



THE CORPORATION OF THE
MUNICIPALITY OF RED LAKE

EMERGENCY PLAN

Updated: December 19th, 2016

The Corporation of the Municipality of Red Lake

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EMERGENCY PLAN

INTRODUCTION

Emergencies are defined as situations or the threat of impending situations abnormally affecting the lives and property of our society. Emergencies, by their nature or magnitude, require a coordinated response by a number of agencies (both governmental and private) under the direction of the appropriate elected officials or their designates. Emergency responses are distinct from routine operations carried out by agencies as normal day to day procedures (i.e. fire fighting, police activities, normal hospital routines).

Emergencies include but are not limited to major forest fire, windstorm/snow blizzard, pandemic, power outage, aircraft crash, and an emergency underground situation within the boundaries of the Corporation. Emergencies may also occur in the vicinity of the Municipality so as to affect the inhabitants of the Corporation, or the threat of any of the foregoing, in which immediate remedial action will be provided.

The Municipality has a population of approximately 4600 and is primarily a mining, forestry and tourism community.

The Municipality is governed by the Corporation of the Municipality of Red Lake and the Corporation's Municipal Office is run by the Chief Administrative Officer. There are nine departments (Operations, Fire Department, Airport, Recreation, Child Care, Administration, Chief Building Official, Planning and By-Law Enforcement). The Ontario Provincial Police carry out police duties, with Detachment Headquarters located in Red Lake, Ontario.

The District has one land based Airport located in Cochenour, Ontario, owned by the Municipality of Red Lake and operated by Thunder Bay Airport Services, and several seaplane bases located throughout the District.

The land based airport has one paved runway having a length of 5,000 feet and is laid out on a magnetic compass bearing of 08-26. Fuel storage is available for Jet-A 1 fuel, aviation gas, octane gasoline, fuel oil, lead aviation gas and dyed diesel fuel. Refer to Appendix K (p. 42) for a detailed listing of available fuel and fuel storage capacities.

PLAN FOR THE CO-ORDINATION OF ALL SERVICES REQUIRED IN THE EVENT OF A REAL OR PERCEIVED EMERGENCY WITH SPECIAL REFERENCE TO THE SECURITY AND EVACUATION OF THE AREA DUE TO FOREST FIRE

1. AIM

To provide a plan of action for the efficient coordination of all services required in order that the following be assured:

- 1.1 The earliest possible response to emergency calls by all services that may be required.
- 1.2 An Emergency Operation Centre (EOC) be established.
- 1.3 Crowd control be imposed so that operations are not impeded and that additional casualties are avoided.
- 1.4 The rescue of trapped persons with the minimum of delay and the provision of first aid at the site.
- 1.5 Provision of controlled evacuation and balanced distribution of casualties to hospitals and temporary aid stations.
- 1.6 Immediate action taken to eliminate all sources of potential danger in the area of emergency.
- 1.7 The evacuation of buildings and facilities considered to be in a hazardous situation.
- 1.8 Provision of such social services as may be required for persons involved and for emergency services personnel.
- 1.9 The protection of normal services and their restoration, when necessary.
- 1.10 Factual official information be made available at the earliest possible time through an Emergency Information Officer to:
 - a) Officials involved in emergency operations.
 - b) The news media to allay anxiety and to reduce the number of onlookers at the scene.
 - c) Concerned individuals seeking personal information.
- 1.11 Preservation of security within the Municipality of Red Lake.
- 1.12 Provision for the staffing of critical installation, plant and equipment during periods of evacuation.

2. COMPOSITION, RESPONSIBILITIES AND POWERS OF THE COMMUNITY CONTROL GROUP (CCG).

- 2.1 All emergency operations will be directed and controlled by a group of officials responsible for providing the essential services needed to minimize the effects of the emergency on the Municipality. This will be known as the Community Control Group (CCG). The CCG will be made up of the following 2 groups: Group A and Group B. Group A will be considered the primary CCG and Group B will assist Group A as required.

Group A

1. The Mayor or his/her alternate (Chair of CCG).
2. The Chief Administrative Officer or his/her alternate (Emergency Information Officer)
3. The Clerk or his/her alternate.
4. The Ontario Provincial Police
5. The Fire Chief or his/her alternate.
6. The Municipal Human Services Representative (Treasurer) or his/her alternate.
7. The Operations Supervisor or his/her alternate.

Group B

8. The District Manager, Ministry of Natural Resources and Forestry – Red Lake District (in other than forest fire emergencies).
 9. The Local Hospital Administrator or his/her alternate.
 10. The Transportation Officer (CBO) or his/her alternate.
 11. The Local Health Representative (NWHU).
 12. The Supplies Coordinator (Child Care Supervisor) or his/her alternate.
 13. The Registration & Inquiry Manager (Facilities & Recreation Supervisor) or his/her alternate.
 14. The Airport Manager or his/her alternate.
 15. Northwest EMS – Red Lake Ambulance
- 2.2 The Community Control Group will assemble at the Municipal Office, which will be known as the Emergency Operations Centre (EOC). Should the Municipal Office be unavailable due to the incident, Fire Station #4 in Red Lake will serve as the alternate Emergency Operations Centre.
- 2.3 The Mayor or his/her alternate may, on the advice of other members of the Community 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.

2.4 In the event of such a declaration any or all of the following actions may be taken:

- a) Evacuation of those buildings within the “Emergency Area” which are considered dangerous or in which the occupants are considered to be in danger from some other source.
- b) Dispersal of groups of people not directly connected with the operations who by their presence are considered to be in danger, or whose presence hinders in any way the efficient functioning of the operation.
- c) Arrangements for the accommodation and maintenance on a temporary basis, of any residents who are in need of assistance due to displacement as a result of the emergency.

2.5 In addition to the above, the following action may be taken:

- a) Request the assistance of other agencies including other public/private organizations, staff and volunteers, and other levels of government as may be required.
- b) Establishment of an Information Centre for the issuing of authoritative instructions to the local residents and/or
- c) Establishment of a Reporting and Inquiry Centre to handle individual requests for information concerning all aspects of the emergency.
- d) Establish radio communications as required.

2.6 If the implementation of all these actions is insufficient to control the emergency, then assistance will be requested from the Provincial Government.

3. IMPLEMENTATION OF THE PLAN

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. This decision shall be made by the member of the Community Control Group who receives the initial warning and/or arrives first on the scene of the emergency.

At this time, the member first arriving at the scene will proceed to have the emergency alerting system activated by calling **911**.

4. EMERGENCY ALERTING SYSTEM

The Fire & Rescue Service is responsible for implementing the emergency alerting system.

On receipt of an official message from a member of the Community Control

Group A activating the Emergency Alerting System, the Fire Chief or designate, assigned to implement the Emergency Alerting System, will proceed as detailed in Appendix A (page 11).

The Emergency Alerting System will include all members of the Community Control Group B and as circumstances dictate, such additional agencies that may be involved (i.e. hospital, provincial, federal and volunteer agencies).

5. RESPONSIBILITIES AND FUNCTIONS OF COMMUNITY CONTROL GROUP

CCG - GROUP A

5.1 Mayor

The responsibilities of the Mayor are as follows:

- a) Issue whatever public announcements that are deemed necessary.
- b) Approve news releases and public announcements in consultation with the Emergency Information Officer.
- c) Declare Emergency, if required.

5.2 Chief Administrative Officer (Emergency Information Officer)

The responsibilities of the C.A.O. are as follows:

- a) Advise and/or assist the Mayor or his/her designate in the fulfillment of his/her responsibilities and serve as Chief Advisor to the Mayor.
- b) Provide immediate and continuing information of the developing emergency to the Mayor or his/her designate.
- c) Ensure that all agencies and emergency response teams are alerted as soon as possible.
- d) Serve as Coordinator of the Community Control Group.
- e) Ensure that all necessary administration in connection with the emergency is carried out.
- f) Liaise with the Mayor and Airport Manager or his/her designate on the conduct of all operations connected with an air evacuation and subsequent use of the Airport facilities.
- g) Act as Emergency Information Officer as the key spokesperson.
- h) Prepare public information announcements relating to the emergency and arrange for alerting and warning the public.

5.3 Clerk

The responsibilities of the Clerk are as follows:

- a) Assist the C.A.O. as requested.
- b) Arrange for maintaining a detailed log of all discussions, decisions and actions taken by the Community Control Group.
- c) Arrange for special Council meeting(s), as directed by the Mayor or designate.
- d) Alert Community Control Group B members, Council members and staff as required.
- e) Assist with registration and inquiry, as required.

