



# **The Corporation of the Municipality of Wawa**

## **MUNICIPAL EMERGENCY PLAN**

**Revised November 2025**



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# CHAPTER 1 INTRODUCTION

## CHAPTER 1: INTRODUCTION

Emergencies are defined as situations or impending situations caused by forces of nature, accident or an intentional act that constitutes a danger of major proportions to life and property. Emergencies affect public safety, including the health, welfare and property of residents, as well as the environment and economic health of the Municipality of Wawa.

The population of the Municipality of Wawa is 2,705 (2021 Census). The community is centrally located between the major centres of Sault Ste. Marie and Thunder Bay, adjacent to the Trans Canada King's Highway 17 and Highway 101. The community serves as a regional centre for more than 6,500 persons living in the Superior East Region.

To protect the residents, businesses and visitors, the Municipality of Wawa requires a coordinated emergency response set-out in the Wawa Emergency Plan. There are arrangements and procedures in an emergency that differ from day-to-day operations carried out by emergency services.

The Municipality of Wawa Emergency Management Committee developed this Emergency Response Plan. Every official, municipal department and agency must be prepared to carry out assigned responsibilities in an emergency. The response plan has been prepared to provide key officials, agencies and departments of the Municipality important emergency response information related to:

- Contacts and communication protocols
- Arrangements, services and equipment; and
- Roles and responsibilities during an emergency.

It is important that residents, businesses and the Municipality be aware of its provisions. Copies of the Municipality of Wawa's Emergency Response Plan may be viewed at the Municipal Office or found on-line at: [www.wawa.cc](http://www.wawa.cc)

For more information contact:

Ms. Maury O'Neill, CAO/Clerk  
Emergency Management Coordinator  
Municipality of Wawa  
(705) 856-2244 ex 223  
[moneill@wawa.cc](mailto:moneill@wawa.cc)

Alex Patterson  
Alternate CEM  
Director of CST  
705-856-2244 ex 242  
[apatterson@wawa.cc](mailto:apatterson@wawa.cc)

## CHAPTER 2

### AIM

### **Chapter 2: AIM**

The aim of this Plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, environment and economic health of the residents, businesses and visitors of the Municipality of Wawa when faced with an emergency.

It enables a centralized, controlled and coordinated response to emergencies in the Municipality and meets the legislated requirements of the *Emergency Management and Civil Protection Act*.

The Municipality of Wawa response plan reflects an enhanced level approach to Emergency Management as defined by *Emergency Management and Civil Protection Act* and incorporates subordinate plans as annexes, which provide detailed response procedures for the most likely hazards, which confront the Municipality of Wawa. These hazards have been determined through the conduct of an in-depth Hazard Identification and Risk Assessment (HIRA) by the Municipality of Wawa Emergency Management Committee.

**For further details, please contact the Community Emergency Management Coordinator.**

CEMC - Ms. Maury O'Neill at 705-856-2244, ext. 223 [moneill@wawa.cc](mailto:moneill@wawa.cc)

Primary Alternate - Mr. Alex Patterson at 705-856-2244 ext. 242  
[apatterson@wawa.cc](mailto:apatterson@wawa.cc)

Secondary Alternate - Mr. Kevin Sabourin at 705-856-2244 ext. 228  
[ksabourin@wawa.cc](mailto:ksabourin@wawa.cc)

## **CHAPTER 3 AUTHORITY**

### **CHAPTER 3: AUTHORITY**

The *Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9*, is the legal authority for this Emergency Response Plan in Ontario.

The *Emergency Management and Civil Protection Act* states that the:

*"The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area."*

As enabled by the *Emergency Management and Civil Protection Act*, this Emergency Response Plan and its' elements have been:

- Issued by under the authority of the Municipality of Wawa By-Law No. 3647-23; and
- Filed with Emergency Management Ontario, Treasury Board Secretariat.

#### **a) Definition of an Emergency**

The *Emergency Management and Civil Protection Act* define an emergency as:

*"An Emergency means 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."*

The Emergency Operations Centre (EOC) can be activated for any emergency for the purposes of managing an emergency, by maintaining services to the community and supporting the emergency site.



### ***b) Action Prior to Declaration***

When an emergency exists but has not yet been declared to exist, municipal employees may take such action(s) under this Emergency Response Plan as may be required to protect property and the health, safety and welfare of the Municipality of Wawa.

The Emergency Operations Centre (EOC) may be activated for any emergency for the purposes of managing the emergency by maintaining services to the community and supporting the emergency response.

### ***c) Requests for Outside Assistance***

The Municipality of Wawa may request the assistance of the Province of Ontario at any time by contacting EMO, Ministry of Solicitor General and Ministry of Municipal Affairs for MDRAP. The request shall NOT be deemed to be a request that the Province assume authority and control of the emergency.

### ***d) Freedom of Information and Protection of Privacy***

Any personal information collected under the authority of this Plan shall be used solely for the purpose of planning, preparing and conducting response to emergencies as defined in the *Emergency Management and Civil Protection Act*, and the release of information under this Plan shall be made in conformity with the *Municipal Freedom of Information and Protection of Privacy Act*.

## **PLAN MAINTENANCE**

The Wawa Emergency Plan was updated in 2025 and it is essential that it be kept current and viable by following a regular review schedule. The responsibility of the Plan being kept up-to-date rests with the Community Emergency Management Coordinator, who may delegate tasks accordingly.

- The emergency contact information and telephone numbers shall be reviewed on an annual basis.
- The notification system will be tested annually.
- The Plan will be reviewed once every year as a minimum requirement. The Municipal Emergency Control Group will receive training and participate in an exercise once every year as a minimum requirement.



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The Community Emergency Management Coordinator will determine the schedule under which the maintenance activities will be performed.

The Community Emergency Management Coordinator may update, correct or amend any information contained with the Plan and its Appendices with minor amendments at any time.

Major changes to the Plan must be approved by Municipal Council by way of By-law.

## **CHAPTER 4**

# **EMERGENCY NOTIFICATION PROCEDURE**

### **CHAPTER 4: EMERGENCY NOTIFICATION PROCEDURE**

Only a member of the Municipal Emergency Control Group (MECG) may initiate the notification procedure.

The contact phone numbers and addresses of the MECG members and their Alternates are contained in Annex "A".

**When a member of the MECG receives a warning of a real or potential emergency that member will immediately contact the Chief Administrative Officer (CAO)/Community Emergency Management Coordinator (CEMC) or Alternate CEMC.** The member initiating the call must provide significant details of the event as part of the notification procedure.

If deemed appropriate, the individual MECG members may initiate their own internal notification procedures of their staff and volunteer organizations. Where a threat or an impending emergency exists, any member of the MECG may initiate the notification procedure and place MECG members on standby.

Prior to the evacuation of a community, the Province (through EMO) contacts various municipalities across the province to locate potential host communities. The Municipality of Wawa acts as a Host Community to assist other communities. Wawa determines whether it can assist the affected (evacuated) community and may provide such assistance as emergency lodging, food, social services, and similar.

When it is determined that Wawa will act as a Host Community, the Community Emergency Management Coordinator implements the notification procedure by requesting members of the MECG meet at the Emergency Operations Centre (EOC). Alternates may be called and all members of the MECG must be contacted and are required to attend at the EOC. The MECG recommends that an emergency be declared so that it may commence the receiving of evacuees in the Municipality of Wawa. A copy of the Host Community Plan is identified in **Annex "F"**.



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In the event the community's emergency 9-1-1 telephone service is disrupted, and localized calling is available, the emergency 9-1-1 service for fire and ambulance services will be **re-routed to a local emergency telephone number (705-856-0911)**, and the Wawa Fire Department will become the localized communications centre.

The Ontario Provincial Police will assign an officer and police vehicle to be available at the Fire Department facility to dispatch policing services to the community, as required. A copy of the *Telephone Outage Response Plan* is identified in **Annex "D"**.

Should telephone services be completely disrupted, including the localized calling, door-to-door runners may be used (ie. municipal employees, police officers, or fire department personnel). Contact may be made through use of cellular telephones, two-way radios, pagers, etc., if available.

All MCEG members will proceed immediately to the designated EOC. Each member of the MCEG is responsible for notifying his/her departmental employees. Alternates and staff with designated emergency response duties may be instructed to:

- Remain at his/her location;
- Be placed on emergency standby; or
- Report to a designated official, EOC or specific location.

If the family member(s) of a member of the MCEG are living within an area of the municipality that has to be evacuated, they must advise the reception/evacuation centre staff to notify the MCEG accordingly.

When an emergency exists, but has not been declared to exist, municipal employees are authorized to take such action(s) under this emergency plan as may be required to respond to the emergency.

A copy of the **Notification Message Format** form is contained in Chapter 11 – Forms.

The **Confidential Contact Information**, including phone numbers and addresses of the MCEG members (and their alternates) are contained in **Annex "A"**.



**a) Request for Assistance**

Assistance may be requested from the Province of Ontario at any time without any loss of control or authority. The CAO, CEMC or designate, are responsible for contacting Emergency Management Ontario (EMO) and Ministry of Municipal Affairs to request assistance.

The Provincial Emergency Operations Centre (PEOC) is operating on a 24/7 basis, located at its head office in Toronto at the Forensic Services & Coroner's Complex, 25 Morton Shulman Avenue, Ontario. The PEOC should be advised when the Emergency Plan of a community is activated. At that time, the Community Field Officer is made aware and may be dispatched. When the situation calls for it, a State of Emergency is declared and the PEOC is advised in writing.

**EMO – Provincial Emergency Operations Centre (24/7)**  
**Telephone #1-866-314-0472**

**EMO – Provincial Emergency Operations Centre**  
**Fax #1-416-314-6220**

**FSCC Receptionist**  
**Telephone #647-329-1100**

The **Emergency Notification Contact List**, including contact numbers for requesting assistance is attached as **Annex "A"**.

The Municipality may initiate its Mutual Aid agreements, and neighbouring communities may be contacted for assistance as well.

**b) A Declared Community Emergency**

The Mayor or Deputy Mayor of the Municipality of Wawa, as the Head of Council, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the MCEG.

A copy of the ***Declaration of an Emergency*** form is available in Chapter 11 – Forms.

Upon declaring an emergency, the Mayor of Wawa will be responsible to notify:

- Solicitor General of Ontario;
- Emergency Management Ontario, Treasury Board Secretariat;

- Municipal Council;
- General Public;
- Neighbouring community officials as required;
- Indigenous Service Canada (ISC), if Wawa acting as a host community and receiving evacuees from a First Nation community;
- Local member of Provincial Parliament (MPP-Algoma/Manitoulin);
- Local member of Parliament (MP-Algoma/Manitoulin/Kapuskasing).

### **c) Subordinate Plans**

The Municipality of Wawa's subordinate plans may be implemented at any time in whole or in part, as required, by their respective custodians; and, when such action is taken, a standby alerting of the MECG is mandatory. The purpose of the subordinate plans is for each department to determine how it will fulfil the roles and responsibilities assigned in the Emergency Response Plan. The subordinate plans provide guidelines, operational details and resources available to support the main plan and ensure continuity of operations. Each MECG member must designate a member of his/her staff to maintain and revise the subordinate plan for their respective department. The MECG member must ensure their designate(s) and applicable staff receive regular training in all applicable subordinate plans.

### **d) Termination of an Emergency**

A copy of the **Termination of an Emergency** form is available in Chapter 11 – Forms. A community emergency may be terminated at any time by: Mayor or Deputy Mayor; Municipal Council; or Premier of Ontario.

When terminating an emergency, the Mayor will notify:

- Solicitor General of Ontario;
- Emergency Management Ontario, Treasury Board Secretariat;
- Town Council;
- General Public;
- Neighbouring community officials as required;
- Indigenous Service Canada (ISC), if Wawa acting as a host community and receiving evacuees from a First Nation community;
- Local member of Provincial Parliament (MPP-Algoma/Manitoulin);
- Local member of Parliament (MP-Algoma/Manitoulin/Kapuskasing).



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### **e) *De-Activation of Emergency***

The MCEG is responsible for developing an initial recovery plan to restore essential services and to facilitate the transition from emergency to a state of safe and acceptable conditions in all areas affected by the emergency.

Once the emergency is declared terminated at the Emergency Site(s), the MCEG and the Emergency Site Manager (ESM) will ensure there are provisions for the rehabilitation of the Emergency Site(s) and environment. The area immediately adjacent to the site(s) and any other area of the community, as applicable, shall be declared safe with provisions for rehabilitation of the environment, etc., as determined by the MCEG.



## **CHAPTER 5**

# **MUNICIPAL EMERGENCY CONTROL GROUP**

## **CHAPTER 5: MUNICIPAL EMERGENCY CONTROL GROUP**

### ***(a) Emergency Operations Centre (EOC)***

The Emergency Operations Centre (EOC) has both a primary and alternate (or secondary) location.

**Primary location – 40 Broadway Avenue – Board Room (Downstairs)**  
**Secondary location – 40 C Broadway Avenue, Water Treatment Plant**

During the notification procedure, support staff will provide direction as to which location members of the MCEG will report to. The primary and alternate EOC are geographically separated so that if one or the other is endangered or rendered non-functional as a result of an emergency situation, the other site will be safe and operational. The EOC will be set-up and be operational as soon as possible. The CEMC will supervise the set-up and ensure operational viability.

### ***(b) Hours of Operation***

In an emergency, the need for the EOC to function outside normal working hours is imperative. It may operate twenty-four (24) hours per day until the emergency has been terminated or until it is determined that a reduced work schedule may be accepted.

### ***(c) Access Control***

Access to the EOC will be restricted to the MCEG members and other authorized persons. No media are allowed into the EOC. Upon arrival at the EOC, each MCEG member or designate will:

- (i) sign in
- (iii) open a personal log, as provided
- (iv) contact their own agency and obtain a status report
- (v) participate in the initial briefing
- (vi) participate in planning initial response/decision making process
- (vii) pass MCEG decisions on to areas of responsibility/agency
- (viii) continue to participate in the EOC operating cycle

Upon leaving the EOC, each member of the MCEG will:

- (i) conduct a hand over with the person relieving them
- (ii) sign out at the EOC indicating where they may be reached

Once the initial response is established, routines will be put in place by the Chief Administrator Officer. The MCEG functions most efficiently on a system known as an Operating Cycling.

#### ***(d) Personnel Identification***

The Municipality of Wawa will issue emergency workers/personnel with identification bearing name and relevant information of the bearer to identify them as persons authorized to access the EOC.

#### ***(e) Municipal Emergency Control Group (MCEG)***

The emergency response will be directed and controlled by the Municipal Emergency Control Group (MCEG), the officials who are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community. The MCEG consists of the following officials and contact information is detailed in **Annex "A"**:

- Community Emergency Management Coordinator or alternate; this person may become the Operations Officer in the EOC;
- Alternate CEMC
- Mayor or alternate Deputy Mayor

The Municipal Emergency Control Group (MCEG) may function with only a limited number of persons depending upon the emergency. Depending on the nature and scope of the emergency, the MCEG may augment its membership with other representatives including members from;

- Infrastructure Services Director, or alternate, Municipality of Wawa
- Treasurer or Alternate, Municipality of Wawa
- Community Services Director, or alternate, Municipality of Wawa
- Fire Chief, or alternate, Municipality of Wawa
- Chief Building Official, or alternate, Municipality of Wawa
- Superior East Ontario Provincial Police
- Medical Officer of Health, or alternate;
- CEO, Lady Dunn Health Centre, or alternate;
- Wawa Family Health Team;
- Emergency Medical Services;
- Algoma District Social Services Administration Board (DSAB);

- Algoma Family Services;
- Red Cross;
- WAVS (Wawa and Area Victim Services);
- Algoma Power Inc. (if required or available);
- Brookfield Renewable Power (if required or available);
- Bell Canada (if required or available);
- Additional personnel called or added to the MCEG (as required):
  - Emergency Management Ontario Representative;
  - Liaison Staff from provincial ministries
  - Any other officials, experts or representatives from the public or private sector as deemed necessary by the MCEG.

