/roles
- Pre-identification of positions (in existing business structures) to fill specific functions/roles.
- Development of processes to identify individuals to fill specific functions/roles.

## 1.1 MECG Role during an Incident

When activating and staffing an EOC (whether for Incident Support, Area Command, or Incident Command), members of the MECG typically assume one of the following functions:

- a) Members of the Incident Management Team – MECG members may assume specific IMS functions, based on predetermined staffing assignments or functional requirements for a specific incident. In keeping with the IMS ‘toolbox approach,’ IMS positions should be staffed as required and by individuals with required training competency, authority and experience.
- b) Members of the Policy Group – Members of the MECG may form the Policy Group, which is responsible for providing overall incident policy, advice and assistance to the EOC Commander (in addition to overseeing the delivery of essential services, if required). Membership in the Policy Group may be based on predetermined staffing assignments or functional requirements for specific incidents. The size and composition of the Policy Group is typically dependent upon the incident type, severity and size. The Policy Group may also include non-MECG members as specialists or subject matter experts, as required.

While members of the MECG will often make up the majority of the Policy Group and IMS Command and General staff, this is not always the case. Additional individuals may also perform these functions, provided they have the required training, authority and experience. Conversely, it is not necessarily the case that all members of the MECG would assume a role on the Policy Group or as a member of the Incident Management Team during an incident.

## 1.2 Sharing Functions between the EOC and Incident

In carrying out its supporting role to the Incident Command, the MECG may be better placed to handle some functions normally carried out by Incident Command. This is usually in response to a request from Incident Command and may be an outcome of limited resources at the site level.

## 1.3 Options for Command

It is recognized that organizations’ staffing assignments are not necessarily consistent with the standardized IMS organizational structure. While there may be some similarities, the titles for the various IMS functions may generally be different from common jurisdictional, administrative or service appointments. Knowledge, training, authority and/or experience should be the primary factors in determining the individuals who are assigned to specific response functions. The table below provides a quick reference guide in explaining certain IMS functions and their roles.

While the roles and responsibilities of IMS functions are generally standardized and would be the same whether operating within an EOC or at a site, some adaptations would be required to meet the specific needs of each response structure and to meet the purpose of each activated function. For example, while command is the act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority, there will be slight differences between the roles and responsibilities of the EOC Commander, Area Commander and Incident Commander, all of whom are exercising degrees of command, given their individual areas of responsibility.

Please see the corresponding table outlining key IMS functions and roles.

| Function/Role           | Responsibilities                                                                                                                                        |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| Emergency Control Group | The group formed by an organization to direct the organization's response in an emergency, including the implementation of the organization's emergency |

|                                        |                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                        | response plan(s). May also be responsible for the provision and maintenance of essential services.                                                                                                                                                                                                                                                             |
| Policy Group                           | Responsible for providing advice and assistance to the EOC Commander and Incident Management Team during an incident. May also be responsible for the provision and maintenance of essential services.                                                                                                                                                         |
| EOC Commander                          | Responsible for the overall management of the EOC facility and assigned resources within the EOC, and the provision of Incident Support.                                                                                                                                                                                                                       |
| Area Commander                         | Responsible for the overall management of a defined Area and the incident management teams assigned to the incidents within that Area.                                                                                                                                                                                                                         |
| Incident Commander                     | Responsible for overall management of the incident.                                                                                                                                                                                                                                                                                                            |
| Safety Officer                         | Monitors safety conditions and develops safety measures related to the <u>overall</u> health and safety of <u>all</u> incident responders. The Safety Officer must have the knowledge and professional experience to be able to control or reduce occupational hazards and exposures.                                                                          |
| Emergency Information Officer          | Responsible for the development and release of emergency information regarding the incident to the public. Command must approve all emergency information that the EIO releases.                                                                                                                                                                               |
| Liaison Officer                        | Serves as the primary contact for Assisting or Supporting Organizations and advises Command of issues related to outside assistance and support, including current or potential inter-organization needs.                                                                                                                                                      |
| Operations Section Chief               | Responsible for providing overall supervision and leadership to the Operations Section, including the implementation of the IAP, as well as the organization and assignment of all operations resources.                                                                                                                                                       |
| Planning Section Chief                 | Responsible for providing overall supervision and leadership to the Planning Section as well as the organization and assignment of all planning resources. Responsible for coordinating the development of the Incident Action Plan for each operational period and the collection, collation, evaluation, analysis and dissemination of incident information. |
| Logistics Section Chief                | Responsible for providing facilities, services and materials in support of the incident. Participates in the development of logistics-related section of the Incident Action Plan, and activates and supervises the Branches and Units as well as the organization and assignment of resources within the Logistics Section.                                   |
| Finance & Administration Section Chief | Responsible for financial and administrative support to an incident, including all business processes, cost analysis, financial and administrative aspects and ensures compliance with financial policies and procedures. Provides direction and supervision to Finance & Administration Section staff including their organization and assignment.            |
| Specialists                            | Specific expertise may be added to standard IMS functions, as required by individual organizations (e.g. GIS, Risk Management, Scientists, Legal, others)                                                                                                                                                                                                      |