5.4 Police Service (Ontario Provincial Police)

It is anticipated that the O.P.P. will provide assistance as follows:

- a) Provision of communication between the Community Control Group and the Ontario Provincial Police Headquarters.
- b) Control, and if necessary disperse crowds within the emergency area.
- c) Control traffic, where required, to facilitate the movement of emergency vehicles both in and out of the emergency area.
- d) Ensure free movement of ambulances en route to hospitals.
- e) Conduct the evacuation of buildings as authorized by the Mayor or his/her designate.
- f) Arrange for the maintenance of law and order in any communal emergency welfare facility.
- g) Ensure the protection of property against looting and protection of emergency personnel within the emergency area.

5.5 Fire Chief

The responsibilities of the Fire Chief are as follows:

- a) To coordinate all operations connected with fire suppression.
- b) To determine whether additional special equipment or supplies will be required and if so, make the necessary arrangements for procurement (i.e. SCBA'S, special protective clothing, etc.).
- c) To provide equipment and firefighters to assist in pumping operations.
- d) To provide equipment and trained staff whenever and wherever required.
- e) To activate the Fire Mutual Aid System, if it is deemed necessary by the Mayor or his/her designate.
- f) To assist in the search and rescue of trapped or injured people.
- g) To authorize the immediate disconnecting of public/private utilities to ensure the safety of the fire crews and/or residents.
- h) To implement the Emergency Alerting System.

5.6 Human Services Representative (Treasurer)

The responsibilities of the Human Services Representative are as follows:

- a) When authorized by the Mayor or his/her designate, to coordinate for the provision of the welfare of any person in need of food, reception, accommodation and clothing.
- b) To arrange for the opening, operation, direction and supervision of sufficient reception centres to provide immediate services.
- c) To arrange for assistance from staff and volunteers to carry out the required services.

5.7 Operations Supervisor

The responsibilities of the Operations Supervisor are as follows:

- a) Upon alert, arrange for the provision of barricades and flashers at roads.
- a) Assist police with emergency operations such as traffic control and clearing of emergency routes, as required.
- b) To provide Municipal vehicles and equipment, together with operators as required.
- c) To ensure gas, oil and servicing of vehicles is available.
- d) To arrange for filling or excavations operations where required.
- e) To organize and procure additional equipment for pumping and lighting operations.
- f) To arrange for demolition of unsafe buildings where required.
- g) To arrange with all public/private utilities or services (ie. hydro, gas, telephone, cable, water and sewer services) to ensure their services are maintained or discontinued where this is considered necessary in the interest of public safety.
- h) To arrange for accessible alternate means of electrical power, supply of potable water and sanitation facilities, as required.
- i) Coordinate for the provision of and use of all municipal transportation resources, as required.

GROUP B

5.8 The District Manager, Ministry of Natural Resources and Forestry – Red Lake District

The responsibilities of the District Manager, Ministry of Natural Resources and Forestry are as follows:

- a) Provide support, advice and information on matters pertaining to the Ministry.
- b) Provide additional personnel and equipment as required.

5.9 Local Hospital Administrator

The responsibilities of the Local Hospital Administrator are as follows:

- a) The Hospital Disaster Plan will be implemented if deemed necessary by the Hospital Authorities.
- b) Hospital liaison to make arrangements for a balanced distribution of casualties to hospitals and/or casualty stations.

5.10 Transportation Officer (C.B.O.)

The responsibilities of the Transportation Officer are as follows:

- a) To establish liaison with local Ministry of Transportation representatives and other public transportation officials such as local taxi cab owners and bus services.
- b) To maintain an inventory of local transportation companies, facilities and equipment.
- c) To allocate suitable transportation for local residents that do not have suitable means of transportation.

5.11 Local Health Representative – NWHU

The responsibilities of the Local Health Representative are as follows:

- a) Provide CCG with information and advice on matters pertaining to public health.
- b) Alert the Medical Officer of Health regarding any imminent or existing emergency situations (i.e. hazardous material spills, forest fire, or flooding).
- c) Advise on and enforce health standards as per the Health Protection and Promotion Act.
- d) Prevent and control the spread of communicable diseases whenever possible.
- e) Inspection services for water and food quality, cleanliness, temperature control of food, and safe dispensing and disposal of food.
- f) Inspect the evacuee receiving location for appropriate and adequate toilet and washing facilities and for general cleanliness and maintenance. Ensure proper disposal of sewage.
- g) Arrange for the dissemination of special instructions to the population of matters concerning public health (i.e. boil drinking water advisories, advise on evacuation of individuals with chronic conditions).
- h) Arrange for mass immunization where required (i.e. in case of communicable disease outbreak).
- i) Public Health Staff shall ensure that temporary holding facilities and handling procedures are acceptable.
- j) Investigate environmental/health hazards.

5.12 Supplies Coordinator (Child Care Supervisor)

The responsibilities of the Supplies Coordinator are as follows:

- a) Maintain effective liaison with the local grocery stores to ensure that grocery stores will dispense food needs during the emergency period.
- b) Request grocery stores to be open during the alert period.

5.13 Registration & Inquiry Manager (Facilities & Recreation Supervisor)

The responsibilities of the Registration & Inquiry Manager are as follows:

- a) Maintain an inventory of all local accommodations.
- b) Arrange for registration services at evacuation centres and/or reception centres.

5.14 Airport Manager

The responsibilities of the Airport Manager are as follows:

- a) Act as a liaison with the Mayor or his/her designate and the C.A.O. on the conduct of all operations connected with an air evacuation and subsequent use of the Airport facilities.

5.15 Northwest EMS – Red Lake Ambulance

The responsibilities of NW EMS Red Lake Ambulance include:

- a) Provide CCG with information and advice on health service matters.
- b) First Paramedic crew on scene will assess situation for medical emergencies.
- c) Paramedics on scene will advise Central Ambulance Communications Centre (CACC) of scene assessment and request additional resources as required.
- d) Paramedics on scene will implement Mass Casualty Incident (MCI) protocol if required.
- e) Senior Paramedic on scene will liaise with Police and Fire to form a Command Post and Incident Command.
- f) Assist in creating safe ingress/egress routes.
- g) Create a Triage Area and Patient Holding Area for transfer from scene to ambulance.
- h) Notify Dispatch and Hospital through CACC of estimated number of casualties and condition.
- i) Triage, provide emergency treatment, and transport patients to nearest appropriate facility.

6. SPECIAL ARRANGEMENTS WITH OTHER SERVICES

6.1 Security

- a) It is presumed that the O.P.P. will provide overall security in the emergency area.
- b) Mines will assign personnel as rear parties to safeguard bullion, generating equipment, explosives, food supplies, vehicles and mine equipment.

6.2 New Starts Women's Shelter

New Starts Women's Shelter will be alerted. The Shelter's Emergency Plan will be implemented if deemed necessary.

6.3 Northwest Community Care Access Centre (CCAC)

The Northwest CCAC will be alerted. The CCAC's Disaster Plan will be implemented if deemed necessary.

6.4 Northwood Lodge

The Northwood Lodge will be alerted. The Lodge's Emergency Plan will be implemented if deemed necessary.

6.5 Local Industry

Local industry will be requested to provide manpower and equipment if required.

6.6 Mine Rescue Teams

Will assist with search and rescue operations. Authorization is required from the Mine General Manager or designate.

Fire Chief protocol is as follows:

- a) Call Goldcorp security (735-2077 ext. 5157). Request assistance and provide information about the incident.

6.7 Surface Response Team (Spill Control Team)

Will assist with the control and clean up of any hazardous materials spilled. Authorization and approval is required from the Mine General Manager prior to deployment.

Fire Chief protocol is as follows:

- a) Call Goldcorp Security (735-2077 ext. 5157). Request assistance and provide information about the incident.

6.8 Community Counseling Group

Critical Incident Stress Management.

6.9 Red Lake Homeless Shelter

The Red Lake Homeless Shelter will be alerted. The Shelter's Emergency Plan will be implemented if deemed necessary.

6.10 Harmony Centre

The Harmony Centre will be alerted. The Harmony Centre's Emergency Plan will be implemented if deemed necessary.

6.11 Red Lake Indian Friendship Centre

The Red Lake Indian Friendship Centre will be alerted. The Red Lake Indian Friendship Centre's Emergency Plan will be implemented if deemed necessary.

7. REVIEW AND AMENDMENTS OF PLAN

The Fire Chief shall coordinate the annual review of the Plan by January 30th. The Emergency Contacts listing does not form a part of the Plan and will be distributed separately to all members of the Community Control Group. Any amendments arising from this review will be prepared by the Municipal Administration and circulated to all holders of the Plan.

APPENDIX A

EMERGENCY ALERTING SYSTEM

1. GENERAL

The Municipal Fire Chief/Fire & Rescue Service is responsible for implementing the Emergency Alerting System.