These representatives will be responsible for coordinating with the MCEG their own agency's emergency response plan, including obtaining specialized resources. The agencies may also provide technical advice to the MCEG.

### ***(f) Operating Cycle***

An operating cycle is how the Municipal Emergency Control Group (MCEG) manages the overall emergency operation.

The MCEG will meet around a planning board, or map at which time the members will report on their agency's status or area of responsibility to the Mayor and CAO. It is essential that every member, covering each area of responsibility, be heard from during this process. The MCEG is a team, and the actions taken by one, or the lack of action by one, may impact operations.

The round table discussion should include problems, questions, resources requests, and any other relevant information so that timely, informed decisions can be made as a group. Once the meeting is complete the MCEG should contact their agency or area of responsibility and pass on any relevant information or directives that result from the MCEG meeting.

The frequency and agenda items for the meetings will be determined by the CEMC. The meetings will reflect the pace of the emergency and occur on a schedule basis or regular intervals; to be adjusted accordingly.

Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. All telephone and cellular phone calls must occur prior to or after the formal meetings of the MCEG. The CEMC will maintain a status board/maps which will be kept up to date.

Following an operating cycle meeting and dissemination of information, members of the MECG will gather information and prepare for the next scheduled meeting. The MECG members ensure the MECG decisions are being implemented. Each member is responsible for informing their respective agency of the schedule for MECG meetings.

### ***(g) Municipal Emergency Control Group Responsibilities***

The Members of the Municipal Emergency Control Group (MECG) will be responsible for the following actions or decisions:

- Calling out and mobilizing the emergency service, agency, and equipment;
- Coordinating and directing the services and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided it is not contrary to law;
- Determining if the location and composition of the MECG are appropriate;
- Advising Mayor as to whether the declaration of an emergency is recommended;
- Advising the Mayor on the need to designate all or part of the Municipality as an emergency area;
- Ensuring the Emergency Site Manager (ESM) or Incident Commander (IC) is appointed. The Emergency Site Manager will be a senior official from the lead agency (to be determined based on emergency);
- Ensuring support to the Emergency Site Manager by offering equipment, staff and resources, as required;
- Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger;
- Discontinuing utilities or services provided by the public or private concerns, ie. hydro, water, closing down businesses;
- Arranging for services and equipment from local agencies not under community control, ie. private contractors, industry, volunteer agencies, service clubs;
- Notifying, requesting assistance from and/or liaise with various levels of government and any public or private agencies not under community control, as considered necessary;



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- Determining if additional volunteers are required and if appeals for volunteers are warranted;
- Determining if additional transportation is required for evacuation or transportation of persons and/or supplies;
- Ensuring pertinent information regarding the emergency is promptly forwarded to the Emergency Information Coordinator for dissemination to the media and public;
- Determining the need to establish advisory groups and/or sub-committees/ working groups for any aspect of the emergency;
- Authorizing expenditure of money required dealing with the emergency;
- Notifying the service, agency or group under its direction, of the termination of the emergency;
- Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the CEMC;
- Participating in the debriefing following the emergency;
- Make applications for available funding assistance as required to MDRAP (Municipal Disaster Relief Assistance Program or similar).

## **CHAPTER 6**

# **EMERGENCY RESPONSE SYSTEM**

## **CHAPTER 6: EMERGENCY RESPONSE SYSTEM –MEMBER RESPONSIBILITIES**

### ***(a) Individual responsibilities of Municipal Emergency Control Group:***

Each member of the MCEG has the following responsibilities within their own area of operations.

#### **1. The Mayor or Deputy Mayor**

The Mayor shall provide information to Council and the public with regards to impacts of an emergency on the municipality and declare a state of local emergency when required.

During an emergency, the Mayor will provide information necessary to keep the media and public informed.

The Mayor or Designate being the Deputy Mayor is responsible for:

- Providing overall leadership in responding to an emergency;
- Declaring an emergency within the municipality;
- Declaring that the emergency has terminated (Note: Council may also terminate the emergency);
- Notifying Emergency Management Ontario, Ministry of the Solicitor General of the declaration of the emergency and termination;
- Ensuring the members of Council are advised of the declaration and termination of an emergency, and are kept informed;
- Determining the public notification procedure with the MCEG;
- Ensuring that the local MPP and MP, and neighbouring communities are advised of the declaration and termination, and kept informed of the emergency situation;
- Approving, in consultation with the CEMC and Emergency Information Officer (EIO), major announcements and media releases;
- Maintaining the records and logs, as they relate to their agencies actions, for the purpose of the debriefs and post-emergency reporting that will be prepared; and
- Maintain a personal log of all actions taken.

## **2. The Chief Administrative Officer, Operations Officer and Information Officer**

The CAO shall provide and direct as required, all emergency response or support activities within the Emergency Operations Centre. The CAO shall convene all meetings of the MCEG. The CAO becomes the Operations Officer for the Municipality of Wawa and is responsible for:

- Activating the emergency notification;
- Schedule and Chair all meetings of the MCEG, and make operational decisions that respond to, contain and control the emergency;
- Provide regular updates and act as principal advisor to the Mayor;
- Ensuring liaison with the Ontario Provincial Police regarding security arrangements for the EOC;
- Ensuring that a communication link is established between the MCEG and the Emergency Site Manager (ESM);
- Secure the necessary financial support from existing sources or from Provincial or Federal authorities;
- Advising the Mayor of the policies and procedures, as appropriate;
- Approving, in conjunction with the Mayor, major announcements and media releases, in consultation with the MCEG;
- Calling out additional municipal staff to aid as required;
- Determine the level of staffing required for municipal operations not directly associated with an emergency and arrange for support services;
- Ensure Critical Incident Stress Management (CISM) is available as needed during an emergency to the staff and the public;
- Address issues of food, nutrition, health and wellness of all employees associated with the emergency;
- Ensure appropriate remuneration/overtime is in place for all employees working on emergency, both union and non-union;
- Maintaining a record of all major decisions, actions and instructions issued;
- Maintaining the records and logs, as it relates to its agencies' actions, for the purpose of the debriefs and post-emergency reporting that will be prepared; and
- Maintain a personal log of all actions taken.



The Municipality's CAO will act as the Emergency Information Officer (EIO) during an emergency. The EIO is responsible for maintaining the *Emergency Information Plan* (**Annex "C"**). As the Emergency Information Officer (EIO), the CAO is responsible for:

- Ensuring that the Information Centre is set up and operational;
- Coordinating and disseminating accurate news and information to the media;
- Establishing and maintaining linkages with provincial, neighbouring municipal or industry media officials as required;
- Responding to or directing individual requests for information to the emergency;
- Coordinating interviews and media coverage;
- Designating a site media spokesperson as appropriate;
- Ensuring set up and staffing of public inquiry telephone system;
- Maintaining copies of all media releases; and
- Maintaining a personal log of all actions taken.

A detailed *Emergency Information Plan* is included in **Annex "C"**.

**Note:** It may be necessary to establish a media information area adjacent to the emergency site as determined by the Municipal Emergency Control Group.

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

The CEMC is responsible for:

- Maintaining the Wawa Emergency Plan;
- Activating and arranging the Emergency Operations Centre (EOC);
- Ensuring that security is in place for the EOC;
- Ensuring that all members of the MCEG have the necessary plans, resources, supplies, maps and equipment;
- Providing advice and clarifications about the implementation details of the Emergency Response Plan;
- Ensuring liaison with community support agencies;
- Supporting all residents who have been displaced from their homes. May be required to request assistance from the Canadian Red Cross;

- Coordinating the distribution and scheduling of various modes of transport for the purpose of transporting persons and/or supplies, as required, by members of the MCEG and the support and advisory staff;
- Ensuring that a record is maintained of drivers and operators involved;
- Ensuring that the operating cycle is met by the MCEG and related documentation is maintained and kept for future reference;
- Addressing any action items that may result from the activation of the Emergency Response Plan and keep MCEG informed of implementation;
- Conduct the community's Hazard Identification and Risk Assessment (HIRA) process;
- Conduct the critical infrastructure identification process;
- Conduct annual exercise to evaluate the Emergency Response Plan;
- Conduct annual training for the members of the Municipal Emergency Control Group (MCEG);
- Develop and implement a Community emergency management public awareness program;
- Maintaining the records and logs, as they relate to their agency's actions, for the purpose of the debriefs and post-emergency reporting that will be prepared;
- Maintain inventory of MCEG supplies;
- Maintain a personal log of all actions taken.

#### **4. The Fire Chief**

The Wawa Fire Department operates primarily in an emergency response mode. A major emergency fits into normal operating practices of the Fire Department – existing dispatching, response, back up, equipment supplies, and procedures are easily adapted to present an effective response.

The Wawa Fire Department has a Mutual Aid system, whereby it may request assistance from neighbouring fire departments should resources become depleted as the result of a major incident.

The Fire Chief is responsible for:

- Activating the emergency notification system, and ensuring the CAO is notified so that the members of the MCEG are alerted;

- Maintaining and implementing the *Hazardous Materials Response Plan, Annex "E"*, as required;
- Providing the MCEG with information and advice on fire matters;
- Depending on the nature of the emergency, assign the Emergency Site Manager and inform the MCEG;
- Establish an on-going communications link with the senior fire official at the scene of the emergency;
- Informing the Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements for the provision of additional fire fighters and equipment, if needed;
- Determining if additional or special equipment is needed and recommending possible sources of supply, ie. breathing apparatus, protective clothing, HAZMAT, etc.;
- Aiding other community departments and agencies and being prepared to take charge of or contribute to non-fire fighting operations if necessary, ie. rescue, first aid, casualty collection, evacuation;
- Providing an Incident Commander, if required;
- Maintaining the records and logs for the purpose of the debriefs and post-emergency reporting that will be prepared; and
- Maintain a personal log of all actions taken.

## **5. The Chief Building Official**

The Chief Building Official is responsible for:

- Providing the MCEG with information and advice on building matters, and the Ontario Building Code Act;
- Depending on the nature of the emergency, assign the Emergency Site Manager and inform the MCEG;
- Establish an ongoing communications link with senior officials at the scene of the emergency;
- Undertake inspections and report to the MCEG on the structural adequacy of buildings and on buildings, which are structurally damaged;
- Undertake inspections and report to the MCEG and make recommendations concerning which buildings are safe for full, restricted or no occupancy;

- Report to the EOC on debris clearance required and on any services that need to be shut-off;
- Liaise with other municipalities to gain the assistance of Building Officials in circumstances of needed support;
- Liaise with and/or secure the services of Professional Engineers to assist in determining structural safety of buildings;
- Maintain the records and logs, as they relate to their agencies actions, for the purpose of the debriefs and post-emergency reporting;
- Maintain a personal log of all actions taken.

## **6. The Director of Infrastructure Services**

The Director of Infrastructure Services is responsible for:

- Providing the MCEG with information and advice on engineering and infrastructure services matters;
- Depending on the nature of the emergency, assign the Emergency Site Manager and inform the MCEG;
- Establish an on-going communications link with the senior infrastructure services official at the scene of the emergency;
- Ensuring liaison with the infrastructure services representative from the neighbouring community(s) to ensure a coordinated response;
- Ensuring provision of engineering assistance;
- Ensuring construction and maintenance of municipal roads and report on the status to the MCEG;
- Ensuring the maintenance of sanitary sewage and water systems and report on the status to the MCEG;
- Providing equipment for emergency pumping operations;
- Discussing with the Fire Chief concerning emergency water supplies;
- Providing emergency water, supplies and sanitation facilities to the requirements of the Medical Officer of Health;
- Discontinuing any infrastructure services to any resident, as required, and restoring these services when appropriate;
- Ensuring liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions;

- Providing infrastructure services vehicles, equipment and personnel as required by any other emergency services;
- Provide barriers and flashers for control of the emergency area;
- Clear debris, snow or other obstructions in and around emergency area;
- Provide supplies of fuel and oil for emergency vehicles (Fire Dept);
- Maintain essential streets and routes for pedestrian and vehicles;
- Ensuring liaison with provincial ministries regarding flood control, and environmental matters, and being prepared to take preventative action;
- Maintaining the records and logs, as they relate to their agencies actions, for the purpose of the debriefs and post-emergency reporting that will be prepared; and
- Maintain a personal log of all actions taken.

## **7. The Treasurer or Alternate**

The Treasurer is responsible for:

- Providing the MCEG with information and advice on financial matters and financial policies for the Municipality;
- Liaise with the Treasurer(s) of neighbouring communities, if required;
- Ensure that records of expenses are maintained for future claim purposes;
- Create chart of accounts for declared emergency;
- Ensure the prompt payment and settlement of all legitimate invoices and claims incurred during the emergency;
- Development contingency plans for the payment of employees, vendors and revenue collection;
- Provide advice and information to the MCEG on financial and budget matters as it relates to the emergency;
- Initiate damage estimation;
- Coordinate the Municipal Disaster Relief Assistance Program (MDRAP) for the Municipality of Wawa;
- Obtain emergency funding and short-term loans from other governments and financial institutions, as necessary;
- Distribute any potential relief funds/financial assistance to emergency victims, upon Council approval;

- Liaise with the Municipal Insurance adjusters to ensure a proper supply of adjusters in the event of an emergency;
- Maintaining the records and logs, as they relate to their agencies actions, for the purpose of the debriefs and post-emergency reporting that will be prepared; and
- Maintain a personal log of all actions taken.

## **8. The Director of Community Services and Tourism**

The Director of Community Services is responsible for:

- Ensure volunteer coordination and liaison;
- Maintain personal care supplies and distribute to evacuees as necessary;
- Register, control and supervise evacuees entering and leaving the evacuation centre;
- Supervising the opening and operation of temporary and/or long-term evacuee centres, and ensuring its adequately staffed;
- Recruit volunteers to assist at the evacuation centre, as required;
- Ensuring liaison with the Ontario Provincial Police with respect to the opening of an evacuee centre to ensure security and order;
- Liaison with the Medical Officer of Health on areas of mutual concern regarding operations in evacuee centres;
- Ensuring that a representative from the Boards of Education (English and French), and/or Separate School Boards (English and French), are notified when facilities are required as an evacuee reception centre;
- Ensuring liaison with Canadian Red Cross for the Algoma District Services Administration Board, Lady Dunn Health Centre, Algoma Public;
- Arranging for meals for the staff/volunteers at the EOC and the Site during a community emergency;
- Maintain evacuation centre and direct funding where needed for the provision of food, and support care during a community emergency;
- Maintaining the records and logs, as they relate to their agencies actions, for the purpose of the debriefs and post-emergency reporting that will be prepared; and
- Maintain a personal log of all actions taken.