## Key Functions Quick Reference Guide

**Please Note:** *Members of the Command and General Staff may have assistants or deputies as appropriate. Please see additional details on the IMS organization below, including an expanded IMS organizational diagram, which may be further expanded or contracted to suit individual incidents and resource availability.*

## 1.4 Adaptability and Flexibility

IMS may be adapted to suit individual requirements and circumstances of an incident or organization. IMS may be applied in small, simple, or large, complex incidents, as it is easily adaptable to any given scenario. It may be applied by responder organizations, municipal and provincial governments, the private and NGO sectors. It is suitable for scenarios involving multiple municipalities, other provinces/territories, or international partners. The system allows response organizations to utilize only those aspects that are practically suited to a given incident, an approach referred to in the doctrine as the ‘toolbox concept’. While IMS is based on standardized principles and concepts, its practical application is dependent on available resources. For example, the scope for the application of IMS in a large urban municipality may differ from that of a small rural municipality. However, the principles, concepts and functions would be the same for both.

IMS provides a toolbox of organizational structures, terms and processes to use during incident responses. At full expansion of the IMS structure, the system may appear complex, even with the maintenance of the optimum span of control by inserting appropriate supervisory levels. However, this would occur only during large and/or complex incidents. Organizations can utilize only the tools that best suit their needs and circumstances. Where the tools presented do not fully meet their needs, customization, while respecting standardization, is acceptable.

It is recognized that there are clear distinctions to be made between organizations of different types and sizes with respect to their capability and capacity. To be practical, the implementation of IMS should focus on the five functions of IMS. In keeping with the IMS ‘toolbox concept’, organizations may activate only the functions needed for a specific incident. In many cases, a handful of individuals can effectively manage an entire incident response. If required, large organizations may have the capacity and capability to assign staff to every IMS function or position. This may be a less practical option for smaller organizations, in which case they may need to assign multiple IMS functions or positions to one person. Where this is not practical or local resources are exceeded, such organizations may seek assistance through mutual aid and mutual assistance agreements.