2. ACTION BY EMERGENCY COMMUNITY CONTROL GROUP

The first member of the Community Control Group learning of the emergency will notify the Fire & Rescue Service (911), identify him/herself and give a brief summary of the emergency and its location.

Members of the Community Control Group will immediately report to the Emergency Operations Centre (Municipal Office in Balmertown, Fire Station #4, or alternate location as informed). If the emergency situation warrants, they will first activate the Alerting System for the service for which they are responsible.

3. ACTION BY THE FIRE FIGHTER RECEIVING THE ALERT

The Fire Chief/Fire & Rescue Service representative will implement the Emergency Alerting System by repeating the brief summary of the emergency and its location to each recipient by telephone.

4. ALERTING SEQUENCE

The Fire Chief/Fire & Rescue Service representative alerts the following as deemed necessary:

- a) Mayor or Acting Mayor
- b) Chief Administrative Officer or alternate
- c) Clerk or alternate
- d) Ontario Provincial Police – Red Lake Detachment
- e) Fire Chief or alternate
- f) Red Lake Ambulance
- g) Airport Manager or alternate

The Clerk alerts the following as deemed necessary:

- a) Red Lake Margaret Cochenour Memorial Hospital
- b) Ministry of Natural Resources and Forestry - Red Lake District Manager
- c) Northwestern Health Unit – Red Lake Local Office Representative
- d) Council Members
- e) All Municipal Department Heads, and
- f) Volunteer agencies whose assistance may be required.

APPENDIX B EMERGENCY EVACUATION PLAN

1. GENERAL

1.1 If a general evacuation of the Municipality of Red Lake is necessary, reception of those who are unable to stay with friends or family outside the Municipality will be at one or more of the following:

- a) The City of Dryden (225 km via Highways 105 and 17 East).
- b) The City of Kenora (275 km via Highways 105 and 17 West).
- c) The City of Thunder Bay (540 km via Highways 105 and 17 East).
- d) The City of Winnipeg (520 km via Highways 105 and 17 West).
- e) The Township of Ear Falls (72 km via Highway 105).

2. AIM

To establish a plan of action for all tasks envisaged in the evacuation of the Municipality of Red Lake, utilizing those resources immediately available.

3. IMPLEMENTATION

This Plan will be implemented when evacuation is considered necessary by the appropriate authorities.

4. THREAT

It is believed that the main emergency threats to the Municipality of Red Lake are forest fire, severe storms, major power failure, chemical and explosive fuel spills.

5. TASKS

5.1 In the event of an emergency evacuation, the Municipal tasks will be to:

- a) Provide direction and resources for the evacuation of the population.
- b) Ensure reception Municipalities are alerted, as pre-arranged.
- c) Maintain effective liaison with the appropriate provincial and commercial agencies.

5.2 In addition to the above, the following action may also be taken:

- a) Request the assistance of other agencies including other public/private organizations, staff and volunteers, and other levels of government as may be required.
- a) Establishment of an Information Centre for the issuing of instructions to local residents, and/or
- c) Establishment of a Reporting and Inquiry Centre to handle individual requests for information concerning all aspects of the emergency.

- 5.3 If the implementation of all these actions is insufficient to control the emergency, then assistance will be requested from the provincial government.
- 5.4 Under the provisions of the Forest Fires Prevention Act, 1990, Chapter F.24, the Minister of the Ministry of Natural Resources and Forestry may issue an order to evacuate due to an encroaching forest fire. Section 23-(1) of the Act reads as follows:

“Where in the opinion of the Minister a forest fire emergency exists, the Minister may by order declare an area to be a forest fire emergency area and may make such orders and take such action as he or she considers necessary for effectual fire suppression or the safety of or evacuation of persons in the area.”

6. DUTIES AND RESPONSIBILITIES OF THE COMMUNITY CONTROL GROUP

The duties and responsibilities of the **Community Control Group** are as follows:

Group A

6.1 The Mayor or alternate will:

- a) Maintain close liaison with Ministry of Natural Resources and Forestry and Ontario Provincial Police officials in the area.
- b) Direct the evacuation.
- c) Issue whatever public announcements that are deemed necessary.
- d) Confer with Provincial Ministers or their Appointed Officials, as well as the Mayors of the reception communities as required.

6.2 The C.A.O. will:

- a) Maintain liaison with all supporting agencies as required.
- b) Liaise with the Mayor and Airport Manager or his/her designate on the conduct of all operations connected with an air evacuation and subsequent use of the Airport facilities.
- c) Act as Emergency Information Officer (see below).
- d) Contact Administrators of reception communities as required.

The Emergency Information Officer will:

- a) Alert and warn the public.
- b) Ensure that local residents know the warning arrangements and evacuation procedures.
- c) Prepare public information announcements relating to the evacuation for release by the Mayor or his/her designate.

6.3 The Clerk will:

- a) Maintain an up-to-date record of evacuation information.
- b) Provide for the safety of Municipal records.
- c) Coordinate registration of the evacuees.

6.4 Police

The O.P.P. Detachment Commander and Staff will:

- a) Be responsible for maintenance of law and order.
- b) Control and direct evacuation traffic.
- c) Ensure evacuation routes are kept clear of immobilized vehicles and incoming traffic.
- d) Assist with other services as required.

6.5 The Fire Chief will:

- a) Ensure there is increased fire protection of the town sites throughout the emergency period with the assistance of additional volunteers and municipal employees.

6.6 The Human Services Representative (Treasurer) will:

- a) Arrange for the assistance from staff and volunteers to aid in the evacuation process.

6.7 Operations Supervisor

The Operations Supervisor or alternate will maintain effective liaison with the local managers of public/private utilities or services, domestic gas outlets, bulk service stations and generating equipment to ensure that:

- a) All necessary utilities or services and domestic gas are supplied throughout the crisis.
- b) Gas, oil, and servicing of evacuation vehicles are available.
- c) Alternate means of emergency electric power is accessible.
- d) Assist police with emergency operations such as traffic control and clearing of emergency routes as required.
- e) Maintain effective liaison with Transportation Office (CBO) and assist with the provision of and use of all municipal transportation resources in support of the evacuation.

Group B

6.8 District Manager, Ministry of Natural Resources and Forestry will:

- a) Alert the C.A.O. of any forest fire situation
- b) Provide Community Control Group with information and advice on matters relevant to the evacuation.

6.9 Local Hospital Administrator will:

- a) The Hospital's Evacuation Plan will be implemented.

6.10 Transportation Officer (C.B.O.) will:

- a) The principal means of transportation will be by privately owned automobiles. This may be supplemented by local taxi cabs and/or privately owned commercial transportation companies.
- b) Arrange for transportation for local residents that do not have suitable means of transportation.
- c) Should rail transportation be required from Red Lake Road, it will be necessary to contact Canadian National Railway Officials at Winnipeg.
- d) Residents without cars will attempt to make arrangements with their family members, friends and/or neighbors for transportation.

6.11 Local Health Representative – NWHU will:

- a) Alert the Medical Officer of Health regarding any imminent or existing emergency situations (i.e. hazardous material spills, forest fire or flooding).
- b) Advise on and enforce health standards as per the Health Protection and Promotion Act.
- c) Prevent and control the spread of communicable diseases whenever possible.
- d) Provide inspection services for water and food quality, cleanliness, temperature control of food, and safe dispensing and disposal of food.
- e) Inspect the evacuee receiving location for appropriate and adequate toilet and washing facilities, and for general cleanliness and maintenance. Ensure proper disposal of sewage.
- f) Arrange for the dissemination of special instructions to the population of matters concerning public health (i.e. boil drinking water advisories, advise on evacuation of individuals with chronic conditions).
- g) Arrange for mass immunization where required (i.e. in case of communicable disease outbreak).
- h) Assist with emotional support when appropriate.
- i) Public Health Staff shall ensure that temporary holding facilities and handling procedures are acceptable.
- j) Investigate environmental/health hazards.

6.12 Supplies Coordinator (Child Care Supervisor) will:

- a) Maintain effective liaison with the local grocery stores to ensure that grocery stores will dispense food needs during the evacuation period.

6.13 Registration & Inquiry Manager (Facilities & Recreation Supervisor) will:

- a) Arrange for registration of evacuees.

6.14 Airport Manager

- a) If there is an air evacuation, the Mayor or his/her designate and the C.A.O. will coordinate such activities as deemed necessary with the Airport Manager. Federal procedures and policies will be observed as advised upon by the Airport Manager.

6.15 Northwest EMS – Red Lake Ambulance will:

- a) Establish a first aid and medical station in a safe area facility, as close to the Municipality of Red Lake as the situation permits.
- b) Provide Community Control Group with information and advice on health service matters.
- c) Assist in creating safe egress routes.