The Director of Community Services will act as the Citizen's Inquiry Supervisor during an emergency. The Citizen Inquiry Supervisor will be responsible responding to and directing inquiries pertaining to information related to the emergency in accordance with the *Emergency Information Plan*.

The detailed ***Emergency Information Plan*** is included in **Annex "C"**.

## **9. The Ontario Provincial Police**

The community of Wawa is policed by the Ontario Provincial Police. The Ontario Provincial Police (O.P.P.) will implement its procedure for Major Incident Plan including the following:

- Activating the emergency notification system through the CAO;
- Alert and assist other emergency agencies;
- Provide the MCEG with information and advice on law enforcement matters;
- Establish a site command post with communications with the EOC;
- Depending on the nature of the emergency, assign the Emergency Site Manager and inform the Municipal Emergency Control Group (MECG);
- Establishing an on-going communications link with the senior police official at the scene of the emergency;
- Control and disperse crowds within the Emergency Area;
- Establish the inner perimeter with the Emergency Area;
- Control traffic in the immediate vicinity of the Emergency Area to facilitate the movement of emergency vehicles both in and out of the emergency area; liaison with the Director of Infrastructure Services or Site Manager regarding location of barricades and flashers;
- Provide traffic control to facilitate movement of ambulances to hospitals and medical facilities and to assist in the movement of other emergency vehicles to and from the Emergency Area;
- Liaison with all other municipal department heads (Directors or designates) and aid wherever possible to ensure complete movements of departmental functions, free of outside influence which is not warranted;
- Provide traffic control to facilitate movement of fire vehicles in the performance of their emergency related tasks;



- Alert persons endangered by the disaster and assist with the evacuation of buildings or areas as authorized and directed by the Municipal Emergency Control Group (MECG);
- Prevent unauthorized entry into the Emergency Area and maintain law and order and prevent looting with the Emergency Area;
- Maintain order in any evacuation centre;
- Ensure the protection of life and property, and the provision of law and order;
- Provide notification of fatalities to the coroner;
- Provide assistance to the coroner in the location and operation of a temporary morgue;
- Provide operational authority for emergencies on crown lands;
- Maintaining the records and logs, as they relate to their agencies actions, for the purpose of the debriefs and post-emergency reporting that will be prepared; and
- Maintain a personal log of all actions taken.

## **10. Members of Council**

Elected municipal officials, not appointed to, designated for, or encumbered by specific duties, will assist the MECG or any other specific support agencies, at the discretion of the Head of Council or designate.

## **11. Emergency Site Manager (ESM)**

The Emergency Site Manager (ESM) is designated by the MECG as the overall Field Commander in the emergency area. It is their responsibility to coordinate the efforts of the emergency response services, and to report and recommend action to the MECG, as required. The MECG will provide assistance to the ESM.

The senior representative for each emergency responder (ie. Police Service, fire, EMS, infrastructure services, etc.) at the site will consult with their respective MECG member and coordinate with the Emergency Site Manager, so as to offer a coordinated and effective response. The Emergency Site Manager is responsible for:

- Organizing and coordinating the on-scene response at the emergency site(s) with the emergency response services at the emergency site;

- Assess the situation under existing and potential conditions by consulting with emergency response services at the scene as well as outside expertise as required;
- Recommend the activation of the Emergency Plan and the Emergency Notification system, if deemed necessary;
- Coordinate with the MCEG and emergency response services at the scene to ensure that the necessary equipment, supplies, personnel and expertise are readily available at the site;
- Liaise with the CAO at the EOC to regularly inform him/her of the on-scene situation and provide him/her with detailed reports which will enable the MCEG to make informed decisions. The Emergency Site Manager will assist as required in the decision-making process;
- Hold periodic briefings with emergency response services on-scene on a regular basis. Activate and coordinate with agencies, an evacuation of the immediate area as warranted by the conditions;
- Consider response alternatives and determine appropriate response actions (ie. evacuations, containment, etc.). Confer with the MCEG, emergency response services on scene, and obtain additional expertise as required;
- Establish an on-site Command Post at an appropriate distance from the incident. Assemble the various emergency response services at the Command Post to coordinate on-site decision-making and activities. Ensure adequate intra-agency communications capabilities is established from the Command Post;
- Brief emergency response services as they become involved with the on-site situation;
- Obtain as much information as possible from those involved in the incident (i.e. truck driver, plant manager, etc.) concerning the identity of material(s) and health risks, cause, etc., and consult with experts as required to gain a complete picture to aid in the evacuation;
- Develop a scene organization plan/layout with the assistance of the police and fire departments, establish an inner perimeter where only response personnel directly involved in controlling the incident are allowed, and an outer perimeter where the staging area is established and good access and egress is maintained;
- In association with the MCEG, periodically brief the Emergency Information Officer regarding incident status and discuss what information will be distributed to the public and media;

- Request logistical support services from the MCEG, as required for the emergency personnel at the scene;
- Ensure that overall safety of the emergency site, in particular that strict safety precautions are adhered to with respect to wearing protective clothing and equipment. Contact Federal or Provincial Labour Ministry official for assistance as required;
- Initiate the development of de-mobilization plan for response agencies, following the official termination of the emergency, if required;
- Maintaining the records and logs, as they relate to their agency's actions, for the purpose of the debriefs and post-emergency reporting that will be prepared; and
- Maintain a personal log of all actions taken.

**(b) Support and Advisory Staff:**

The following staff may be required to provide support, logistics and advice to the MCEG:

**1. Administrative Support Staff**

The Administrative Support Staff may be responsible for:

- Assisting the CAO/CEMC, as required;
- Ensuring all decisions and actions taken by the MCEG are recorded;
- Ensuring that maps and/or status boards are kept up-to-date;
- Provide a process for registering the MCEG members, maintaining a MCEG member list contact information, and records attendance;
- Notifying the required support and advisory staff of the emergency, and the location of the EOC; (see Chapter 11 for notification message);
- Initiating the operations of the main telephone reception at the municipal offices, as the situation dictates, and ensuring operators are informed of MCEG members' telephone numbers in the EOC;
- Arranging for printing of material, as required;
- Coordinating the provision of clerical staff to assist in the EOC;
- Upon direction by the Mayor, ensuring that all council members are advised of the declaration and termination of the emergency;

- Upon direction by the Clerk, arranging special meetings of council, as required, and advising members of council of the time, date and location of the meetings;
- Ensure logs are being completed and collect them from the MCEG members at the end of the shift;
- Initiating necessary action to ensure the telephone system at the Municipal Offices functions as effectively as possible;
- Maintaining an inventory of community and private sector communications equipment and facilities within the community, which could be used to augment existing communication systems;
- Making arrangements to acquire additional communication resources during an emergency;
- Keep the EOC clean and tidy at all times;
- Assist CEMC with coordination of services during emergencies;
- Arrange for lodging and snacks for evacuees;
- Arrange for laundry service for evacuees;
- Provide scribe services to the CEMC as required;
- Maintain a personal log of all action taken.

## **2. Municipality's Legal Counsel**

The Municipal Legal Counsel is responsible for:

- Providing advice to a member of the MCEG on matters of a legal nature as it may apply to the actions of the Municipality of Wawa in its response to the emergency, as requested;
- Maintain a personal log of all actions taken;

## **3. Accounts Payable Associate/Purchasing**

The Accounts Payable Associate is responsible for:

- Providing and securing of equipment and supplies not owned by the Municipality of Wawa;
- Ensuring liaison with purchasing agents of the neighbouring communities, if necessary;
- Ensure proper accounting of all services, equipment and/or supplies, and kept in a separate account category;

- Track and maintain all invoices for services, equipment and/or supplies purchased during the emergency and provide copies of same to the Incident Commander, as required.
- Maintaining and updating list of all vendors (including 24-hour contact numbers) who may be required to provide supplies and equipment;
- Ensure prompt payment and settlement of all legitimate invoices and claims incurred during the emergency;
- Ensure records of expenses are maintained and accurately recorded to appropriate account category, seek direction from Treasurer as required;
- Maintain a personal log of all actions taken.

#### **4. Human Resources Associate**

The Human Resources Associate is responsible for:

- Coordinating and processing requests for human resources;
- Coordinating offers of, and appeals for, volunteers with the support of the MCEG;
- Selecting the most appropriate site(s) for registration of human resources;
- Ensuring records of human resources and administrative detail, that may involve financial liability, are completed;
- Ensuring the Volunteer Registration Form is complete, when volunteers are involved and a copy of the form is retained for the Municipality's records;
- Ensuring identification cards are issued to volunteers and temporary employees, where practical;
- Ensuring identification cards are issued to the members of the MCEG;
- Arranging for transportation of human resources to and from site(s);
- Obtaining assistance from government departments, public and private agencies and volunteer groups;
- Maintain a personal log of all actions taken.

#### **5. Other Agencies**

In an emergency, many agencies may be required to work with the Municipal Emergency Control Group. Others may include the Emergency Management Ontario, industry, volunteer groups and provincial ministries. All agencies to maintain a personal log of all action taken.

## **6. Boards of Education – Public, Separate and French**

The Boards of Education and Separate School Boards of Education (both English and French) are responsible for:

- Providing any school (as appropriate and available) for use as an evacuation or reception centre and a representative(s) to co-ordinate the maintenance, use and operation of the facilities being utilized as evacuation or reception centres;
- Ensuring liaison with the municipality as to protective actions to the schools (ie. implementing school stay in place procedure and implementing the school evacuation procedure);
- Maintain a personal log of all actions taken.

## **7. Lady Dunn Health Centre Administrator**

The Lady Dunn Health Centre Administrator is responsible for:

- Implementing the hospital emergency plan;
- Ensuring liaison with the Medical Officer of Health and local EMS (ambulance) representatives with respect to hospital and medical matters, as required;
- Evaluating requests for the provision of medical site teams/medical triage teams;
- Ensuring liaison with the Ministry of Health and Long-Term Care, as appropriate;
- Maintain a personal log of all actions taken.

## **8. Medical Officer of Health**

Within each municipal emergency response plan, the Medical Officer of Health's responsibilities are below:

- Coordinates public health services with various Emergency Control Group members and related agencies in the EOC;
- Provides advice to the public, local health care professionals, and municipal community control group on matters which may adversely affect public health within Algoma District;
- Liaises with Ontario Ministry of Health and Long-Term Care, Public Health Division and area Medical Officers of Health as needed to augment and coordinate a public health response as required;

- Coordinates the surveillance and response to communicable disease-related emergencies or anticipated epidemics according to Ministry of Health and Long-Term Care directives;
- Coordinate vaccine-storage, handling and distribution;
- As appropriate, coordinate and support mass vaccination clinics during outbreaks of disease within affected municipalities in Algoma District;
- Initiates and implements mass vaccination clinics during outbreaks of disease within affected municipalities in Algoma District;
- Liaises with Director of Public Utilities or alternate within affected municipalities/townships to ensure the provision of potable water, community sanitation, maintenance and sanitary facilities;
- Provides inspection of evacuation centres, makes recommendations and initiates remedial action in areas of accommodation standards, and liaises with local social service agencies regarding:
  - i. sewage and waste disposal, monitoring of water supply, air quality;
  - ii. infection prevention and control
  - iii. overcrowding, sanitation;
  - iv. food handling, storage, preparation, distribution and service;
- Advises on or orders any necessary evacuation, isolation or quarantine measures as per the Health Protection and Promotion Act;
- Provides instruction and health information through public service announcements and information networks;
- Issues orders if necessary, to mitigate or eliminate health hazards as per the Health Protection and Promotion Act;
- In the event of mass casualties, ensure early and sanitary disposition of human remains in order to minimize the spread of disease;
- Liaises with Office of the Regional Supervising Coroner to coordinate the activities of the mortuary within the community and provide assistance when necessary.



**9. Algoma District Services Administration Board (ADSAB) –  
Emergency Medical Services (EMS)**

The ADSAB CEO is responsible for:

- Ensuring response from the Algoma EMS (Emergency Medical Services) at the emergency site;
- Depending on the nature of the emergency, ensuring the Algoma EMS assigns the Emergency Site Manager and inform the MCEG;
- Establishing an ongoing communications link with senior EMS official at the scene of the emergency;
- Obtaining EMS from other municipalities for support, if required;
- Ensuring the Algoma EMS establishes triage at the site;
- Advising the MCEG if other means of transportation is required for large scale response;
- Ensuring liaison with the Lady Dunn Health Centre, or other receiving hospital;
- Ensuring liaison with the Medical Officer of Health, as required;
- Maintain a personal log of all actions taken.

**10. Utility Representative(s) – Evolgen (previously Brookfield Renewable Power (power generation), Algoma Power Inc. (power transmission/distribution), and/or Bell Canada**

The Utility Representative(s) is responsible for:

- Monitoring the status of power and/or communication outages and customers without services;
- Providing updates on power and/or communications outages, as required;
- Ensuring liaison with the infrastructure services representative;
- May provide assistance with accessing generators for essential services, or other temporary power measures;
- Maintain a personal log of all action taken.

## **11. Canadian Red Cross (agreement with ADSAB)**

The Canadian Red Cross provides emergency response services on behalf of the Algoma District Services Administration Board to provide basic services essential for the immediate and continuing well-being of persons affected by disaster (**Annex "M"**). It provides services necessary for five emergency social services:

- **Registration and Inquiry Services** – assist with reuniting families. Collects information and answers inquiries regarding the conditions and whereabouts of missing persons.
- **Emergency Feeding** – provide food or meals to those persons without food or food preparation facilities.
- **Emergency Clothing** – supply clothing or emergency covering until regular sources of supply are available.
- **Personal Services** – provide initial reception of disaster victims at Evacuation Reception Centre; inform evacuees of emergency services or help available; offer temporary care for unattended children and dependent adults/elderly; assist with temporary care of residents from Special Care facilities; offer immediate and on-going emotional support to people with personal problems and needs created or aggravated by a disaster.
- **Emergency Lodging**– arrange for safe, immediate, temporary lodging for homeless or evacuated people, and is comprised of the following:
  - **Lodging Management** - provide supervision and administrative support for Red Cross functions within the lodging facility. Ensure the needs of facility occupants are being met.
  - **Registration** – ensure that all occupants are registered upon arrival. Maintain a system for checking occupants in and out when they leave for a period of time. Manage the system of record keeping for registrations.
  - **Feeding** – Supervise on-site food preparation and services for residents and workers. Advise the Logistics/Feeding Managers of needed supplies. Ensure that the food ordering system is established and implemented. Keep accurate records of food and supplies received and expended. Prepare and monitor the food service staff work schedule. Record the hours of personnel is requested.
  - **Management of Sleeping Area** – Set up sleeping areas. Assign residents to sleeping areas. Coordinate with Logistics staff for cots, blankets and comfort kits, if available.

- ***Personal Client Services*** – in coordination with MCEG, organize and administer child-care, recreation, transportation, first aid, pet care and other services as needed. Identify residents needing additional services and collaborate with appropriate sources to meet such needs.
- ***Volunteer/Staff Recruitment, Training and Placement*** – recruit, place and support staff assigned to the lodging facility. Provide opportunities to residents to serve as volunteers in the facility. Manager other local volunteer organizations.
- ***Logistics*** – provide support for the use of the facility. Ensure the safety, security and sanitation for the lodging facility. Procure, store and distribute supplies and equipment to the lodging facility. Work with the representative of the facility to ensure that the building is used properly. In coordination with the MCEG, contract out some specialized logistics services, ie. Security and sanitation.