## 1.5 Organizational Options

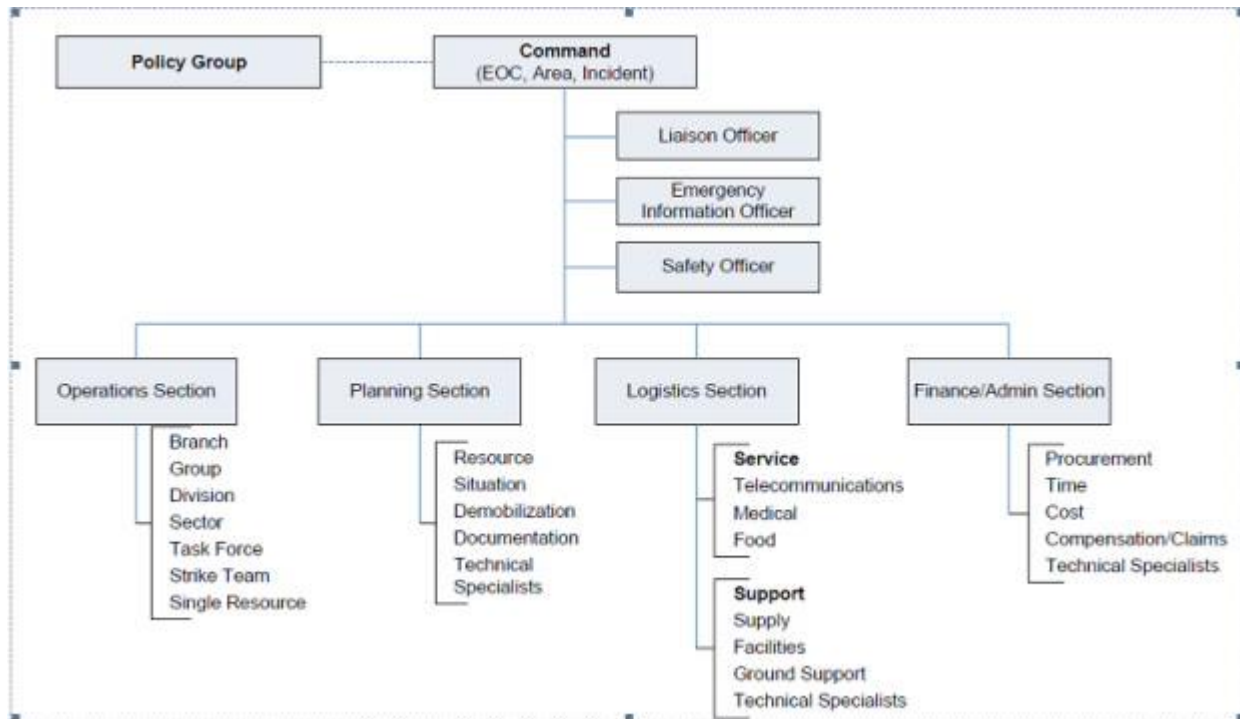
Below is a sample expanded organizational chart for a full-scale IMS organization. The manner in which any of these functions are staffed will be determined by each organization. Options for organizing and staffing the EOC are provided at Appendices 1, 2 and 3. These show examples of how the EOC may be structured at the municipal, ministry and provincial level. These are guides only, as it will be the responsibility of each individual organization to determine the most appropriate structure and expertise to manage and fulfill each activated position. While specific samples for NGOs and private sector organizations have not been included, these options may nevertheless be helpful in guiding the use of IMS for NGOs and private sector organizations.

The organization of the Operations Section will reflect the specific nature of the incident and the availability of resources. It is very difficult to pre-script the way the Operations Section will be organized, because the number of options are as varied as the nature of incidents. It is recommended that the functions to be performed by the Operations Section be first identified and then resourced according to the available capabilities or expertise. For example, if a scenario called for evacuation, search and rescue

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and perimeter control, among others, it would be recommended to organize the operations section by these functions, rather than assigning these functions to individual services. This is because functions may require resources from multiple services. For an example such as this, it would be possible to establish three separate Branches or Groups under the Operations Section titled 'Evacuation' Branch or Group, 'Search and Rescue' Branch or Group, 'Perimeter Control' Branch or Group. Please see the IMS Doctrine for further explanation on all the levels within the Operations Section.

## 1.6 Standard Expanded IMS Organization Chart

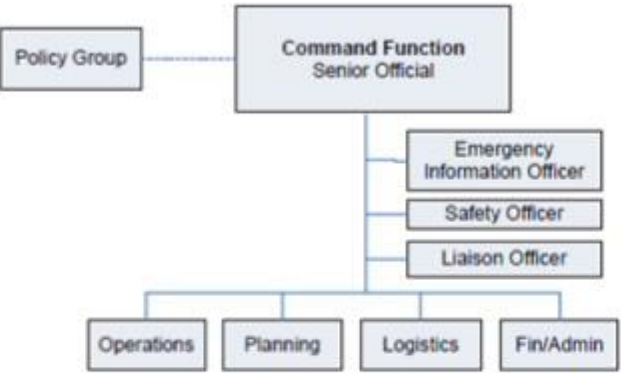
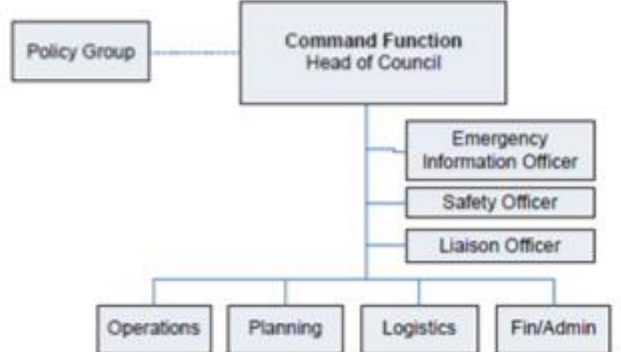


- \* It is not necessary to activate all IMS positions for every incident
- \* One individual may perform multiple IMS functions/positions
- \* Specialty functions may be added to standard IMS functions, as required by individual organizations (e.g. technical specialists)