7. PUBLIC WARNING SYSTEM

7.1 At the request of the Mayor or his/her alternate, the radio station CKDR (97.1 FM), 1-800-465-7200 Direct News Line 1-807-223-7345 (Mike Ebbeling – News Director) or CBC Radio (90.5 FM), 204-788-3058 will be used for all announcements during a power outage. If power is not the problem, we shall use CBC television Winnipeg for updates and further reports.

7.2 During the afternoon when households are more likely to be viewing television than listening to radio, CBC Winnipeg, Cable Channel 2 204-788-3222 & Dial 0 will, if requested to do so, will insert a printed “SILENT VIDEO NEWS INFORMATION” instructing the residents of the Municipality to listen to their radios for an important message from their municipal authorities.

7.3 Local Community Channel 9 will also print “Silent Video News Information” instructing the residents of the Municipality to watch for an important message from their Municipal authorities.

7.4 Social Media.

8. SEQUENCE OF EVACUATION PROCEDURE

Because the disaster incidents that may take place in the Municipality of Red Lake can vary from little to no warning, (i.e. dangerous gas) to forecast conditions (i.e. forest fire), the following procedures are to be followed:

- 8.1 In the event there is little or no warning, the Mayor or his/her alternate will order the evacuation of the particular area.
- 8.2 The C.A.O., on the authority of the Mayor or his/her alternate will request CBC Radio in Thunder Bay (CBQ) and CKDR in Dryden to assist in alerting the residents of the Municipality of Red Lake that they are to evacuate.
- 8.3 The Ontario Provincial Police will be requested to assist in the evacuation. They should be requested to divert or hold traffic to facilitate the evacuation of the communities.
- 8.4 The C.A.O. will contact the administrators of the hosting reception centres as shown on page 17.
- 8.5 In the event of a forest fire situation, the District Manager or his/her alternate will alert the C.A.O. of the situation. If the situation worsens, the Minister of Natural Resources and Forestry or his/her alternate will notify the Mayor or his/her alternate of the order to evacuate.

9. RECEPTION AT OTHER LOCATIONS

- 9.1 The Mayor or his/her alternate will contact the Mayor of Ear Falls, Dryden, Kenora, Thunder Bay or Winnipeg, advising of the evacuation and request he/she prepare for the reception of evacuees.
- 9.2 The C.A.O., or his/her alternate, will contact the Administrator of Ear Falls, Dryden, Kenora, Thunder Bay or Winnipeg, requesting accommodation for those residents of Red Lake who are being evacuated and if possible indicate the numbers and estimated time of arrival.

10. FIRST AID AND MEDICAL STATION – Northwest EMS - Red Lake Ambulance

- 10.1 A First Aid and Medical Station will be established by the Ambulance Supervisor in a safe area facility, as close to the Municipality of Red Lake as the situation permits.

11. CANCELLATION OF EMERGENCY

- 11.1 Only the Minister of Natural Resources and Forestry can cancel a forest fire emergency or activate steps for the return of evacuees to their community.

11.2 For other emergencies, the Mayor of Red Lake or alternate can cancel the emergency when necessary and activate steps for the return of residents to their homes.

12. RECEPTION CENTRES - EAR FALLS, DRYDEN, KENORA, THUNDER BAY AND WINNIPEG

Evacuees arriving at Ear Falls, Dryden, Kenora, Thunder Bay or Winnipeg will report to the Reception Centres designated by the respective Municipalities for the purpose of registration and allocation of accommodation.

Community	Address
Ear Falls	Ear Falls Arena Complex Ear Falls, Ontario
Dryden	Dryden Arena, White Ave. Dryden, Ontario
Kenora	Kenora Recreation Centre Kenora, Ontario
Thunder Bay	Fort William Gardens, Miles Street, Thunder Bay, Ontario
Winnipeg	Manitoba E.M.O. Winnipeg, Manitoba

APPENDIX C

EMERGENCY RECEPTION PLAN

1. AIM

- 1.1 This plan details procedures for the reception of evacuees from elsewhere for whatever reason.

2. IMPLEMENTATION

Alert

- 2.1 The C.A.O. of Red Lake will be alerted by the Clerk of the community to be evacuated, or of the possible evacuation.
- 2.2 The C.A.O. will:
 - a) Alert the Mayor of Red Lake.
 - b) Advise all members of the Emergency Reception Committee (See Section 4 below) to prepare for the reception and care of evacuees.
 - c) Advise the E.M.O. Community Officer – Thunder Bay Area.

3. TASKS

In the event that reception of evacuees from other communities becomes necessary, the Municipality of Red Lake's tasks will be to:

- 3.1 Establish a Registration and Inquiry service at the reception site.
- 3.2 Arrange for accommodation in both private residences and communal facilities.
- 3.3 Maintain effective liaison with the appropriate provincial, federal and commercial agencies.
- 3.4 Arrange for the orderly return of evacuees to their respective communities or their rehabilitation in concert with provincial authorities.

4. EMERGENCY RECEPTION COMMITTEE:

1. The Mayor or his/her alternate.
2. The Chief Administrative Officer (C.A.O.) or his/her alternate.
3. The Human Services Representative (Treasurer) or his/her alternate.
4. The Transportation Officer (C.B.O.) or his/her alternate.
5. The Operations Supervisor or his/her alternate.
6. The Airport Manager
7. The Local Health Representative (NWHU)

5. DUTIES AND RESPONSIBILITIES OF THE EMERGENCY RECEPTION COMMITTEE

5.1 The Mayor or his/her alternate will:

- a) Act and control all aspects of evacuee reception.
- b) Confer with Provincial Ministers, their field representatives and leaders of the evacuation communities as required.
- c) Appeal to the residents of the Municipality to accommodate evacuees in their homes.

5.2 The C.A.O. will:

- a) Maintain a record of reception activities.
- b) Prepare situation reports for release by the Mayor.
- c) Maintain liaison with all supporting agencies as required.
- d) To liaise with the Mayor and Airport Manager or his/her designate on the conduct of all operations connected with an air evacuation and subsequent use of the Airport facilities.
- e) Disseminate necessary information to the evacuees.
- f) Act as Emergency Information Officer.

Emergency Information Officer (C.A.O.) will:

- a) Ensure local residents and evacuees are made aware of essential information.
- b) Prepare news media releases for issuing by the Mayor.
- c) Address all media inquiries.

5.3 The Human Services Representative (Treasurer) will:

- a) Arrange for congregate lodging (if required) in churches and schools.
- b) Arrange for the bulk purchase and preparation of food (if necessary utilizing the facilities of existing organizations and their auxiliary personnel).
- c) Enlist the aid of religious organizations to provide personal guidance on the basis of particular needs of individuals and families.
- d) Enlist the aid of Ministry of Community and Social Services personnel in the area.
- e) Enlist the aid of the Indian Friendship Centre (if applicable).
- f) Be responsible for all evacuee care, excepting hospital cases, and coordinate and direct the activities of the Emergency Reception Sub-committees:
 - Registration and Inquiry Manager (Facilities & Recreation Supervisor and Clerk)
 - Food and Clothing-Supplies (Child Care Supervisor)
 - Lodging (Operations Supervisor)

5.4 The Transportation Officer (C.B.O.) will:

- a) Provide local emergency transportation if required.
- b) Establish and maintain liaison with the Ministry of Transportation representatives and other public transportation officials such as local taxi cab owners and bus services.
- c) Make all necessary arrangements for vehicle assembly areas.
- d) Arrange for the transportation of any rail evacuees from Red Lake Road to the reception site.

5.5 The Operations Supervisor will:

- a) Ensure the route to the reception centre is suitably marked.
- b) Upgrade, if necessary, congregate lodging facilities.

5.6 The Airport Manager will:

- a) Provide liaison with the Mayor and his/her designate and the C.A.O. on airport procedures when the Airport is used for evacuation procedures.

5.7 The Local Health Representative (NWHU) will:

- a) Alert the Medical Officer of Health regarding any imminent or existing emergency situations (i.e. hazardous material spills, forest fire, or flooding).
- b) Advise on and enforce health standards as per the Health Protection and Promotion Act.
- e) Prevent and control the spread of communicable diseases, whenever possible.
- f) Inspection services for water and food quality, cleanliness, temperature control of food, and safe dispensing and disposal of food.
- g) Inspect the evacuee receiving location for appropriate and adequate toilet and washing facilities and for general cleanliness and maintenance. Ensure proper disposal of sewage.
- f) Arrange for the dissemination of special instructions to the population of matters concerning public health (i.e. boil drinking water advisories, advise on evacuation of individuals with chronic conditions).
- g) Arrange for mass immunization where required (i.e. in case of communicable disease outbreak).
- h) Public Health Staff shall ensure that temporary holding facilities and handling procedures are acceptable.
- i) Investigate environmental/health hazards.