## **CHAPTER 7**

# **EMERGENCY TELECOMMUNICATIONS PLAN**

## **CHAPTER 7: EMERGENCY TELECOMMUNICATIONS PLAN**

Ontario Regulation No. 380/04 states, "The emergency operations centre (EOC) must have appropriate technological and telecommunication systems to ensure effective communication in an emergency."

The telecommunication plan will ensure the telecommunication system is interoperable with other public safety agencies and departments. The Municipality of Wawa Fire Department maintains hand-held, two-way radios which may be distributed to the organizations, or public safety agencies (such as police, fire, ambulance, utility company, etc.) and EOC that are directly involved with the emergency, so that the organizations or public safety agencies may exchange information via two-way communication.

The Wawa Fire Department will play an integral part in the telecommunication plan whereby it will ensure the distribution of the hand-held, two-way radios to the EOC, organizations and/or public safety agencies. The Fire Department shall determine the communication channel frequency, maintain an equipment loan log, and notify other municipal departments of the dedicated Emergency Channel Frequency for interoperable emergency communications.

In the event of a 911 Communication Failure and localized telephone service is available; the Wawa Fire Department will provide dispatch services for fire and ambulance emergencies only. The Ontario Provincial Police will provide police personnel and vehicle to be available at the Wawa Fire Hall for police dispatch. Refer **Annex "D" for the Telephone Outage Plan**.

The Emergency Telecommunications Office is located at the Wawa Fire Department, 40 Broadway Avenue. It is equipped with a battery back-up, two-way radio with necessary channels to communicate with the EOC and Wawa Fire Department.

**Back-up communication between the EOC and other responding agencies will be with the support of a runner.** All messages are to be written and logged. Refer to **Annex "B" – Logistics** for telecommunication system and equipment available for use in an emergency.

## **CHAPTER 8 EMERGENCY PREPAREDNESS PLAN - HIRA (HAZARD IDENTIFICATION AND RISK ASSESSMENT)**

### **CHAPTER 8: HIRA (Hazard Identification and Risk Assessment)**

In order to protect the residents and visitors of the community, the Municipality of Wawa undertakes an annual review to identify local hazards that have the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural loss, damage to the environment, interruption of business, or other types of harm or loss. During the review, the Municipality determines the probability of the hazard occurring and its impact on the community.

The HIRA review ensures the Municipality tailors its emergency management program to the greatest risks identified during its annual review. The emergency management program will assist in the creation of a disaster-resilient community.

There are three categories for hazards:

1. **Natural:** resulting from forces of nature (ie. atmospheric, geological, and hydrological).
2. **Human-Caused:** the direct result of human actions (ie. terrorism, sabotage)
3. **Technological:** resulting from the manufacture, transportation, and use of technology or certain substances (ie. radioactive materials, chemicals, modern technology, and infrastructure).

The Municipality of Wawa utilizes the *Provincial Hazard Identification and Risk Assessment* checklist to identify its local hazards. A copy of the *Provincial Hazard Identification and Risk Assessment* is identified in **Annex "G"** – HIRA. It develops a community risk assessment grid categorizing each hazard based on probability and consequence.

The core principles of probability and consequences will form a part of the HIRA process. Municipal records and consultation with other information will assist in determining probability.

Hazard	Frequency	Frequency Category	Consequence	Consequence Description	Changing Risk	RISK TOTAL (Frequency x Consequence x Changing Risk)	Level of Risk
Snowstorm/Blizzard	6	Almost Certain	5	Slight	4	120	Extreme
Road Closures	6	Almost Certain	4	Severe	3	72	Extreme
Extreme Temperatures - Cold Wave	6	Almost Certain	3	Moderate	3	54	Extreme
Freezing Rain / Ice Storm	6	Almost Certain	4	Severe	2	48	Very High
Windstorm	6	Almost Certain	4	Severe	2	48	Very High
Substance Use and Overdose	6	Almost Certain	2	Slight	4	48	Very High
CyberAttack	5	Likely	4	Severe	2	40	High
Fog	6	Almost Certain	2	Slight	3	36	High
Forest/Wildland Fire	4	Probable	3	Moderate	3	36	High
Hazardous Materials Incident/Spills - Transportation Incident	4	Probable	3	Moderate	3	36	High
Energy Emergency (Supply)	4	Probable	3	Moderate	3	36	High
ComFailures	4	Probable	2	Slight	4	32	High
Flood - Riverine	3	Unlikely	5	Very Severe	2	30	Moderate
Explosion/Fire	3	Unlikely	5	Very Severe	2	30	Moderate
Extreme Temperatures - Heat Wave	3	Unlikely	3	Moderate	3	27	Moderate
Erosion	4	Probable	3	Moderate	2	24	Moderate
Hail	4	Probable	3	Moderate	2	24	Moderate
Drones	4	Probable	2	Slight	3	24	Moderate

Hazard	Frequency	Frequency Category	Consequence	Consequence Description	Changing Risk	RISK TOTAL (Frequency x Consequence x Changing Risk)	Level of Risk
Host Community	3	Unlikely	2	Slight	4	24	Moderate
Epidemics	3	Unlikely	4	Severe	2	24	Moderate
Critical Infrastructure Failure	3	Unlikely	4	Severe	2	24	Moderate
Aviation	3	Unlikely	4	Severe	2	24	Moderate
Drinking Water Emergency	3	Unlikely	3	Moderate	2	24	Moderate
Oil/Natural Gas Emergency	2	Unlikely	4	Severe	2	24	Moderate
Medical Drug Shortage	2	Very Unlikely	3	Moderate	4	24	Moderate
Water and Wastewater Disruption	3	Unlikely	2	Slight	3	18	Low
Building/Structure Collapse	2	Very Unlikely	3	Moderate	3	18	Low
Dam Failure	1	Rare	6	Catastrophic	3	18	Low
Hazardous Materials Incident / Spills - Fixed Site Incident	2	Very Unlikely	4	Severe	2	16	Low
Human Health Emergency - Pandemic	3	Unlikely	2	Slight	2	12	Low
Infectious Disease	3	Unlikely	2	Slight	2	12	Low
Mine Emergency	2	Very Unlikely	2	Slight	3	12	Low



## Guide of Contact Agencies for Specific Emergencies:

- |   |   |
|---|---|
| ➤ Involving Injury or Death                                       | Police, fire, EMS, coroner, Ministry of Labour  |
| ➤ Involving fire  | Fire, police, EMS, Ministry of Natural Resources and Forestry   |
| ➤ Involving floods  | EMO, Ministry of Natural Resources and Forestry, Infrastructure Services, police, EMS   |
| ➤ Evacuation of residents   | EMO , Police, Fire, EMS, Red Cross, WAVS, Ministry of Community & Social Services, Ministry of Municipal Affairs & Housing  |
| ➤ Disposal of explosives  | EMO, Police, OPP, Fire, EMS, Ministry of Labour   |
| ➤ Goods regulated under the Transportation of Dangerous Goods Act | EMO, Police, fire, EMS, CANUTEC 1-888-CANUTEC (226-8832). (Collect 613-996-6666), as well as *666 on a cellular phone), Treasury Board Secretariat, Ministry of the Environment, Conservation & Parks, Ministry of Labour, Ministry of Transportation |
| ➤ Involving discharge of large amounts of contaminants            | EMO, MOE, Algoma Public Health, Ministry of the Environment, Conservation & Parks, Ministry of Labour   |
| ➤ Involving pesticides  | EMO, MOE, Algoma Public Health, Ministry of Agriculture, Food & Rural Affairs, Ministry of the Environment, Conservation & Parks, Ministry of Labour  |

- Involving civilian aircraft crash

NAV Canada 1-905-676-4509  
(Shift manager in Toronto)

Transportation Safety Canada  
1-905-771-7676 including Aircraft,  
Marine and/or Train derailment

Transport Canada

Treasury Board Secretariat

- Involving livestock, food

Ministry of Agriculture, Food & Rural  
Affairs

- Involving  
Spills/Environmental

**Water Treatment Plant-** Director of  
Infrastructure Services, Asst.  
Director of Infrastructure Services,  
Lead Hand- Water & Sewer, Water &  
Sewer Assistant, CAO

**Sewage Treatment Plant –**  
Director of Infrastructure Services,  
Asst. Director of Infrastructure  
Services, Lead Hand- Water & Sewer,  
Water & Sewer Assistant, CAO

**Spills Response Contractor -**  
Director of Infrastructure Services,  
Asst. Director of Infrastructure  
Services, Lead Hand of Water &  
Sewer, Water & Sewer Assistant,  
CAO

Spills Action Centre

1-800-268-6060

Ministry of the Environment,  
Conservation & Parks

## CHAPTER 9 EMERGENCY PREPAREDNESS PLAN - DISTRIBUTION LIST

### CHAPTER 9: DISTRIBUTION LIST

BUSINESS/LOCATION	
Mayor	Dropbox
CEMC (Clerk)	Dropbox
Chief Administrative Officer	Dropbox
Council Members	Dropbox
Deputy Mayor	Dropbox
Fire Chief	Dropbox
Deputy Fire Chief	Dropbox
Director of Infrastructure Services	Dropbox
Assistant Director of Infrastructure Services	Dropbox
Assistant Director Protective Services	Dropbox
Director of Community Services and Tourism	Dropbox
Municipal Treasurer	Dropbox
Administrative Staff (Municipal Offices)	Dropbox
Water Treatment Plant	Dropbox
CEMC – Container Copy	Dropbox
Wawa Public Library	Dropbox
Municipal Legal Counsel (Wishart Law Firm)	Dropbox
Emergency Management Ontario (EMO)	Dropbox
Ministry of Municipal Affairs, Sudbury	Dropbox
Ministry of Natural Resources and Forestry, Wawa	Dropbox
Ministry of Energy, Northern Development & Mines, Wawa	Dropbox

BUSINESS/LOCATION	
OPP – Highway Office	Dropbox
Lady Dunn Health Centre	Dropbox
Emergency Medical Services (EMS) Director	Dropbox
Medical Officer of Health, Algoma Public Health	Dropbox
Boards of Education (5) ADSB - Sir James Dunn ADSB - MHS HSCDSC – St. Joseph’s CSPGNO – Ecole Publique Escalade CSCNO – Ecole Saint-Joseph	Dropbox
Canadian Red Cross, Wawa Sault Ste Marie Office	Dropbox
Algoma District Services Administration Board	Dropbox
Wawa and Area Victim Services	Dropbox
CHADWIC Home	Dropbox
Evolugen (Utility Company), Wawa	Dropbox
Bell Canada	Dropbox
Algoma Power Inc.	Dropbox

## CHAPTER 10 EMERGENCY PREPAREDNESS PLAN - UPDATES AND AMENDMENTS

### CHAPTER 10: UPDATES AND AMENDMENTS

COPY NUMBER	ISSUED (dd/mm/yy)	COMMENTS	UPDATED BY:
Internal	6-May-08	Annex A – Internal only Confidential	
EP-2007-003	22-Mar-10	All Sections and Appendices (complete review)	CEMC (alternate)
EP-2007-003	18-Mar-11	All Sections and Appendices (complete review)	CEMC (alternate)
ALL	31-Jan-13– CEMC 15-Mar-13 Internal 04-Apr-13 External	All Sections and Appendices (complete review)	CEMC
ALL		Chapters 1, 2, 9, 10 Annex A, D,	CEMC
ALL	November 2013	Complete revision and update	
ALL	January 2016	Telephone Listings – Emergency Notification Contact List CCG – Contact Form Annex A, B, D, E, F, H, I, K, L, M, NEW “N” Chapter #2, 3, 4, 6, 8, 10,11.	Support Staff
ALL	October 2017	Complete revision and update New Annexe “O” Terms of Reference – Emergency Program Committee	EMPC & CEMC
Drop Box	May 2019	Complete Revision and Update NEW List of Acronyms and Definitions	EMPC & CEMC
Drop Box	October 2020	Complete Revision and Updates New Annexe P Water Works Emergency Plan Procedures Annexe Q - COOP Plan	CEMC & Alt. CEMC
Drop Box	November 2021	Complete Revision and Updates New Annex R: Information Technology Disaster Recovery Plan	Alt. CEMC
Drop Box	November 2022	Complete Revision	Alt CEMC
Drop Box	November 2023	Complete Revision	Support Staff
Dropbox	October 2024	Complete Revision	CEMC and Support Staff
Drop Box	November 2025	Complete Revision	Support Staff



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## The Municipality of Wawa



### MECG Contact Form

☐ First Contact      ☐ Second Contact      ☐ Third Contact

Member Name	Member Telephone Number(s)	Member Cell Number(s)
Meeting Date/Time	Meeting Location	Member Job Title
Voice Message		Date Called
<input type="checkbox"/> Spoke to .....		.....
<input type="checkbox"/> Left Message, Specify .....		.....
<input type="checkbox"/> Answering Machine		.....
<input type="checkbox"/> No Answer		.....
<input type="checkbox"/> Other .....		.....
Status and/or comments		
Instructions given by: (Indicate Staff name, date and time. Indicate how instructions given (ie. verbal, email, telephone))		



## The Municipality of Wawa

### MECG Member Contact Form

☐ First Contact      ☐ Second Contact      ☐ Third Contact

Member Name	Member Telephone Number(s)	Member Cell Number(s)
Meeting Date/Time	Meeting Location	Member Job Title
Voice Message		Date Called
<input type="checkbox"/> Spoke to .....		.....
<input type="checkbox"/> Left Message, Specify .....		.....
<input type="checkbox"/> Answering Machine		.....
<input type="checkbox"/> No Answer		.....
<input type="checkbox"/> Other .....		.....
Status and/or comments		
Instructions given by: (Indicate Staff name, date and time. Indicate how instructions given (ie. verbal, email, telephone))		



## **CHAPTER 12**

# **CRITICAL INFRASTRUCTURE**

### **Chapter 12: Critical Infrastructure**

Community identification of critical and essential facilities, equipment and systems is a key step towards the protection and preservation of public health and safety, the local economy, and the continuity at all levels.

#### ***What is Critical Infrastructure?***

Critical infrastructure is the interdependent, interactive, interconnected network of institutions, services, systems, and processes that meet vital human needs, sustains the economy, protects public safety and security, and maintains continuity of and confidence in government.

It is the basic structural foundation of a society or enterprise. It is the assets or systems that, if disrupted or destroyed, could have a critical impact on the health, safety, security and economic well-being of the citizens or adversely affect the functioning of the government. Although much of the infrastructure in Wawa is owned and operated by the private sector, the Municipality of Wawa has an obligation to play a lead role in coordinating its protection and preservation.

#### **Identifying Critical Infrastructure**

Most components of critical infrastructure can be viewed either as single assets or as part of a larger system. The absence of the critical infrastructure may cause severe hardship for the community.

A detailed list of the Municipality of Wawa's Critical infrastructure is attached as **Annex "H"**. It provides a list of critical infrastructures by sector, identifies its main components and indicates who is likely to own or operate it.

## **CHAPTER 13**

### **TRAINING PROGRAM**

#### **Chapter 13: Training Program**

A training program promotes emergency preparedness by regularly evaluating elements of the Emergency Response Plan and provides regular practice to those persons who must implement Wawa's emergency response plan and procedures.

It is designed to evaluate and improve aspects and functions of the response plan and response capability. It provides a means to train personnel, educate the public, promote emergency management programs, test facilities and equipment, and boost cooperation between the community's emergency stakeholder's and partners.