## 1.7 Staffing Key IMS Functions

The following diagrams provide a number of municipal options for exercising Command.

| OPTIONS FOR COMMAND                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Options                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Diagram                                                                                                                                                                                                                                                                                                                                            |
| <p><b>Option A:</b><br/><b>Members of the Municipal Emergency Control Group (Current)</b></p> <p><u>Overview:</u></p> <ul style="list-style-type: none"> <li>Members of the Municipal ECG undertake the Command Function (EOC Command, Incident Command or Area Command).</li> <li>Members of the ECG and/or senior officials of the community take on the roles of other Command and General Staff Functions, as required.</li> <li>Members of the ECG may also take on the Policy Group function, as required.</li> </ul> <p><u>Advantages:</u></p> <ul style="list-style-type: none"> <li>Existing structure in place with some modification.</li> </ul>                                                                                                                                                                   | <pre> graph TD     PG[Policy Group] -.-&gt; CF[Command Function<br/>Members of the Emergency<br/>Control Group]     CF --- EIO[Emergency<br/>Information Officer]     CF --- SO[Safety Officer]     CF --- LO[Liaison Officer]     CF --- Ops[Operations]     CF --- Plan[Planning]     CF --- Log[Logistics]     CF --- Fin[Fin/Admin]     </pre> |
| <p><b>Option B:</b><br/><b>Head of Council and Senior Official</b></p> <p><u>Overview:</u></p> <ul style="list-style-type: none"> <li>The Head of Council and the Senior Official jointly take on the Command Function (EOC Command, Incident Command or Area Command).</li> <li>Members of the ECG and/or senior officials of the community take on the roles of other Command and General Staff Functions, as required.</li> <li>Identified members of the ECG may take on the Policy Group function, as required.</li> <li>The Senior Official may also take on another function, if required.</li> </ul> <p><u>Advantages:</u></p> <ul style="list-style-type: none"> <li>The Senior Official already administers the community from an administrative perspective and closely works with the Head of Council.</li> </ul> | <pre> graph TD     PG[Policy Group] -.-&gt; CF[Command Function<br/>Head of Council and Senior<br/>Official]     CF --- EIO[Emergency<br/>Information Officer]     CF --- SO[Safety Officer]     CF --- LO[Liaison Officer]     CF --- Ops[Operations]     CF --- Plan[Planning]     CF --- Log[Logistics]     CF --- Fin[Fin/Admin]     </pre>    |

| Options                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Diagram                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Option C:<br/>Senior Official</b></p> <p><u>Overview:</u></p> <ul style="list-style-type: none"> <li>The Senior Official of the community takes on the Command Function (EOC Command, Incident Command or Area Command) and may report to Head of Council for possible final approval.</li> <li>Members of the ECG and/or senior officials of the community take on the roles of other Command and General Staff Functions, as required.</li> <li>Identified members of the ECG may take on the Policy Group function, as required.</li> </ul> <p><u>Advantages:</u></p> <ul style="list-style-type: none"> <li>The Senior Official already administers the community from an administrative perspective and closely works with the Head of Council.</li> </ul> |  <pre> graph TD     PG[Policy Group] -.-&gt; CFSO[Command Function Senior Official]     CFSO --- EIO[Emergency Information Officer]     CFSO --- SO[Safety Officer]     CFSO --- LO[Liaison Officer]     CFSO --- Ops[Operations]     CFSO --- Plan[Planning]     CFSO --- Log[Logistics]     CFSO --- Fin[Fin/Admin]     </pre>  |
| <p><b>Option D:<br/>Head of Council</b></p> <p><u>Overview:</u></p> <ul style="list-style-type: none"> <li>The Head of Council takes on the Command Function (EOC Command, Incident Command or Area Command).</li> <li>Members of the ECG and/or senior officials of the community take on the roles of other Command and General Staff Functions, as required.</li> <li>Identified members of the ECG may take on the Policy Group function, as required.</li> </ul>                                                                                                                                                                                                                                                                                                 |  <pre> graph TD     PG[Policy Group] -.-&gt; CFHC[Command Function Head of Council]     CFHC --- EIO[Emergency Information Officer]     CFHC --- SO[Safety Officer]     CFHC --- LO[Liaison Officer]     CFHC --- Ops[Operations]     CFHC --- Plan[Planning]     CFHC --- Log[Logistics]     CFHC --- Fin[Fin/Admin]     </pre> |