6. DUTIES AND RESPONSIBILITIES OF THE SUB-COMMITTEES

The sub-committees will carry out their function at the Reception site with the guidance of the Human Services Representative (Treasurer). They will keep the Human Services Representative (Treasurer) advised for the necessary record keeping.

6.1 Registration and Inquiry (Facilities & Recreation Supervisor and Clerk)

Registration and Inquiry will be located at the reception site. The Registration and Inquiry Manager, assisted by the Clerk, will:

- a) Ensure all evacuees are registered.
- b) Prepare situation reports.
- c) Tabulate the lodging location of evacuees.
- d) Obtain reception information of evacuees admitted to hospital.
- e) Provide facilities for local public inquiries.
- f) Disseminate necessary information to sub-committees and evacuees.

6.2 Food and Clothing – Supplies (Child Care Supervisor)

The Supplies Coordinator will:

- a) Coordinate the duties of volunteers.
- b) Establish and maintain liaison with the Human Resources Representative (Treasurer).
- c) Arrange for the feeding of evacuees, reception committee members, staff and volunteers at the reception site.
- d) Make provisions for the immediate clothing and supply needs of evacuees.

6.3 Lodging (Operations Supervisor)

The Operations Supervisor will:

- a) Ensure the congregate lodging facilities are opened.
- b) Secure and arrange for billeting of evacuees in private homes.
- c) Make recommendations for additional buildings required, for the purpose other than lodging (i.e. welfare centres, food and clothing depots, emergency hospitals, assembly areas, etc.).
- d) Advise the Registration and Inquiry Manager (Facilities & Recreation Supervisor and Clerk) of the location and capacity of suitable accommodations.

APPENDIX D

HAZARDOUS MATERIAL EMERGENCY EVACUATION PLAN

1. AIM

- 1.1 This Appendix details procedures for all tasks envisaged in the evacuation of Red Lake due to a hazardous material spill which threaten the residents of the Municipality of Red Lake.

2. IMPLEMENTATION

This Plan will be implemented immediately when an evacuation is considered necessary due to such situations as:

- 2.1 Large quantities of potentially dangerous substances (such as cyanide, propane, sodium metal-bisulphate, sulfuric acid, sodium hydroxide, explosives and ferric sulfate) which are transported by tanker truck or stored locally have spilled or there is a threat of a leak or spill.
- 2.2 An accident involving dangerous chemicals will require the residents of Red Lake to move at short or immediate notice depending on the site of the accident and the wind conditions.

3. WARNING

- 3.1 The residents of Red Lake will be alerted by the **CONTINUOUS SOUNDING OF THE FIRE SIREN.**
- 3.2 The residents should then follow the procedure as outlined in the “Hazardous Gas Emergency Procedures for Residents”, (page 25).

4. ACTION BY FIRE & RESCUE SERVICE

When notified by Police or general public of industrial or road accidents:

- 4.1 Dispatch fire crews to the scene.
- 4.2 Determine hazardous materials involved, using caution.
- 4.3 Determine if evacuation is required and, if so, determine the “Immediate Danger Area” and request Police to commence evacuation from the area.
- 4.4 Determine wind direction at the accident scene and, where the situation requires, request Police to evacuate downwind area.
- 4.5 Notify Goldcorp’s Surface Response Team (Spill Control Team), 1-807-735-2077 ext. 5157.

- 4.6 Notify Ministry of Environment Spills Action Centre, 1-800-268-6060.
- 4.7 Notify Northern Waterworks Inc. at the emergency phone number, 727-0173.
- 4.7 Notify Transport Canada Emergency Response Centre (CANUTEC) Ottawa (Call Collect 613-996-6666).

NOTES: The phrase "Immediate Danger Area" refers to the radius as shown in the September 1977, publication "Emergency Transportation" by the Bureau of Explosive Association of American Railroads, Washington, D.C. 20036. In accidents involving potential explosion, the "Minimum Safe Distance" should be considered to be 915 metres (3,000 feet).

5. ACTION BY ONTARIO PROVINCIAL POLICE – RED LAKE DETACHMENT

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

5.1 Duties of the Officer in Charge

The Officer in Charge will:

- a) Ensure details of the area to be evacuated are recorded.
- b) Direct evacuation of immediate area using the Police Evacuation Procedures.
- c) Arrange with the Fire Rescue Service for a location to set up a Command Post, using the Municipal Command Post located at the Airport, or a police vehicle.
- d) As soon as possible, after receiving the initial warning from the Fire Rescue Service, warn the following of the hazardous materials accident:
 - i) Ambulance Service (if possible, give an indication of the number of casualties already incurred or expected. This information will assist the hospitals in the implementation of their disaster plans);
 - ii) Radio Broadcast Stations (Have them tape and broadcast, continuously, the evacuation message. (See page 26).
 - iii) Municipality of Red Lake Community Control Group.
 - iv) Contact end-user of the hazardous material (if known).

5.2 First Officer at the Scene

Officers detailed to an accident involving a vehicle carrying a hazardous commodity (gasoline, propane, chemical, etc.), are to exercise caution

upon arrival. Headquarters are to be notified immediately of the existing conditions, supplying as much information as possible. Upon arrival at the scene he/she will:

- a) Seek out Officer in Charge of Red Lake Fire Service.
- b) Determine magnitude of emergency, crowd control necessary to safeguard citizens in the immediate area and possible evacuation, if necessary.
- c) Notify Police Officer in Charge if:
 - i) It is necessary to evacuate the area; or
 - ii) Immediate evacuation is ordered by the Officer in Charge of the Red Lake Fire Service.
- d) Assume command of all police responsibilities until arrival of a Senior Police Officer.

5.3 Senior Police Officer, upon arrival at the scene will:

- a) Take charge of Police responsibilities.
- b) Set up command post as near to the scene as safety will permit.
- c) Establish close liaison with Fire Chief, Operations Supervisor and other emergency services that may be involved.

6. ACTION BY LOCAL HEALTH REPRESENTATIVE (NWHU)

6.1 On receipt of the alert, the Northwestern Health Unit staff in Red Lake will:

- a) Alert the Medical Officer of Health regarding any imminent or existing emergency situations (e.g. hazardous material spills).
- b) Advise on and enforce health standards as per the Health Protection and Promotion Act.
- c) Prevent and control the spread of communicable diseases, whenever possible.
- d) Provide inspection services for water and food quality, cleanliness, temperature control of food, and safe dispensing and disposal of food.
- e) Inspect the evacuees receiving location for appropriate and adequate toilet and washing facilities and for general cleanliness and maintenance. Ensure proper disposal of waste.
- f) Arrange for the dissemination of special instructions to the population of matters concerning public health (i.e. boil drinking water advisories, advise on evacuation of individuals with chronic conditions).
- g) Arrange for mass immunization where required (i.e. in case of communicable disease outbreak).
- h) Assist with emotional support when appropriate.
- i) Public Health Staff shall ensure that temporary holding facilities and handling procedures are acceptable.
- j) Investigate environmental/health hazards.

HAZARDOUS GAS EMERGENCY PROCEDURES FOR RESIDENTS

WARNING – WILL BE BY CONTINUOUS SOUNDING OF THE FIRE SIREN AND MESSAGE ANNOUNCED OVER FIRE DEPARTMENT PUBLIC ADDRESS SYSTEMS.

**PROCEDURE:
IF EMERGENCY IS CALLED:**

1. Turn on radio for instructions (CKDR – 97.1 FM; CBC – 90.5 FM).
2. Turn on cable channel 2 for instructions.
3. Familiarize yourself with your area and the shortest route from the source, travelling a cross-wind direction.
4. Evacuation areas will be decided by wind direction.

DO NOT:

1. Panic.
2. Attempt to locate pets before leaving.
3. Attempt to travel to school or place of employment to locate family.
4. Speed or violate traffic rules.
5. Block emergency lanes.
6. Soak clothing in water (many hazardous gases are very acidic and when combined with water can burn).

IF UNABLE TO ESCAPE OR ARE TRAPPED:

1. Go inside.
2. Tightly close all doors, windows and exterior openings.
3. Turn off forced air heating or ventilation systems.
4. Stay in upper portion of building. If necessary, seal yourself in one room and seal all windows and doors with wet clothes.
5. Do not go into the basement.
6. Move quickly, but do not run if moving through gas.
7. DO NOT PANIC.
8. DO NOT RUN OUTSIDE.

IN YOUR CAR:

1. Close all windows.
2. Shut off ventilation.
3. Continue driving away from the area and do not drive through the gas cloud or your car engine will stall.

WHILE WALKING:

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

MUNICIPALITY OF RED LAKE
RADIO BROADCAST MESSAGE

An accident involving _____ has occurred at _____.