#### **Exercises**

The Municipality of Wawa shall conduct an annual exercise to evaluate the community emergency response plan. The CEMC will ensure EMO Field Officer is informed of the exercise and its type well in advance of the scheduled event. Should a state of emergency be declared, the CEMC may choose to use the declared emergency as the Municipality's annual training exercise for the year in which the emergency was declared. Approval from EMO is required for the purposes of utilizing the municipality's declared emergency (cannot be used annually).

**NOTE:** The municipality cannot choose a declared emergency for consecutive years as its annual training. The municipality is required to undertake training exercise. There are four (4) main types of exercises:

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**1. Static Exercises** – easy to organize and inexpensive. It is held in a single facility using a seminar-type setting. There are four types and the CEMC will conduct an exercise from one of the four following:

<b>TYPE</b>	<b>FREQUENCY</b>
<b>(a) Case Studies</b> – involves the examination of a particular case study – either real or fictional. The exercise participants are assembled, and study the case, and one or more solutions or courses of action are outlined. The case may be presented in stages to present multiple or expanding problems and issues. Sources of case studies include local experience, past emergencies, or externally prepared studies written for training purposes; or	Annually
<b>(b) Paper Exercises</b> – like case studies, paper exercises present a problem or emergency. The key difference with a paper exercise is that information is provided to exercise players in “real time” to simulate actual emergency events and messages; or	Annually
<b>(c) Tabletop Exercises</b> – expands on the paper exercise by requiring the participants to describe their actions using maps, models, etc., or	Annually
<b>(d) Synthetic Exercises</b> – uses computers to generate incident events and evaluate participants’ actions.	Annually

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**2. Telecommunication Exercises** – easy to organize and inexpensive. It is held through the use of radios, fax machines, telephones and/or computers, to test the function and suitability of a community's emergency telephone communications systems. There are two main types of telecommunication exercises, and the CEMC may choose one of the following:

TYPE	FREQUENCY
<b>(a) Notification Exercises</b> – test the community emergency response plan's notification procedures. It is useful in ensuring the validity of existing contact information contained in the plan; or	Annually
<b>(b) EOC Exercises</b> – test communications and information flow within the EOC and between emergency management/ response partners.	Annually

**3. Specialty Exercises** – designed to test response to specific types of emergencies such as a biological attack, hazardous materials spill, or bomb threat. Although this type of drill does not generally test the entire emergency plan, it can be very useful in testing particular appendices or the plan and in the training/ assessment of specific response capabilities.

Frequency – As organized.

**4. Field Exercises** – large-scale emergency simulations involving an emergency site and often, the activation of the community EOC. This type of exercise general involves physical response by emergency service organizations, and may also include mock casualties, outside organizations, and multiple jurisdictions. Field exercises offer numerous opportunities to test the emergency response plan and response capability.

Frequency – As organized.

## **CHAPTER 14**

# **PUBLIC EDUCATION AND AWARENESS PROGRAM**

### **Chapter 14: Public Education and Awareness Program**

A community public education program directs hazard-specific information to at-risk populations. The intent of public education and awareness program is to provide residents with information to help them mitigate, prepare for, respond to, and recover from, the effects of one or more hazard-events.

Some of the benefits associated with the implementation of a public education and awareness program are:

- Fosters a public safety culture where individuals take increased responsibility for their safety and well-being;
- Improves the resiliency of the population, perhaps allowing households to go without special emergency assistance (ie. food and water) for greater periods of time;
- Increases public confidence in government's ability to manage a crisis;
- Helps to obtain the public's cooperation in the event of an emergency;
- Reduces the community's vulnerability against certain hazards.

#### **Public Awareness Program**

A public awareness program provides generic information to the broader public to raise awareness of emergency management, the community emergency response plan, and general ways in which the public can reduce its risk in the event of an emergency.

#### **Public Education Program**

A public education program provides focused information to target audiences in order to teach them how to reduce their risk of injury, death, property loss, or environmental damage, in the event of an emergency situation.

The public education program will depend on the priority hazard(s) identified by the community. The Municipality of Wawa may use the following methods of communication to convey its message(s) to the residents, which include:

- **Brochures, Kits, Flyers:** Easily produced and may be provided to the public through mail, public meetings, and shows.
- **Internet:** public information will be posted on the Municipal Website and Facebook.
- **Municipal Billings:** Inserts into municipal utility or tax bill.
- **Radio Public Service Announcement:** television and radio public service announcements can reach a large target audience. The community cable channel promotes local community events, and public safety can be highlighted.
- **Promotional Merchandise:** Products, such as magnets, whistles, mugs, pens and calendars can be given away for increase awareness or sold to help with fundraising activities.
- **Participation at Public Meetings:** municipal staff can deliver lectures to organizations, agencies schools, community groups and other groups (ie. Scouts, Guides).
- **Videos:** training and promotional videos can be used when visiting schools or other organizations.
- **Other Community Events and Programs:** Displays can be set up and information provided to residents and vacationers. Partnerships with other emergency response organizations can be arranged.
- **Emergency Preparedness/Management Week:** The annual event is an excellent opportunity that is nation-wide and focused specifically on community management programs.

A **Public Education and Awareness Plan** is attached as **Annex "J"**

## **CHAPTER 15**

### **RECOVERY PLAN**

#### **CHAPTER 15: RECOVERY PLAN**

The final responsibility of the Municipal Emergency Control Group is to determine if there is a need to establish a Recovery Committee. The Recovery Committee's role is to return the community and the residents to its pre-emergency state as quickly as possible.

Depending on the type of emergency, the Recovery Phase may require minimal resources, monies spent and/or time required to restore the community to its pre-emergency state. However, if there are casualties, demolished buildings, a disruption in public services and infrastructure as a result of the emergency, the Recovery Phase may impact more in the Community Services Department than the emergency itself.

The nature of the emergency and the final authority responsible for it will take the lead role in the recovery. If the Municipality was responsible for controlling the emergency, then the Municipality would also take the lead in the recovery. If the emergency was declared at a higher level of government, then that level would take the lead.

The Recovery Plan assigns key municipal officials the roles and responsibilities necessary to bring the Municipality of Wawa back to its pre-emergency state through a variety of activities. The Recovery Phase Plan (**Annex "L"**) will be activated at the direction of the Municipal Emergency Control Group, consistent with the Emergency Plan, once the immediate response to the emergency has been completed. It is possible to be undertaking emergency response and recovery simultaneously, which may make it difficult to define precisely where one begins and the other ends. Recovery efforts may be initiated while a state of emergency is in effect.

The plan assumes that the role with respect to regular communications to the public will continue during the recovery phase. Issues that need to be addressed fall into three general areas: human needs; infrastructure; and disaster relief. Resolving these issues has financial, economic, social, environmental and political implications. In light of the implications, a Recovery Committee and sub-committees will be established for the Recovery Phase of an Emergency.





**ANNEX**

**“B”**

**Logistics**

**Annex “B”: Logistics**

**(a) *Emergency Operations Centre***

Timely information from each department or agency involved in an emergency is essential to the Municipal Emergency Control Group and the decisions that have to be made. To facilitate communications, the Municipal Emergency Control Group assembles in the Emergency Operations Centre at the location listed below.

The **Primary Emergency Operations Centre** will be located in the Board Room at 40 Broadway Avenue. (Lower Floor)

The **Secondary Emergency Operations Centre** will be located in the Board Room at 40 C Broadway Avenue, Water Treatment Plant.

The CEMC will be responsible for activating and arranging the EOC, and ensuring security is in place for the EOC.

**(b) *Equipment***

The equipment required for the Emergency Operations Centre is organized in a kit for each individual member of the MCEG. The kits are stored at the Old Wawa OPP Building at 40 Broadway Avenue. The CEMC is responsible for inspecting the kits on a regular basis and for ensuring that the kit contents are all in working order.



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Item	Location (Primary EOC)	Location (Secondary EOC)
Fax Machine		Municipal Offices, Main Floor: <b>(705) 856-2120</b>
Photocopier/Scanner/Printer	Municipal Offices, Lower Floor	
Laptop Computers	Municipal Offices, Lower Floor	
Telephones	Municipal Offices, Main Floor	
Multi-Media Projector Unit	Council Chambers	
Two-Way Radio, Handheld	Municipal Offices, Main Floor (Building Dept) (1), Infrastructure Services Dept.	
GPS Units	IT Office, Municipal Office	
Whiteboard/ Smart Board	Outside Council Chambers	
Flip Charts	Committee Room, Upstairs Municipal Building	
Conference Telephone	Council Chambers	
Emergency Plan (extra copies)	In CEMC EOC kits	
Office and stationary supplies, batteries	In EOC kits	Municipal Offices, Main Floor
Name Tags and identification sheets	In EOC kits in garage (Old OPP Garage)	In EOC kits (Old OPP Garage)
"quiet" room(s), a place for personnel to rest, eat, etc.)	Available as Needed.	Available as Needed.
52 inch LCD Television	Old OPP Building 40 Broadway Avenue	
Plotter (large format) Scanner (large format)	Municipal Office, Basement	
Scanner (48 inch wide)	Municipal Office, Basement	None.
IT Servers	Municipal Offices (copy room)	
GIS Mapping System	Municipal Office, Basement	
Flashlight	EOC kit (2)	Cupboard stairwell (2 <sup>nd</sup> floor)
Mobile Phones	In EOC Kits	In EOC kits
Nikon Coolpix Digital Camera	Municipal Office (1) Admin Staff Large cabinet	None.
Black Hamilton Beach Mini Fridge	Municipal Office	
Basket Ball Nets		MMCC (EP-HC-BN-1) MMCC (EP-HC-BN-2)
Charging Docks	40 Broadway Avenue, Board Room (EP-CD-1)	



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	(EP-CD-1)	
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**THE CORPORATION OF THE  
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Item	Location (Primary EOC)	Location (Secondary EOC)
<b>Cell Phones</b>		
EON 612 Two-Way multipurpose speaker	Municipal Office	

Description	Total	
Security Vest	8	In bin in Down stair garage (40 Broadway Avenue)
Large Mag Flashlight	0	In bin in down stair garage (40 Broadway Avenue)
Digital Scale	2	One by Admin desk and one in down stair garage (40 Broadway Avenue)
Duracell Batteries: D	8	In bin in down stair garage (40 Broadway Avenue)
Rain suit Jacket and Pants	XL – 1 L – 1	In bin in down stair garage (40 Broadway Avenue)
Rain Pants	XXL– 1 XL - 1	



## **ANNEX “C”**

### **Emergency Information Plan**

#### **Annex “C”: Emergency Information Plan**

Upon implementation of this Emergency Response Plan, it will be important to coordinate the release of accurate information to the news, media, issue authoritative instructions to the public, and respond to or redirect individual requests for, or reports on, information concerning any aspect of the emergency.

In order to fulfil these functions during an emergency, the following positions will be established:

- Emergency Information Officer;
- Community Spokesperson; and
- Citizen Inquiry Supervisor

The local Emergency Information Centre (EIC) will be located at the Wawa Public Library, 40 Broadway Avenue, Wawa.

Depending on the nature of the emergency, it may be necessary to establish a media information area adjacent to the emergency site, as decided by the Municipal Emergency Control Group. This area, if established, will be staffed as determined by Emergency Information Officer.

The Citizen Inquiry Section is located in the Michipicoten Memorial Community Centre, 3 Chris Simon Drive, under the supervision of the Director of Community Services.

#### **1. Emergency Information Officer**

The Chief Administrative Officer will act as the Emergency Information Officer and is responsible for:

- Establishing a communication link with Citizen Inquiry Supervisor and any other media coordinator(s) (ie. provincial, federal, private industry, etc.) involved in the incident, ensuring that all information released to the media and public is timely, full and accurate;
- Ensuring the Emergency Information Centre (EIC) is set up and staffed in the EIC, if required;



- Ensuring liaison with the MCECG to obtain up-to-date information for media releases, coordinate individual interviews and organize press conferences;
- Establishing telephone numbers for inquiries and ensuring that the following are advised of the telephone number of the media centre:
  - Media
  - Municipal Emergency Control Group
  - Town Hall
  - Community Spokesperson
  - Ontario Provincial Police
  - Neighbouring Communities
  - Citizen Inquiry Supervisor
  - Any other appropriate persons, agencies or businesses
- Providing direction and regular updates to the Citizen Inquiry Supervisor to ensure that the most accurate and up-to-date information is disseminated to the public;
- Ensuring that the media releases are reviewed with the Mayor prior to dissemination and distributing hard copies of the media release to the EIO, the MCECG, Citizen Inquiry Supervisor, and other key persons handling inquiries from the media;
- Monitoring news coverage, and correcting any erroneous information;
- Maintaining copies of media releases and newspaper articles pertaining to the emergency;
- Maintain a personal log of all actions taken.

## **2. Community Spokesperson**

The Chief Administrative Officer will be the Community Spokesperson and is responsible for:

- Giving interviews on behalf of the Municipality of Wawa's Council;
- Coordinating media photograph sessions at the scene when necessary and appropriate;
- Coordinating on-scene interviews between the emergency services personnel and the media;
- Main a personal log of all action taken.



### **3. Citizen Inquiry Supervisor**

The Director of Community Services will be the Citizen Inquiry Supervisor and is responsible for:

- Establishing a Citizen Inquiry Service, including the appointment of personnel and designation of telephone lines;
- Informing the Emergency Information Officer of the establishment of the Citizen Inquiry Service and designated telephone number(s);
- Informing the affected emergency services, the MCEG and Town telephone system of the establishment of the Citizen Inquiry Service and designated telephone numbers;
- Ensuring liaison with the Emergency Information Officer to obtain current information on the emergency;
- Responding to, and re-directing reports from the public based upon information from the Emergency Information Officer. (Such information may be related to school closings, access routes or the location of the evacuee centres.);
- Responding to and re-directing inquiries pertaining to the investigation of the emergency, deaths, injuries or matters of personnel involved with or affected by the emergency to the appropriate emergency service;
- Responding to and re-directing inquiries pertaining to persons who may be located in evacuation and reception centres to the registration and inquiry telephone number(s);
- Procuring staff to assist, as required;
- Maintain a personal log of all actions taken.

### **4. Information Technology Department, Wawa**

The Municipality of Wawa's Information Technology Department is responsible for:

- Establishing a State of Emergency Website to provide informational updates to the public and updating that website as required by the EIO;
- Taking photographs of any damage to public and private property and posting in the EOC, for the use of the MCEG;
- Mapping alternative travel routes within the Municipality for the public;



- Provide detailed maps of area impacted by the emergency and any at risk areas of a secondary emergency;
- Maintain a personal log of all actions taken.

### **Distribution of Emergency Information**

There are a variety of information products and practices that may be used to distribute information to the media and public, which include:

- **Voyent Alert** – Online application that the public register to receive notifications.
- **Media Advisories** – brief messages or announcements, such as the time and location of an upcoming news conference.
- **News Releases** – key information about the incident or emergency. Usually not more than several paragraphs long. Contains key messages and quotes related to actions being taken or information for the public.
- **Fact Sheets** – Pre-written detailed information provided about the community's emergency management program, the history of emergency events in the area, etc. Can include key statistics related to the incident or community and may include community demographics, weather data, emergency services response statistics, etc.
- **Websites** – an excellent means to update a large portion of the public in a minimal amount of time. Can provide extensive background information.
- **Public Inquiry Line** – Provides members of the public with a phone number to call in order to get more information.
- **Media "Scrums"** – Informal briefings provided to the media by the key spokesperson. Typically, this would occur early in the incident.
- **News Conference** – Formal and moderated meetings between key officials/spokespersons and the media. This would usually take place at the EIC.