People living in the area bounded by _____ and _____
are asked to leave their homes immediately and move away from _____.

The public is asked to stay away from _____.

Further bulletins will follow on this station.

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

APPENDIX E

EVACUATION WARNING - PUBLIC INFORMATION GUIDE

(for use by the Emergency Information Officer (C.A.O.))

This guide is an aid to the Emergency Information Officer (C.A.O.) in the execution of his/her duties and responsibilities.

1. Ensure persons responsible for implementing the evacuation warning know the procedure.
2. Ensure the residents know how the evacuation warning will be announced and how to prepare for family travel; a pre-package handout should be published.

FOR EXAMPLE: EVACUATION NOTICE

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

1. Shut off water and as much hydro as possible. (Remember perishables in freezers and refrigerators.)
2. Secure your home and release pets.
3. Carry identification such as driver's license or birth certificate.
4. Carry sufficient money to meet contingencies.
5. Take one blanket per person (sleeping bag if available).
6. Air mattress, if available.
7. Change of warm clothing, appropriate footwear, raincoat and windbreaker.
8. Enough ready-to-eat food to last at least 12 hours (i.e. fruit, sandwiches).
9. Thermos of hot beverage.
10. Flashlight with spare set of batteries.
11. One piece of luggage per person.
12. Matches or lighter.
13. Soap, towel, personal toilet articles, insect repellent, sun protection articles.
14. Kleenex and toilet paper.
15. Book, magazine or playing cards.
16. Adults with small children should also include the following:
 - a) Infant formula kept warm in a thermos
 - b) Snacks
 - c) Disposable diapers
 - d) Games or toys
17. Prescription drugs and copy of prescription.
18. Ensure your car has ample fuel and oil at all times.

To be prepared, as many of these articles as possible should be set aside beforehand.

NOTE: Arrangements have been made with managers of food stores and service stations to remain open during an emergency situation.

An emergency public information service has been established at your Municipal Office
Telephone 735-2096.

APPENDIX F

PUBLIC EVACUATION NOTICE

(to be provided to the public in the event of an evacuation)

THE CORPORATION OF THE MUNICIPALITY OF RED LAKE

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

1. Shut off water and as much hydro as possible. (Remember perishables in freezers and refrigerators.)
2. Secure your home and release pets.
3. Carry identification such as driver's license or birth certificate.
4. Carry enough money to cover contingencies.
5. Take one blanket per person (sleeping bag, if available).
6. Air mattress, if available.
7. Change of warm clothing, appropriate footwear, raincoat and windbreaker.
8. Enough ready-to-eat food to last at least 12 hours. (i.e. fruit, sandwiches).
9. Thermos of hot beverage.
10. Flashlight with spare set of batteries.
11. One piece of luggage per person.
12. Matches or lighter.
13. Soap, towel, personal toilet articles, insect repellent, sun protection articles.
14. Kleenex and toilet paper.
15. Book, magazine or playing cards.
16. Adults with small children should also include the following:
 - a) Infant formula, kept warm in a thermos
 - b) Snacks
 - c) Disposable type diapers
 - d) Games or toys
17. Prescription drugs and copy of prescription.
18. Ensure your car has ample fuel and oil at all times.

To be prepared as many of these articles as possible should be set aside beforehand.

NOTE: Arrangements have been made with managers of food stores and service stations to remain open during an emergency situation.

An emergency public information service has been established at your Municipal Office – **Telephone No. 735-2096.**

APPENDIX G

Emergency Registration Form

The Municipality of Red Lake will send out an Emergency Registration Form for residents to self identify residents who require special assistance in the event of an emergency. This form will be distributed within the first quarter of each year.

APPENDIX H

POWER OUTAGE EMERGENCY PLAN

1. GENERAL

If a power outage emergency in the Municipality of Red Lake becomes a reality, reception of those who are unable to stay in their homes, or with friends and family in the Municipality will be located at one or both of the following:

- a) Red Lake Fire Hall
- b) Municipal Office
- c) Cochenour Arena
- d) Red Lake Community Centre

2. AIM

To establish a plan of action for all tasks envisaged in a prolonged power outage, in the Municipality of Red Lake, utilizing those resources immediately available.

3. IMPLEMENTATION

This Plan will be implemented when it is known that the hydro will be off for a prolonged period of time as determined by the Community Control Group and is considered necessary by the appropriate authorities.

4. THREAT

It is believed that the main threat to the Municipality of Red Lake will be a major power failure.

5. TASKS

5.1 In the event of a prolonged power outage, the Municipal tasks will be to:

- a) Provide direction and resources for the housing and feeding for the population.
- b) Maintain effective liaison with the appropriate local agencies.

5.2 In addition to the above, the following action may also be taken:

- a) Request the assistance of other agencies including other public/private organizations, staff and volunteers, and other levels of government as may be required.
- a) Establishment of an Information Centre for the issuing of instructions to local residents, and/or
- b) Establishment of a Reporting and Inquiry Centre to handle individual requests for information concerning all aspects of the emergency.

- c) Establishment of a Reception Centre to provide food, heat, shelter, hydro and other necessities, as required.

6. DUTIES AND RESPONSIBILITIES

6.1 The Mayor or alternate will:

- a) Maintain close liaison with local agencies and Ontario Provincial Police Officials in the area.
- b) Direct the emergency.
- c) Issue whatever public announcements that are deemed necessary.

6.2 The C.A.O. will:

- a) Maintain an up to date record of emergency information.
- b) Provide for the safety of Municipal records.
- c) Maintain liaison with all supporting agencies, as required.
- d) Act as Emergency Information Officer.

Emergency Information Officer (C.A.O.) will:

- a) Alert and warn the public.
- b) Prepare public information announcements relating to the emergency for release by the Mayor or his/her designate.
- c) The principal means of communications will be by local (Dryden) radio and long distance telephone and fax.

6.3 Clerk

- a) Assist the C.A.O. as requested.
- b) Alert Community Control Group B members, Council members and staff as required.
- c) Assist with registration and inquiry as required.

6.4 Ontario Provincial Police will:

The O.P.P. Detachment Commander and Staff will

- a) Be responsible for maintenance of law and order.
- b) Control and direct traffic to Emergency Reception Centres.
- c) Assist other services, as required.

6.5 The Fire Chief will:

- a) Arrange for the provision of increased fire protection of the town sites throughout the emergency period.

6.6 Human Services Representative (Treasurer)

- a) Arrange for the opening, operation, direction and supervision of sufficient reception centres to provide immediate services.
- b) Arrange for assistance from volunteers to carry out the required services.

6.7 Operations Supervisor will:

- a) Maintain effective liaison with the local managers of all public/private utilities or services, propane and fuel suppliers, domestic gas outlets, service stations and generating equipment to ensure these resources are available throughout the crisis.
- b) Ensure that alternate means of emergency electric power is accessible.
- c) Ensure the continued operation of waste water facilities and ensure the availability of a sufficient supply of potable water.

6.8 Transportation Officer (C.B.O.):

- a) The principal means of transportation will be by privately owned automobiles.
- b) To maintain an inventory of privately owned commercial transportation companies (local taxi cab owners and bus services).
- c) To allocate suitable transportation for local residents that do not have suitable means of transportation.

6.9 Local Health Representative (NWHU) will:

- a) Alert the Medical Officer of Health regarding the emergency of a prolonged power outage.
- b) Advise on and enforce health standards as per the Health Protection and Promotion Act.
- c) Prevent and control the spread of communicable diseases, whenever possible.
- d) Provide for inspection services for water and food quality, cleanliness, temperature control of food, and safe dispensing and disposal of food.
- e) Arrange for the dissemination of special instructions to the population of matters concerning public health (e.g. boil drinking water advisories).
- f) Advise on movement of individuals with chronic conditions.
- g) Assist with emotional support when appropriate. Public Health Staff shall ensure that temporary holding facilities and handling procedures are acceptable.

6.10 Supply Coordinator (Child Care Supervisor) will:

- a) Maintain effective liaison with the local grocery stores to ensure that grocery stores will dispense food needs during the emergency period.

6.11 Registration & Inquiry Manager (Facilities and Recreation Supervisor)

- a) Arrange for registration of individuals attending Reception Centres.

7. PUBLIC WARNING SYSTEM

At the request of the Mayor or his /her alternate, the emergency warning will be announced and communicated via the following methods:

- a) CKDR Radio (97.1 FM) (1-800-465-7200)
- b) Broadcast warning through CBC Radio (90.5 FM) (204-788-3058)
- c) Mass texting through Tbaytel
- d) Voice mail message via municipal telephone line (807-735-2096)
- e) Municipality of Red Lake Website
- f) Municipality of Red Lake Facebook Page

APPENDIX I EXTREME WEATHER EMERGENCY PLAN

1. GENERAL

If a winter emergency in the Municipality of Red Lake becomes a reality, reception of those who are unable to stay in their homes, or with friends and family in the Municipality will be located at one or more of the following:

- a) Red Lake Community Centre
- b) Cochenour Arena/Hall
- c) Campbell Rec Centre
- d) The Red Lake District High School
- e) The Red Lake Madsen Public School
- f) The Golden Learning Centre
- g) Red Lake Legion

2. AIM

To establish a plan of action for all tasks envisaged in a prolonged period of extreme temperatures (extreme heat or cold) in the Municipality of Red Lake, utilizing those resources immediately available.

3. IMPLEMENTATION

This Plan will be implemented when it is known that extreme temperatures are imminent for a prolonged period of time, as determined by the Community Control Group and is considered necessary by the appropriate authorities.

4. THREAT

It is believed that the main threat to the Municipality of Red Lake will be the extreme temperatures (extreme heat or extreme cold).

5. TASKS

5.1 In the event of prolonged extreme temperature emergency, the Municipal tasks will be to:

- a) Provide direction and resources for the relief from extreme temperatures for the population.
- b) Maintain effective liaison with the appropriate local agencies.

5.2 In addition to the above, the following action may also be taken:

- a) Request the assistance of other agencies including other public/private organizations, staff and volunteers, and other levels of government as may be required.

- b) Establishment of an Information Centre for the issuing of instructions to local residents, and/or
- c) Establishment of a Reporting and Inquiry Centre to handle individual requests for information concerning all aspects of the emergency.
- d) Establishment of a Reception Centre to provide food, heat, cooling, shelter and other necessities, as required.

6. DUTIES AND RESPONSIBILITIES

6.1 The Mayor or alternate will:

- a) Maintain close liaison with local agencies and Ontario Provincial Police Officials in the area.
- b) Direct the emergency.
- c) Issue whatever public announcements that are deemed necessary.

6.2 The C.A.O. will:

- a) Maintain an up to date record of emergency information.
- b) Provide for the safety of Municipal records.
- c) Maintain liaison with all supporting agencies, as required.
- d) Act as Emergency Information Officer.

Emergency Information Officer (C.A.O.) will:

- a) Alert and warn the public.
- b) Prepare public information announcements relating to the emergency for release by the Mayor or his/her designate.
- c) The principal means of communications will be by local (Dryden) radio and long distance telephone and fax.

6.3 Clerk

- a) Assist the C.A.O. as requested.
- b) Alert Community Control Group B members, Council members and staff as required.
- c) Assist with registration and inquiry as required.

6.4 Ontario Provincial Police will:

The O.P.P. Detachment Commander and Staff will

- a) Be responsible for maintenance of law and order.
- b) Control and direct traffic to Emergency Reception Centres.
- c) Assist other services, as required.

6.5 The Fire Chief will:

- a) Provide increased fire protection of the town sites throughout the emergency period.

6.6 Human Services Representative (Treasurer)

- a) Arrange for the opening, operation, direction and supervision of sufficient reception centres to provide immediate services.
- b) Arrange for assistance from volunteers to carry out the required services.

6.7 Operations Supervisor will:

- a) Maintain effective liaison with the local managers of all public/private utilities or services, propane and fuel suppliers, domestic gas outlets, service stations and generating equipment to ensure these resources are available throughout the crisis.
- b) Ensure all emergency routes and roadways are cleared and safe for travel in the event of winter storm.

6.8 Transportation Officer (C.B.O.):

- a) The principal means of transportation will be by privately owned automobiles.
- b) The Transportation Officer will contact all privately owned transportation companies (bus companies/owners, taxi companies) to ensure the safe transportation to reception centers, if required.
- c) To allocate suitable transportation for local residents that do not have suitable means of transportation.

6.9 Local Health Representative (NWHU) will:

- a) Alert the Medical Officer of Health regarding the emergency of a prolonged occurrence of extreme temperature.
- b) Advise on and enforce health standards as per the Health Protection and Promotion Act.
- c) Prevent and control the spread of communicable diseases, whenever possible.
- d) Inspection services for water and food quality, cleanliness, temperature control of food, and safe dispensing and disposal of food.
- e) Arrange for the dissemination of special instructions to the population of matters concerning public health (e.g. boil drinking water advisories).
- f) Advise on movement of individuals with chronic conditions.
- g) Assist with emotional support when appropriate. Public Health Staff shall ensure that temporary holding facilities and handling procedures are acceptable.

6.10 Supply Coordinator (Child Care Supervisor) will:

- a) Maintain effective liaison with the local grocery stores to ensure that grocery stores will dispense food needs during the emergency period.

6.11 Registration & Inquiry Manager (Facilities and Recreation Supervisor)

- a) Arrange for registration of individuals attending Reception Centres.

7. PUBLIC WARNING SYSTEM

At the request of the Mayor or his /her alternate, the emergency warning will be announced via the following methods:

- a) CKDR Radio (97.1 FM) (1-800-465-7200)
- b) Broadcast warning through CBC Radio (90.5 FM) (204-788-3058)
- c) Mass texting through Tbaytel
- d) Voice mail message via municipal telephone line (807-735-2096)
- e) Municipality of Red Lake Website
- f) Municipality of Red Lake Facebook Page

APPENDIX J

PANDEMIC INFLUENZA CONTINGENCY PLAN

GENERAL:

If a Pandemic Influenza Crisis should arise within the Municipality of Red Lake, the Northwestern Health Unit (Red Lake Office) shall declare an emergency with regards to the health of all residents in the Municipality.

AIM:

To establish a plan of action for all tasks envisaged in a pandemic emergency in the Municipality of Red Lake, utilizing all resources immediately available.

IMPLEMENTATION:

The Plan shall be implemented by an Order from the Mayor's Office with direct conversation and consultation with the Director of the Red Lake Northwestern Health Unit.

DUTIES/RESPONSIBILITIES:

All duties and responsibilities shall follow the duties of the Community Control Group as listed under Responsibilities and Functions on page 5 of the Emergency Plan.

APPENDIX K

AIRPORT BULK FUEL STORAGE

Supplier	Type of Fuel/Chemical	Storage Capacity	Type of Storage
Fast Air Jet Center Local Contact: 662-7241 24 hour emergency: 1-866-232-9563	Jet A-1 Fuel	90,000 litres	Storage Tank (Below Ground)
	Aviation Gas	45,000 litres	Storage Tank (Below Ground)
	Jet A-1 Fuel Truck	14,000 litres	Fuel Truck
	Jet A-1 Fuel Truck	15,000 litres	Fuel Truck
	Aviation Gas Truck	13,000 litres	Fuel Truck
	Octane Gasoline	1,200 litres	Storage Tank (Above Ground)
	Dyed Diesel Fuel	1,200 litres	Storage Tank (Above Ground)
Wilderness North Cell: 807-624-7405 Office: 1-888-465-3474 24 hour emergency: 1-800-263-3474	Dyed Diesel Fuel	65,000 litres	Storage Tank
	Gas – Regular	50,000 litres	Storage Tank
Wasaya Local Contact: 662-1119	Unleaded Gasoline	50,000 litres	Storage Tank (Above Ground)
Airport Maintenance Garage Local Contact: 662-2581 24 hour emergency: 727-0262	Dyed Diesel	4,500 litres	Storage Tank (Above Ground)
	Gas – Regular	2,200 litres	Storage Tank (Above Ground)

APPENDIX L DECLARATION OF AN EMERGENCY

Checklist in Consideration of a Declaration of Emergency

(Note: All references in this document refer to the *Emergency Management and Civil Protection Act*, R.S.O. 1990, Chapter E.9, as amended 2006)



** This checklist is for use by municipal heads of council considering the declaration of an emergency within their municipality. This checklist is not intended to provide any sort of legal advice – it is merely a reference tool.*

An emergency is defined under the *Emergency Management and Civil Protection Act* as “a situation, or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise” [Section 1, definition of an emergency].

Under the *Emergency Management and Civil Protection Act*, only the head of council of a municipality (or his or her designate) and the Lieutenant Governor in Council or the Premier have the authority to declare an emergency. The Premier, the head of council, as well as a municipal council, have the authority to terminate an emergency declaration [Sections 4 (1), (2), (4)].

An emergency declaration may extend to all, or any part of the geographical area under the jurisdiction of the municipality [Section 4 (1)].