### **Procedures for Arranging Site and Facility Tours**

When an incident or emergency is focused on a specific location, such as a building that has collapsed or a river that has flooded, the media may request access to the site. In many cases, the media will arrive at the scene before the implementation of the emergency response plan. In order to protect the media and control the site, the police service or fire department will secure the site and surrounding area.

Once the emergency site has been secure, the EIO or their staff may coordinate media visits to the site, their safety is assured. However, prior to conducting such site visits, the media will be briefed on the rules for the tour.





### **Information for the Grieving**

Major incidents demonstrate that in events of mass fatalities, the relatives and families of the deceased or missing often visit the site of the tragedy to learn more about their loved ones or their fates.

The Director of Community Services will establish a private area at the reception centre to receive and brief family members, arrange for site tours, confirm legitimacy of the individuals, and assist the EIO to convey information related to the deceased or missing. The Director of Community Services may request the CAO to solicit the services of WAVS or CISM (Critical Incident Stress Management).



## **ANNEX “D”**

### **Telephone Outage Response Plan**

#### **Annex “D”: Telephone Outage Response Plan**

##### **1. Aim**

The aim of this plan is to provide the procedures to be followed in the event of a telephone outage emergency affecting the Municipality of Wawa, and to define the roles and responsibilities of Municipal departments and supporting agencies during a telephone outage emergency.

The objective of the plan is to ensure the emergency needs of the citizens of the Municipality of Wawa will continue to be met in the event of a telephone outage. It will provide a guideline for ambulance, fire and police in meeting, receiving and responding to emergency calls in the event of a telephone outage.

The Municipality of Wawa's Municipal Emergency Control Group will monitor the situation as well as address and support the needs of the emergency services, and the community as they arise. Other agencies or services may be called upon to assist with an alternate means of communication.

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

This plan is published as **Annex “D”** to the Municipality of Wawa Emergency Response Plan, as authorized by By-Law 3647-23; and the *Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9*. The custodian of this plan shall be the Municipality of Wawa's Community Emergency Management Coordinator or designate, who is responsible for the annual review, revision, and testing of the plan.

##### **3. Telephone Emergency — Definition**

A telephone outage emergency is defined as an incident wherein the telephone service is not available to the community, or there is localized calling, but no 911 or long-distance calling and residents of Wawa are threatened by the inability to access emergency services through telephone service.

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

This plan may be implemented in whole or in part, as required, by the Municipality of Wawa Municipal Clerk, or by the municipality of Wawa's Municipal Emergency Control Group with or without the declaration of an emergency by the Head of



Council. This plan may be activated through notification of the Community Emergency Management Coordinator or by any participating response agency, or by a designated Municipal Emergency Control Group member.

Upon implementation, all participating agencies will respond in accordance with the procedures described within this plan.

## 5. Agency/Individual Roles and Responsibilities

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

### a) *Municipal Emergency Control Group (MECG)*

Consider recommending the declaration of an emergency (dependent on the situation and length of time for the telephone outage).

### b) *Community Emergency Management Coordinator*

- The CEMC will call-out the Municipal Emergency Control Group (MECG) and advise of the telephone outage.

### c) *Wawa Fire Department*

- Using the satellite phone, the Wawa Fire Department will call Bell Security Maintenance Centre at 1-888-870-3911 or the National Incident Centre at 1-866-714-0911. Request details of the outage, what happened, where, how long it is expected to be out, etc. If local calling is available, we will advertise local number through the media.
  - After the initial call, the Central Ambulance Communication Centre (CACC) will take the lead and follow up with Bell Security Maintenance Centre and provide the Fire Department with updates who will in-turn relay information locally to Police, EMS and MECG.
  - The Central Ambulance Communication Centre (CACC) may be required to transport its staff to the Wawa Fire Department to provide dispatch services locally.
- The Fire Department will call the CEMC to attend at the Municipal Offices to implement the response plan.
- The Fire Department will call out its volunteers to respond to the fire hall to set up a temporary emergency alerting service to receive any incoming emergency calls, and dispatch emergency service provides, as required.



**d) Infrastructure Services Department, Wawa**

- Assist Bell Canada as required.

**e) Corporate Services Department, Wawa**

- Press release – telephone, email or hand-deliver to the local radio station, email news service provider, and newspaper (dependent on the length of time for the telephone outage).

**f) Ontario Provincial Police, Wawa Detachment**

- The OPP, Wawa Detachment will endeavour to send a representative to the Fire Department ASAP as the Fire Department will become the localized communication and dispatch centre.

**g) Algoma EMS, Wawa**

- The Algoma EMS will endeavor to send a representative to the Fire Department ASAP as the Fire Department will become the localized communication and dispatch centre.

**h) Bell Canada**

- Work to resolve the outage as quickly as possible.
- Provide status updates and timelines to the MECG.

**Localized Calling, but No 911 or Long Distance Telephone Calling**

If the telephone outage affects 911 or Long-Distance Telephone Calling only, and there is Localized Calling, then the municipality would utilize the **local 911 number which is (705) 856-0911**.

The Wawa Fire Department will receive in-coming 911 Calls.

**911 Ambulance**

- The Wawa Fire Department can take calls and notify CACC using CACC Radio or satellite telephone.
- CACC will dispatch its ambulances.
- Algoma EMS may have personnel available to attend at the Wawa Fire Hall to take calls and if outage is for an extended period of time, the Sault Ste. Marie CACC will send its people to the Wawa Fire Hall.



### **911 Police**

- The OPP, Wawa Detachment, will have one of their Police Officers attend at the Wawa Fire Department to receive the police calls. To be determined by the Detachment Commander or designate.

### **Prior to Switching, and During Emergency**

- Remove any previous call forwarding. Broadcast to public and use the following telephone number:
  - i. **Localized 911: (705) 856-0911**
- All emergency services will call forward their in-coming emergency telephone number listed below to the localized 911 number.
  - i. **Wawa Fire Department: (705) 856-0994**
  - ii. **Ontario Provincial Police (Highway): (705) 856-2233**
  - iii. **Ambulance - Algoma EMS: (705) 856-4203**

### **6. Training and Supplies**

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

Each participating agency will maintain at all times an inventory of supplies available for use during an emergency. Procurement of additional supplies required during a telephone outage emergency will be the responsibility of the Chief Administrative Officer of the Municipality of Wawa at the municipality's expense.

Additional claims for costs and/or damages will be forwarded to the Chief Administrative Officer of the Municipality of Wawa for consideration and resolution.

### **7. Recovery**

Recovery procedures will be implemented in accordance with the Municipality of Wawa Recovery Plan. The Chief Administrative Officer of the Municipality of Wawa or the Wawa Municipal Emergency Control Group (in declared emergencies) will determine when the response phase has terminated and if recovery measures are required.



## **ANNEX “E”**

# **Emergency Hazardous Materials Response Plan**

### **Annex “E”: Hazardous Materials Response Plan**

#### **1. Aim**

The aim of this plan is to provide the procedures to be followed in the event of a hazardous materials emergency affecting the Municipality of Wawa, and to define the roles and responsibilities of municipal departments and supporting agencies during an emergency involving hazardous materials or other controlled materials.

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

This plan is published as **Annex “E”** to the *Municipality of Wawa Emergency Response Plan*, as authorized by By-Law 3647-23; and the *Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9*. The custodian of this annex shall be the Fire Chief for the Municipality of Wawa, who is responsible for the annual review, revision, and testing of the annex.

#### **3. Hazardous Materials Emergency — Definition**

A hazardous materials emergency is defined as an incident wherein the lives or property of the municipality and residents of Wawa are threatened by a release of a hazardous substance, or other controlled material as defined by the *Ontario Environmental Protection Act, R.S.O. 1990*.

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

This plan may be implemented in whole or in part, as required, by the Fire Chief, Wawa Fire Department, or by the Municipality of Wawa Municipal Emergency Control Group with or without the declaration of an emergency by the Head of Council. This plan may be activated through notification of the Fire Chief and by any participating response agency, or by a designated Wawa Municipal Emergency Control Group member.

Upon implementation, all participating agencies will respond in accordance with the procedures described within this plan.



## 5. Agency/Individual Roles and Responsibilities

### **(a) Wawa Fire Department**

- serve as lead agency
- provide incident commander if required
- maintain a hazardous materials (HAZMAT) response team
- perform containment operations and fire suppression
- assist in evacuations
- perform rescue operations

### **(b) Infrastructure Services Department, Wawa**

- perform dyking operations and protection of sewers and watercourses
- maintain inventory of spill control supplies at selected locations
- provide road closure signage and barricades
- maintain agreements with private contractors for site cleanup, remediation, and disposal of contaminants

### **(c) Ontario Provincial Police, Wawa Detachment**

- assist in evacuations and rescue operations
- provide security for perimeter and evacuation zones

### **(d) Algoma EMS**

- provide transportation assistance for special needs residents, if required
- provide standby for rescue operations
- provide emergency medical services at shelters

### **(e) Community Services Department, Wawa**

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

### **(f) Algoma Public Health**

- liaise with Ministry of Environment on water and air quality in affected areas
- issue boil water advisories
- provide health amenities to evacuees

### **(g) Emergency Management Ontario**

- provide advice, assistance, and liaison with the PEOC
- forward requests for Provincial HAZMAT assistance



**(h) Ontario Ministry of the Environment**

- monitor water and air quality in affected areas
- provide technical advice to response agencies
- ensure cleanup and remediation of affected area
- ensure disposal of contaminants in accordance with pertinent regulations
- assist in identification of responsible parties

**(i) Ontario Ministry of Natural Resources and Forestry**

- provide stream flow monitoring and forecasting

**(j) Wawa Community Emergency Information Officer**

- develop and issue emergency evacuation information
- assist in distribution of boil water advisories
- develop public education strategies for vulnerable populations

**(k) Wawa Human Resources Associate**

- register and coordinate volunteer assistance

**(l) Local Utilities (ie. Brookfield Power)**

- perform disconnect operations as required
- provide advice and assistance to Director of Infrastructure Services

**6. Training and Supplies**

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

Each participating agency will maintain at all times an inventory of supplies available for use during an emergency. Procurement of additional supplies required during a hazardous materials or other controlled substance materials emergency will be the responsibility of the Municipality of Wawa at the municipality's expense.

Additional claims for costs and/or damages will be forwarded to the Chief Administrative Officer of the Municipality of Wawa for consideration and resolution.





## 7. Cost Recovery

In accordance with the *Ontario Environmental Protection Act*, all persons owning or having control of a hazardous substance at the time of release are responsible for any costs associated with the containment, clean up and disposal of any spilled or released material. Where the responsible party(ies) has(have) been identified, the Municipality of Wawa will initially reimburse any eligible costs incurred by any responding public sector agency, and will act to recover all such costs from the responsible party(ies). All eligible claims must be submitted within thirty (30) days of the occurrence to the Chief Administrative Officer, Municipality of Wawa.

Additional claims for costs and/or damages will be forwarded to the Chief Administrative Officer of the Municipality of Wawa for consideration and resolution.

## 8. Recovery

Recovery procedures will be implemented in accordance with the Municipality of Wawa Recovery Plan. The Chief Administrative Officer of the Municipality of Wawa or the Wawa Municipal Emergency Control Group (in declared emergencies) will determine when the response phase has terminated and if recovery measures are required.

### For information Purposes Only

#### Provincial CBRN and HUSAR Resources

The province has developed a system to provide chemical, biological, radiological, nuclear and explosive response (CBRNE) and heavy urban search and rescue (HUSAR) response capability support to local communities. The system operates under the following conditions:

- Initial response to CBRNE and HUSAR emergencies are a local responsibility. More advanced support may be available locally through the *mutual aid system* or a contracted service provider, which includes contracted support from another municipality through a fire protection services agreement or an automatic aid agreement and contracted support from a commercial provider. *The Municipality of Wawa currently has an automatic aid agreement with the Hawk Junction Local Services Board and Michipicoten First Nation. Wawa supplies a service to these two (2) communities.*
- It is intended that CBRNE teams and a HUSAR team strategically located in designated cities and operating under a memorandum of understanding with the Province of Ontario will also be made available to support local responders. Emergency Management (EMO) oversees, administers and supports



Memorandums of Understanding (MOUs) with nine municipal fire services. These MOUs enable trained responders to be deployed throughout Ontario as needed in support of local responders dealing with large scale natural or man-made emergencies that exceed local capacity, when an emergency is being declared or contemplated:

- o Three specialized expert (technician) Level 3 Chemical / Biological / Radiological / Nuclear/Explosive (CBRNE) Response Teams (established in Toronto, Windsor and Ottawa)
- o Six operational support Level 2 teams (Peterborough, Cornwall, Sault Ste. Marie, Thunder Bay, North Bay, and Cambridge/Waterloo/Kitchener)
- o One heavy urban search and rescue (HUSAR) team in Toronto to respond anywhere in Ontario.

The EMO has provided Ontario fire departments with access to self-study training at the National Fire Protection Association (NFPA) Standard 472 Awareness Level, that is, Level 1.

The NFPA Standard 472, Professional Competence of Responders to Hazardous Materials Incidents, covers minimum competencies of persons responding to hazardous materials incidents and specifies three levels:

- o **Level 1 or Awareness level:** first responders are expected to recognize the presence of hazardous materials, protect themselves, call for trained personnel and secure the area;
- o **Level 2 or Operations level:** persons who respond as part of initial response are expected to respond in defensive manner to control the release of hazardous materials from a safe distance and keep it from spreading;
- o **Level 3 or Technician level:** person who responds for the purpose of controlling the release of hazardous materials using specialized protective clothing and control equipment.

### **Activation of resources:**

It is anticipated that, if the Municipality of Wawa requires the assistance of CBRNE or HUSAR team, it will have initiated or be in the process of declaring an emergency in accordance with the *Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9*.

Teams may be activated through the county, district or region fire coordinator, subject to the following conditions being met.

- o The local municipality has responded but has insufficient resources or capability to effectively deal with or resolve the situation.



- o Appropriate resources available through the local county, district or region are also insufficient to effectively deal with or resolve the situation.
- o The fire coordinator, or alternate, for the county, district or region has verified that the two conditions above have been met.
- o The municipality has declared an emergency, or is in the process of doing so.

To request the assistance of the teams, the fire coordinator contacts the Provincial Emergency Operations Centre (PEOC) and provides information about the emergency, including the exact location. Once it has been determined by the PEOC that the incident in question is a “significant emergency” and that the conditions listed above have been met, appropriate approval will be given to deploy the resources of one or more of the teams to the scene.

Concurrently, the PEOC will contact the EMO to request that its support personnel and equipment be deployed. The PEOC will also deploy the Emergency Management Ontario Provincial Emergency Response Team (PERT) to provide advice and assistance to community officials. If necessary and appropriate, the OPP Provincial Emergency Response Team (PERT) will also be deployed.

### **Access to Resources for Lesser Emergencies**

A fire department may have to respond to incidents that are not “significant emergencies” but that nonetheless are beyond the fire department’s capabilities and require additional resources. In these situations, the fire coordinator may contact the PEOC. Arrangements will then be made to contact the EMO to request technical and/or equipment support in order to potentially resolve the situation. The EMO may in turn request specialized technical expertise from the memorandums of understanding partners or other sources of assistance to help the fire department.