If the decision is made to declare an emergency, the Municipality must notify Emergency Management Ontario (on behalf of the Minister of Community Safety and Correctional Services) as soon as possible [Section 4 (3)]. Although a verbal declaration of emergency is permitted, all declarations should ultimately be made in writing to ensure proper documentation is maintained. Written declarations should be made on municipal letterhead, using the template provided by Emergency Management Ontario, and should be faxed to (416) 314-0474. When declaring an emergency, please notify the Provincial Emergency Operations Centre at 1-866-314-0472. Press 1 for Duty Operations Officer

When considering whether to declare an emergency, a positive response to one or more of the following criteria **may** indicate that a situation, whether actual or anticipated, warrants the declaration of an emergency:

General and Government:

- **Is the situation an extraordinary event requiring extraordinary measures?**
[Section 4 (1) permits a head of council to “take such action and make such orders as he or she considers necessary and are not contrary to law” during an emergency.]
- **Does the situation pose a danger of major proportions to life or property?**
[Section 1, definition of an emergency]

- **Does the situation pose a threat to the provision of essential services? (e.g., energy, potable water, sewage treatment/containment, supply of goods or medical care?)** [Some situations may require extraordinary measures be taken or expenditures be made to maintain or restore essential services. A declaration of emergency may allow a head of council to expend funds outside of his or her spending resolutions and/or the regular approval process of the municipality.]
- **Does the situation threaten social order and the ability to govern?** [Whether due to a loss of infrastructure or social unrest (e.g., a riot), a crisis situation has the potential to threaten a council's ability to govern. In such cases, extraordinary measures may need to be taken. Section 4 (1) provides for extraordinary measures, not contrary to law. Section 55 (1) of the *Police Services Act* provides for the creation of special policing arrangements during an emergency.]
- **Is the event attracting significant media and/or public interest?** [Experience demonstrates that the media and public often view the declaration of an emergency as a decisive action toward addressing a crisis. It must be made clear that an "emergency" is a legal declaration and does not indicate that the municipality has lost control. An emergency declaration provides an opportunity to highlight action being taken under your municipal emergency response plan.]
- **Has there been a declaration of emergency by another level of government?** [A declaration of emergency on the part of another level of government (e.g., lower-tier, upper-tier, provincial, federal) may indicate that you should declare an emergency within your municipality. For example, in the event of a widespread disaster affecting numerous lower-tier municipalities within a county, the county will likely need to enact its emergency response plan and should strongly consider the declaration of an emergency. In some cases, however, a declaration of emergency by a higher level of government may provide sufficient authorities to the lower-tier communities involved (e.g., municipalities operating under the authority of a provincial or federal declaration).]

Legal:

- **Might legal action be taken against municipal employees or councilors related to their actions during the current crisis?** [Section 11 (1) states that "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 or 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." Section 11 (3), however, states "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...."]
- **Are volunteers assisting?** [The *Workplace Safety and Insurance Act* provides that persons who assist in connection with a declared emergency are considered "workers" under the Act and are eligible for benefits if they become injured or ill as a result of the assistance they are providing. This is in addition to workers already covered by the Act.]

Operational:

- **Does the situation require a response that exceeds, or threatens to exceed the capabilities of the municipality for either resources or deployment of personnel?** [Section 4 (1) permits the head of council to "take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan." Section 13 (3) empowers a municipal council to "make an agreement with the council of any other municipality or with any person for the provision of any personnel, service, equipment or material during an emergency."]

- **Does the situation create sufficient strain on the municipal response capability that areas within the municipality may be impacted by a lack of services, thereby further endangering life and property outside areas directly affected by the current crisis?** [Some situations may require the creation of special response agreements between the municipality and other jurisdictions, private industry, non-government organizations, etc. Section 13 (3) states that the “council of a municipality may make an agreement with the council of any other municipality or with any person for the provision of personnel, service, equipment or material during an emergency.”]
- **Is it a consideration that the municipal response may be of such duration that additional personnel and resources may be required to maintain the continuity of operations?** [In the event of a large-scale crisis, such as an epidemic or prolonged natural disaster, municipal resources may not be able to sustain an increased operational tempo for more than a few days. This is particularly true if emergency workers are injured or become ill as a result of the crisis. In such a case, the municipality may need to utilize outside emergency response personnel. Section 13 (3) provides for mutual assistance agreements between municipalities.]
- **Does, or might, the situation require provincial support or resources?** [Provincial response (e.g., air quality monitoring, scientific advice, airlift capabilities, material resources, etc.) may involve numerous ministries and personnel. Activation of the municipal emergency response plan, including the opening of the Emergency Operations Centre and meeting of the Community Control Group, can greatly facilitate multi-agency and multi-government response.]
- **Does, or might, the situation require assistance from the federal government (e.g., military equipment)?** [Section 13 (2) authorizes the Solicitor General, with the approval of the Lieutenant Governor in Council, to make agreements with the federal government. In Canada, federal emergency assistance is accessed through, and coordinated by, the province. The declaration of an emergency may assist a municipality in obtaining federal assistance.]
- **Does the situation involve a structural collapse?** [Structural collapses involving the entrapment of persons *may* require the deployment of one or more Heavy Urban Search and Rescue (HUSAR) teams. Ontario has a HUSAR team. This team is specially equipped and trained to rescue persons trapped as a result of a structural collapse. Any municipality in the province can request a HUSAR deployment to a declared emergency. Requests for HUSAR resources should be made through your local mutual aid fire coordinator. Approval for the dispatch of the HUSAR team comes from the Commissioner of Emergency Management.]
- **Is the situation a large-scale or complex chemical, biological, radiological, or nuclear (CBRN) incident?** [Response to CBRN incidents requires specialized resources and training. Ontario is developing three CBRN teams to respond to incidents throughout the province. CBRN teams are only dispatched to declared emergencies. Requests for CBRN deployment should be made through your local mutual aid fire coordinator. Approval for the dispatch of CBRN teams comes from the Commissioner of Emergency Management.]
- **Does the situation require, or have the potential to require the evacuation and/or shelter of people or animals [livestock] from your municipality?** [Evacuee and reception centres often use volunteers as staff. As noted above, the declaration of an emergency enacts certain parts of the *Workplace Insurance and Safety Act* related to volunteer workers. Secondly, an evacuation or sheltering of citizens has the potential to generate issues pertaining to liability. Section 11 of the *Emergency Management and Civil Protection Act* may provide municipal councilors and employees with certain protections against personal liability.]
- **Will your municipality be receiving evacuees from another community?** [The issues discussed in the previous bullet may apply equally to municipalities accepting evacuees.]

Economic and Financial:

- **Does the situation pose a large-scale disruption to routine patterns of transportation, or re-routing of large numbers of people and vehicles?** [The rerouting of people and vehicles poses a potential liability risk. Keeping persons from their homes and delaying commercial traffic are both sensitive issues. Section 11 of the Act may provide certain protection from liability. Section 4 (1) allows for extraordinary measures to be taken, providing they are not contrary to law.]
- **Is an event likely to have a long term negative impact on a community's economic viability/sustainability, including resulting unemployment, lack of available banking services and restorative measures necessary to re-establish commercial activity?** [The declaration of an emergency may facilitate the ability of the municipality to respond to economic losses.]
- **Is it possible that a specific person, corporation, or other party has caused the situation?** [Section 12 states that "where money is expended or cost is incurred by a municipality or the Crown in the implementation of an emergency plan or in connection with an emergency, the municipality or the Crown, as the case may be, has a right of action against any person who caused the emergency for the recovery of such money or cost...."]

Municipal Disaster Recovery Assistance Program

Contact Ministry of Municipal Affairs for program details and requirements.



THE CORPORATION OF THE MUNICIPALITY OF RED LAKE

MUNICIPAL OFFICE - 2 FIFTH STREET - P.O. BOX 1000
BALMERTOWN, ONTARIO
P0V 1C0

WEBSITE: www.red-lake.ca

TELEPHONE: 807-735-2096

E-MAIL: municipality@redlake.ca

FAX: (866) 681-2954

Declaration of Emergency

I, _____ hereby declare a state of
(Mayor or Designate)

local Emergency 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: *(nature of emergency)*

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

Signed: _____

Title: _____

Dated: _____ at _____ (time)

In the Municipality of Red Lake.

(Note: Fax to EMO Duty Officer @ 416-314-0474)



THE CORPORATION OF THE MUNICIPALITY OF RED LAKE

MUNICIPAL OFFICE - 2 FIFTH STREET - P.O. BOX 1000
BALMERTOWN, ONTARIO
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WEBSITE: www.redlake.ca

TELEPHONE: 807-735-2096

E-MAIL: municipality@redlake.ca

FAX: (866) 681-2954

Termination of a Declared Emergency

I, _____ hereby declare a state of
(Mayor or Designate)

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: *(nature of
emergency)*

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

Signed: _____

Title: _____

Dated: _____ at _____ (time)

In the Municipality of Red Lake.

(Note: Fax to EMO Duty Officer @ 416-314-0474)