### **Provincial Emergency Operations Centre**

The Provincial Emergency Operations Centre may be reached on a 24-hour basis at (416) 314 0472 or **toll free at 1-866-314-0472.**



## **ANNEX “F”**

### **Host Community Response Plan**

#### **Annex “F”: Host Community Response Plan**

##### **1. Aim**

The aim of this plan is to provide the procedures to be followed in the event the Municipality of Wawa acts as a host community to evacuees, and to define the roles and responsibilities of the municipal departments and supporting agencies while the Municipality of Wawa acts as a host community.

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

This plan is published as **Annex “F”** to the Municipality of Wawa Emergency Response Plan, as authorized by By-Law 3547-23; and the *Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9*. The custodian of this plan shall be the Municipality of Wawa's Community Emergency Management Coordinator (CEMC) or designate, who is responsible for the annual review, revision, and testing of the plan.

##### **3. Host Community — Definition**

A host community is defined as an incident wherein the lives or property of the municipality and residents of Wawa are threatened by the effects of an immediate influx of population due to the arrival and temporary residency of evacuees from elsewhere.

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

This plan may be implemented in whole or in part, as required, by the Municipality of Wawa's Chief Administrative Officer, or by the Municipality of Wawa's Municipal Emergency Control Group with or without the declaration of an emergency by the Head of Council.

Upon implementation, all participating agencies will respond in accordance with the procedures described within this plan. A checklist attached will serve as a guide for the host community and/or support agencies.



## 5. Host Community – First Nation

The municipality must refer the Joint Emergency Management Steering Committee (JEMS) Service Level Evacuation Standards during the evacuation of a first nation community. The JEMS agreement provides guidance to the municipality when hosting first nation communities. Financial arrangements will be arranged through Indigenous Service Canada (ISC). The municipality may call upon the Canadian Red Cross to assist with registration of the evacuees, and provide other services as required.

## 6. Agency/Individual Roles and Responsibilities

### (a) Corporate Services Department, Wawa

- serve as lead agency
- provide incident commander, if required
- coordinates overall operational command and control
- coordinate request as received from Emergency Management Ontario
- request funding agreement from Emergency Management Ontario or Indigenous Service Canada (ISC) to host evacuees
- Liaise with evacuated Community Liaison (individual selected or identified by the evacuated community. **NOTE:** One (1) paid community liaison for every 100 evacuees.
- coordinates resources
- purchase supplies for evacuees or staff involved in emergency (ie. Community Liaison, security at hotels or Reception Centre)
- provide security with appropriate communication equipment (two-way radio or cellular phone), safety vest, identification badge, flashlight, notepad and pen, and contact name/numbers.
- arranges accommodations/lodging for evacuees
- arranges feeding of evacuees and volunteers. This may require the hiring of a caterer or temporary kitchen staff
- arrange and oversee the transportation services of the evacuees
- hire temporary vehicle drivers for transportation services. (Rental: one van per 100 people or utilize local transit vehicle. If local transit vehicle is used during the evacuation, then arrange with local bus company to provide a school bus for local transit service.)
- contacts and/or coordinates the receipt and registration of evacuees. May contact Red Cross to oversee and register in-coming evacuees and issuance of personal care kits



- contact Lion's Club or Lady Dunn Health Centre to arrange for the loan of accessibility equipment (ie. wheelchairs, walkers, toilet handrails, bath-tub seats or other equipment)
- generates and maintains documentation for OFM and evacuated community
- prepare and update evacuee name listing (manifest). To be immediately forwarded to Emergency Management Ontario
- prepare and submit financial claim form to Emergency Management Ontario

**i. If Evacuees from First Nation Community:**

- coordinate request from Indigenous Service Canada (ISC) through Emergency Management Ontario
- contact Indigenous Service Canada (ISC) and Emergency Management Ontario and request a funding agreement with ISC to host evacuees from First Nation Community (if applicable)
- liaise with Indigenous Service Canada (ISC) on issues related to evacuees received from First Nation communities
- generate and maintain documentation for Indigenous Service Canada (ISC), OFM and evacuated community
- prepare and update evacuee name listing (manifest). To be immediately forwarded to Indigenous Service Canada (ISC), and Emergency Management Ontario
- provide cultural understanding training to its staff and/or volunteers
- prepare and submit financial claim form to Indigenous Service Canada (ISC) or Emergency Management Ontario

**(b) Community Services Department, Wawa**

- serve as secondary lead agency
- provides initial sheltering evacuees
- provides location for daily snacks to evacuees and volunteers
- oversees the operation of the reception centre
- assist the Corporate Services Department as required

**(c) Infrastructure Services Department, Wawa**

- assist in transportation of evacuees to and from airport
- provide temporary sanitation services (portable toilets, showers)
- manages, monitors and/or provide technical advice regarding the construction, demolition, removal and disposal of temporary buildings and/or structures that may have been put in place



**(d) Algoma EMS, Wawa**

- emergency medical response

**(e) Michipicoten First Nation**

- provide cultural support to evacuees

**(f) Algoma Public Health**

- provide advice and support to ensure quality public health services to the community and evacuees
- provide health amenities to evacuees

**(g) Wawa and Area Victim Services**

- provide volunteer services
- provide support and referral services to evacuees

**(h) Emergency Management Ontario**

- provide advice, assistance, and liaison with the PEOC, other provincial or Federal ministries (ie. Indigenous Service Canada (ISC)), and the Municipality of Wawa
- provide impact area monitoring and forecasting

**(i) Wawa Emergency Information Officer**

- develop and issue emergency evacuation information in cooperation with the MECG, as necessary

**(j) Canadian Red Cross**

- may be contacted to provide services, ie. registration of evacuees, issue personal care kits, set up and maintain Canadian Registry Inquiry Bank information
- available to provide emergency shelter and reception centre management
- provide cots for evacuees if needed
- available to complete initial manifests, if requested by the municipality
- available to handle personal care needs, if requested by the municipality
- available to issue clothing vouchers, if required and requested by the municipality
- available to provide meals, if required and requested by the municipality
- prepare and submit invoice to the municipality for such services it provides
- provide and issue personal care kits to evacuees and maintain personal care kits and other supplies for evacuees (ie. diapers, baby food, strollers, playpens, walkers, wheelchairs, toilet handrails, bath-tub seats. May require continued contact with Lion's Club or local hospital. Inventoried equipment supplies at the primary EOC. (see Annex "B")





## **7. Training and Supplies**

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

Each participating agency will maintain at all times an inventory of supplies available for use during an emergency. Procurement of additional supplies required during a host community emergency will be the responsibility of the Municipality of Wawa, and invoices issued to the appropriate level of government (ie. Indigenous Service Canada (ISC) or the Province of Ontario – OFM).

Additional claims for costs and/or damages will be forwarded to the Chief Administrative Officer or designate of the Municipality of Wawa for consideration and resolution.

## **8. Checklist if evacuees come from a First Nation Communities**

The following checklist of actions is to be completed when the Municipality of Wawa is acting as a Host Community:

### **(a) General Evacuation Centre Considerations**

- The JEMS Service Level Evacuation Standards were established to set out responsibilities during an evacuation of a First Nation community.
- This standard can serve to guide an evacuation of a municipality or unincorporated community in the far north, though the financial arrangements will be different.
- Municipalities may have an inventory of facilities that can be used for internal evacuation of the municipality that may assist in planning to host evacuees from the far north.
- The Canadian Red Cross has a tool to assist municipalities in creating an inventory of evacuation centres.

### **(b) Health**

In almost any evacuation of a community, beyond the medical evacuations, the first residents to leave are Stage 1 evacuees (acutely ill evacuees will be transported to a health facility by medevac). Stage 1 evacuees are identified as being the elderly, children, and those with chronic health conditions. Caregivers travel with Stage 1 evacuees. The physical, mental, and spiritual health of evacuees should be a consideration when hosting evacuees.





- ☐ Work with the local LHIN to ensure appropriate health services are available.

Some of the steps below may be taken on by the LHIN. Designate an on-site clinic with adequate facilities, equipment and supplies and staffing (the needs of the on-site clinic will depend on whether hosting Stage 1 or Stage 2 evacuees)

- ☐ Ensure readiness of back-up medical staff
- ☐ Ensure health care staff can be readily identified
- ☐ Provide a quiet room where stressed evacuees may rest
- ☐ Contact area First Nations to ensure presence of on-site staff with cultural and social familiarity
- ☐ Ensure the availability of medical transportation (i.e. ambulance)
- ☐ Ensure emergency medical services and hospital are advised early to prepare for a potential surge in population and medical requirements for evacuees
- ☐ Notify and work closely with local public health when establishing and operating evacuation centres
- ☐ Contact local pharmacy and family health team to ensure after-hours availability
- ☐ Ensure there are provisions made for local health professionals to access health records from the home health centre as required
- ☐ Ensure there are provisions made for First Nations residents who do not have OHIP cards
- ☐ Make contact with community/regional social services (Algoma Public Health, ADSAB, WAVS, CHADWIC, First Nations etc.) for specific supports that evacuees may require (i.e. mental health, addiction support)

### **(c) Prior to Receiving Evacuees**

Receive the call from the PEOC requesting to receive evacuees.

- ☐ Initiate Emergency Plan and contact Municipal Emergency Control Group Members
- ☐ Contact local hotels to determine accommodation availability;
- ☐ Contact caterers to determine availability to provide service. If available, book local hall facility for meal preparation. (See below for meal rates. Meals are based on actual number of registered evacuees, and rates are all inclusive rates);



- ☐ If caterer is not available, book catering services with local restaurant to provide meals to evacuees (meals are based on actual number of registered evacuees, three times daily with fee limit for each meal). Meal rates are all inclusive.

**Breakfast: \$27.95 per person**

**Lunch: \$27.00 per person**

**Dinner: \$56.85 per person**

**Total: \$111.80**

**Snacks: \$17.30**

- ☐ Book the Michipicoten Memorial Community Centre (Banquet Room, Lounge and Meeting Room) for registration and quiet areas;
- ☐ Notify staff and call in extra staff if required;
- ☐ Contact Lion's Club and/or hospital (705-856-2335) to arrange for the loan of equipment (ie. wheelchairs, walkers, toilet handrails, bath-tub chairs, walking canes or other accessibility equipment);
- ☐ Contact Red Cross to arrange for the Registration of Evacuees, and arrange for personal care services – issuance of personal care kits (comfort kits) to evacuees upon arrival;
- ☐ Contact transit operator, or bus company (Lloyds Bus Lines), or local care rental company to arrange for the rental of transportation (ie. transit vehicle which is wheelchair accessible. **One van per 100 evacuees.**

**(d) Tracking and Access Control**

Each person who enters/leaves an evacuation centre must be accounted for in order to provide care for evacuees and for the safety of those in the evacuation centre. Evacuees are **not** restricted in their comings and goings.

- ☐ Evacuees leaving the organized evacuation centre should complete a regular registration card indicating they are now self-responsible. Emergency contact information should be collected.
- ☐ Retain all copies of registration cards/forms and distribute a copy to appropriate agencies (i.e. INAC) if requested. Evacuees will then be escorted to the luggage area to pick up their luggage and then escorted to a self-arranged mode of transport.
- ☐ Ensure a master list is created to identify all those who have been processed through the evacuation centre. Special attention should be noted for those who have been sent for offsite care.



- ☐ Share a copy of master list with security at the facility entrance and exit
- ☐ Complete a regular registration card for those leaving the facility for medical reasons.
- ☐ Include all members of the family that are leaving the facility
- ☐ Indicate directly on the registration card that they have gone for additional medical attention.
- ☐ Share a copy of registration cards/tracking with security at the facility entrance and exit
- ☐ Have security check-in evacuees coming from off-site to ensure proper number of people are returning, and indicate their return on registration card prior to returning card to the site administration

**(e) Logistics**

- ☐ Designate an eating area for evacuees ensuring appropriate food storage facilities
- ☐ Ensure the dietary needs of evacuees are considered and appropriate food made available
- ☐ Provide tables and chairs for evacuees
- ☐ Establish recreational areas for children and teenagers and entertainment areas for evacuees
- ☐ Designate on-site staff for donations management
- ☐ Make arrangements for providing for the personal needs of evacuees while being hosted by the municipality (e.g. extra clothing, personal supplies, etc.)
- ☐ Consider establishing a computer room or setting up Wi-Fi in the evacuation centre
- ☐ Consider setting up a speaker and microphone in the evacuation centre to allow the community to hold meetings
- ☐ Ensure evacuees are aware of 2-1-1 service
- ☐ Designate a seated rest area for on-site staff
- ☐ Ensure food and drinks are available in staff rest area
- ☐ Schedule cleaning staff to clean washrooms, host facility, and nearby areas according to the levels of use throughout the day



- ☐ Ensure telephones, computers, printers, and fax machines are available for operational use by on-site staff
- ☐ If necessary, assign telephone (cellular and/or landline) and fax numbers and email addresses for operational use by on site staff
- ☐ Set-up tables and chairs for registration desks (See Floor Plans)
- ☐ Implement a mechanism for identification of evacuees (e.g. photo identification)
- ☐ Ensure consistency between identification and manifests
- ☐ Designate on-site staff to handle luggage (usually CST and IS Staff)

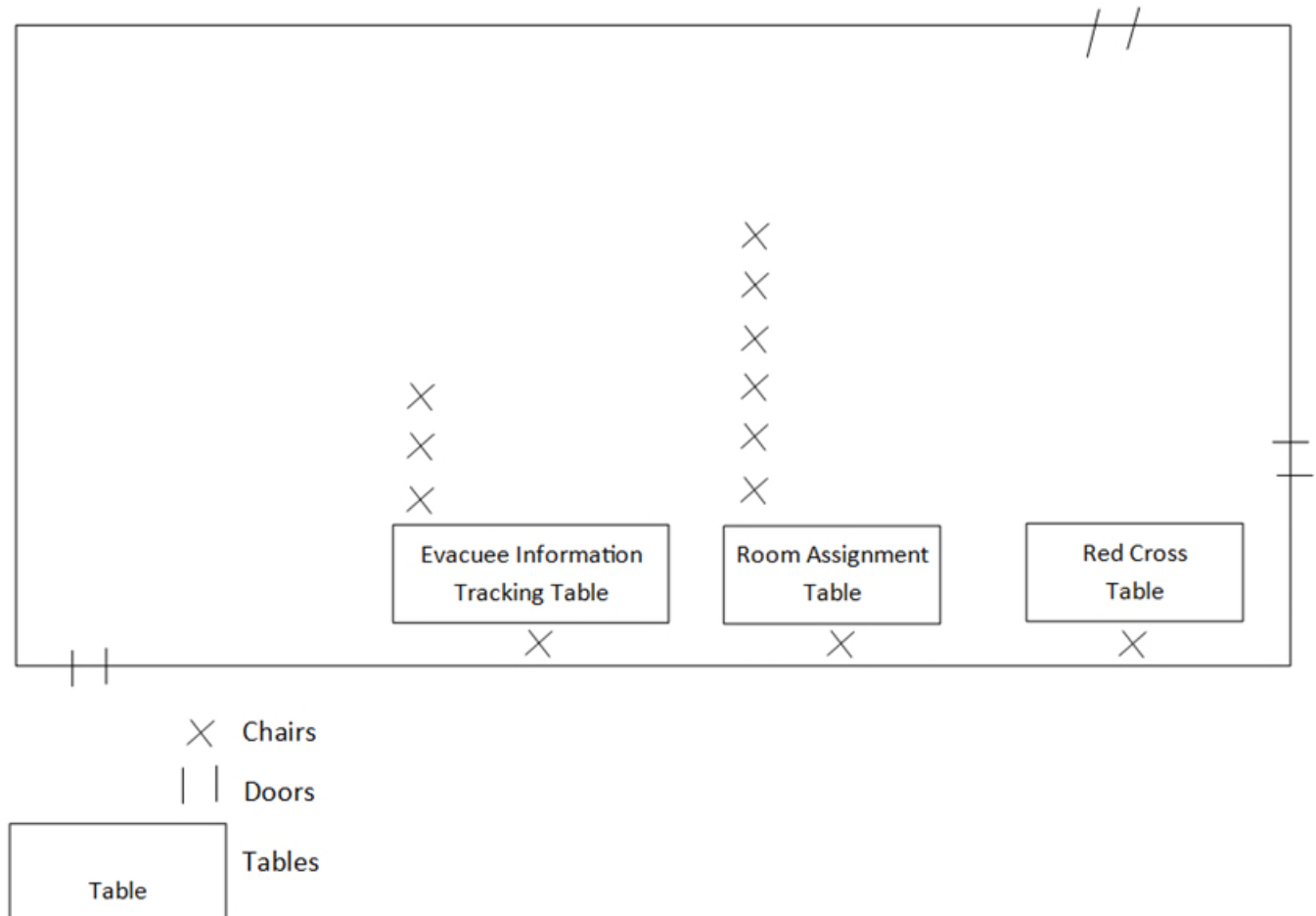
**(f) Set up Reception Centre**

- ☐ Ensure personal kits (comfort kits) are available through Canadian Red Cross (initially) then issued by the municipality.
- ☐ Obtain supplies from storage (see Annex "B");
- ☐ Use Lounge for registration, Banquet Room for waiting/address and Meeting Room as a "Quiet Room"; and
- ☐ Create a "take a number system" to register the evacuees. It provides an organized and fair approach for waiting. Evacuees will be provided a number so they can wait their turn to be served. The numbering system will alleviate negative reactions and provide individuals with ease knowing when they will be served. Take a number system; Print numbers 1-150. Each evacuee provided a # upon entry into the reception center. The Canadian Red Cross staff will call out the next number in queue to be served. The Canadian Red Cross would receive the "number" from the evacuee and place the # on a clip board so that the # used may be tracked, and the Canadian Red Cross volunteers would know the next # to be served.



### Floor Plan for evacuees' registrations

Registration Area—Michipicoten Memorial Community Centre -Banquet Hall



(g) Pick up hotel keys, take photos of rooms, have hotel sign contracts.

(h) Personal kits (comfort kits) to include local telephone cards and community map.

(i) Arrange for traditional medicines cultural conductors to be made available.

(j) When Evacuees Arrive

1. Ensure evacuees receive "numbering ticket" for servicing.
2. Speak to evacuees to determine who the Community Liaison Person is.
3. Ensure all evacuees are serviced
  - a. Ensure evacuees are aware of available health, social and cultural services; and



4. Prior to evacuees being transported to accommodations
  - a. Address the members; introduce the CEMC, ISC contact and OPP contact.
  - b. Welcome to community;
  - c. Review the rules, contact numbers, map etc.; and
  - d. Inform who their Community Liaison Person is.

**(k) Arriving by Air**

- ☐ Ensure a manifest is received/supplied for each incoming aircraft prior to arrival
- ☐ If no manifest is supplied, create a manifest. Include at least the first and last name of evacuees and, if possible, sort the list alphabetically.
- ☐ Provide each family with a coloured sheet of paper to indicate the flight they arrived on as they are walking into the aerodrome (This identifies the group with the manifest).
- ☐ Number the air flights and the community where the flight originated. Be sure to write this information on the manifest sheet. Also, indicate the card colour that is to be given to that group.

If arriving by air, manifests will be checked at the receiving aerodrome and then again at the evacuation centre as evacuees disembark from ground transportation. Otherwise, evacuees may arrive by ground transportation at the evacuation centre from a transportation hub.

**(l) Arriving by Ground**

- ☐ Ensure a manifest is received/supplied for each incoming motor coach prior to arrival
- ☐ If no manifest is supplied, create a manifest. Include at least the first and last name of evacuees and, if possible, sort the list alphabetically
- ☐ Provide each family with a coloured sheet of paper to indicate the bus they arrived on as they are walking into the evacuation centre (This identifies the group with the manifest)
- ☐ Number the bus arrivals and the aerodrome where the bus originated. Be sure to write this information on the manifest sheet. Also indicate the card colour that is to be given to that group

**(m) Registration/Administration of Evacuees**

Each person who enters into an evacuation centre must be registered. This is essential because in many cases, due to confusion or last-minute changes, flight manifests are incorrect. It is also critical to register evacuees in order to support eventual financial



claims for services.

- ☐ The federal government (formerly Health Canada) Standard form is being used for registration
- ☐ Information that should be collected as part of the registration process include:
  - ☐ All in-bound client information (first and last name)
  - ☐ Place of origin
  - ☐ Colour of coding (i.e. coloured paper assigned)
  - ☐ People who have left our care (LOC)
  - ☐ People who have gone offsite for additional care
  - ☐ Return of people who had gone off-site for additional care
  - ☐ Family member information
  - ☐ Special needs
- ☐ Ensure municipal policies and procedures and applicable legislation are respected regarding the sharing of registration information
- ☐ Copies of Registration lists should be provided to the PEOC which will then forward them to the following agencies:
  - ☐ Ministry of Community and Social Services
  - ☐ Ministry of Health and Long-Term Care
  - ☐ Indigenous and Northern Affairs Canada (ISC)
  - ☐ Health Canada
  - ☐ Representatives of the evacuated community/First Nation
  - ☐ Ensure a municipal staff is assigned to input evacuation information to tracking list.

**(n) On-site Operations**

- ☐ Ensure that on-site staff can be identified as representatives of the agencies they are with (i.e. OFM jackets, Red Cross vests, etc.)
- ☐ Ensure flight/bus schedules are provided to all on-site staff for coordination purposes
- ☐ Ensure critical positions and contact numbers have been provided to key people and positions including the Provincial Emergency Operations Centre (PEOC) Duty Officer



- ☐ Ensure liaisons are on site or available (i.e. OFM, ISC, MNRF, MCSS for Ontario Works Administrator, etc.)
- ☐ Provide situational awareness updates to evacuees and on-site staff (this may be accomplished through the use of an information board or monitor)

**(o) CEMC to Complete the Following**

1. Meet with Community Liaison

- a. Provide 2-way radio or cell phone, flashlight, notepad and pen, community map, security vest and issue ID badge;
- b. Review expectations and key responsibilities; and
- c. Issue time sheets and review rate of pay.
- d. Provide contact cards with telephone listing of key personal.
- e. Bring the community liaison to each host hotel and introduce the individual to the hotel management staff.
- f. Introduce community liaison to caterers.
- g. **May** consider providing transportation to the community liaison.

**(p) Security**

- ☐ Seek the advice of the police service of jurisdiction advice on appropriate security

Ensure security personnel are assigned to evacuation centres

- ☐ Municipality to hire First Nation security personnel for the reception centre and accommodation facilities. Such individual(s) will be selected by the community evacuation liaison. All support equipment (i.e. 2-way radio or cell phone, flashlights, security vest, etc.) to be provided by the Municipality. First Nation security will be issued ID Badge, notebook and contact numbers.
- ☐ Ensure security at entrance(s) and exit(s) of evacuation centres
- ☐ Monitor and control access in and out of the facility
- ☐ Provide briefings to security staff regarding the evacuation and the evacuees that will be hosted

**(q) General Activities**

- ☐ The safety and care of evacuees is of prime importance. If feasible, remove luggage first on arrival and then the passengers. Some passengers may leave the facility under their own care and require their luggage





**(r) Out-bound Procedures and Manifests**

Out-bound procedures and manifests may be used as depart a receiving aerodrome to travel onward to a secondary hub or host community, in addition to when the evacuees are returning to the home community.

- ☐ Priority, when arriving in a host community, should be to move infants or those with special conditions/needs (e.g. medical)
- ☐ Some airlines restrict the number of infants (under two years of age) on a flight
- ☐ Luggage is to be laid out and the dedicated group handling the luggage is to bring the luggage to the plane or bus after it has been identified by the client
- ☐ Evacuees should be in the out-bound vehicle before their luggage is placed on board
- ☐ Create a manifest of evacuees who are boarding a flight and/or any other method of transportation
- ☐ When evacuees are returning to their community, it may be advisable to prepare flight manifests prior to departing the evacuation centre in order to facilitate the swift boarding of connecting flights
- ☐ Priority of return of evacuees is established by the Community leadership with the assistance of the community evacuation liaison. Typically, evacuees are returned in the reverse order of evacuation (i.e. Stage 2 before Stage 1)
- ☐ Provide a copy of manifest to the pilot or bus driver.
- ☐ To expedite the process, consider sending the manifest electronically after the flight/bus has taken off (seek permission to do so from appropriate agency/authority first)
- ☐ Manifests should be shared with the PEOC, which will send them to the following agencies:
  - ☐ Ministry of Community and Social Services
  - ☐ Ministry of Health and Long-Term Care
  - ☐ Indigenous and Northern Affairs Canada (ISC)
  - ☐ Health Canada
  - ☐ Representatives of the evacuated community/First Nation
- ☐ Be aware that First Nation elders and Chiefs may take priority over other people or concerns. Involve personnel from Indigenous and Northern Affairs Canada (ISC) and the community leaders in establishing priorities



**(s) Finance and Administration**

- ☐ Confirm that there is a cost recovery mechanism in place
- ☐ Ensure a signed agreement is in place with ISC
- ☐ Ensure a thorough review of the Joint Emergency Management Steering Committee Service Level Evacuation Standards regarding reimbursable items and services
- ☐ Ensure that all costs are documented for reimbursement
- ☐ Prepare communications to vendors advising them of the need for invoices to be expedited for submission for reimbursement

**(t) Other Considerations**

- ☐ Ensure availability of back-up staff for all roles
- ☐ Make arrangements for evacuees to receive information regarding issuance of Status cards, if needed
- ☐ Provide community information, including maps, to evacuees

**Staffing Checklist**

During emergencies, evacuation centres typically require the following staff in order to provide the necessary services to evacuees:

**Registration Staff (Inbound/Outbound) – Canadian Red Cross:**

- ☐ With data entry experience
- ☐ To handle registration and manifests
- ☐ To direct traffic flow from air or ground transportation to registration desks
- ☐ To direct traffic flow from registration desks to waiting transportation (buses, planes) and/or waiting area
- ☐ To assist in other areas if required

**Social Services Staff:**

- ☐ To assist with translations/interpretation
- ☐ From First Nations groups for cultural sensitivity
- ☐ Assistance from child care group



**Security Staff:**

- ☐ To provide controlled access in and out of facility
- ☐ To provide controlled access within facility
- ☐ For safety/security of evacuees
- ☐ For safety/security of luggage
- ☐ For safety/security boarding and off-boarding planes if required

**Other Staff:**

- ☐ 24 hour cleaning staff
- ☐ Staff/catering to provide meals, snacks and beverages
- ☐ Baggage transporters/handlers
- ☐ Media coordinators
- ☐ Drivers for various modes of transportation
- ☐ Technical support/IT staff
- ☐ Staff to assist with set-up of tables and chairs
- ☐ Parks and recreation staff

**Accommodations**

- ☐ Confirm available accommodations
- ☐ Take pictures of all rooms (floors, windows, doors, wall and ceiling) prior to evacuees arriving.
- ☐ Prepare and have agreement signed with all motels or establishment being used
- ☐ Update list of evacuees in motels (daily)
- ☐ Provide updated list to motel manager/front desk, OPP, ISC liaison, Band liaison, OFM. Share with Red Cross as well (daily)

**Transportation**

- ☐ Ensure transportation is available (bus)
- ☐ Post on bulletin board at Community Centre

**Food (meals/snacks)**

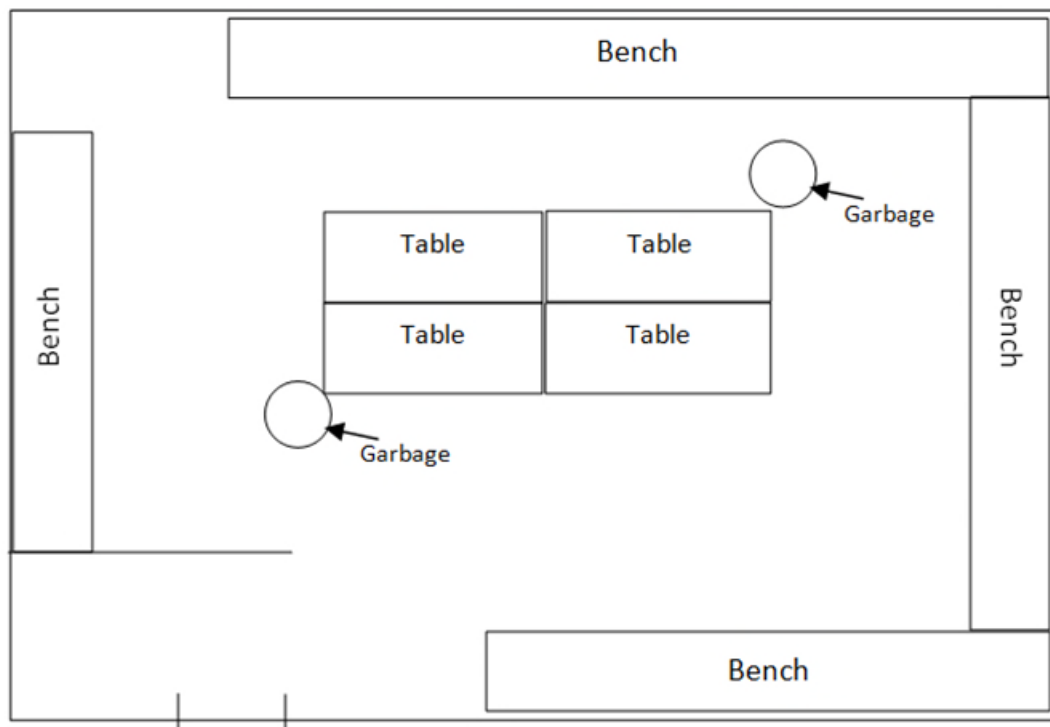
- ☐ Secure a caterer and provide all meals cost information
- ☐ Confirm dates and any venues being used



- ☐ Confirm location being used.
- ☐ Post time of all meals (Breakfast, lunch and dinner)
- ☐ Post what will be on the menu daily on a flipchart outside kitchen

### **Snacks**

Snack bag preparation — MMCC Changeroom



- ☐ Secure Arena change room to prepare snacks
- ☐ Ensure different snacks are prepared and delivered daily to rooms/chalets
- ☐ Provide a listing of rooms to the person in charge of snacks
- ☐ Fruits to be delivered to motel front desk as required. Do not have fruits packed in snack bags.

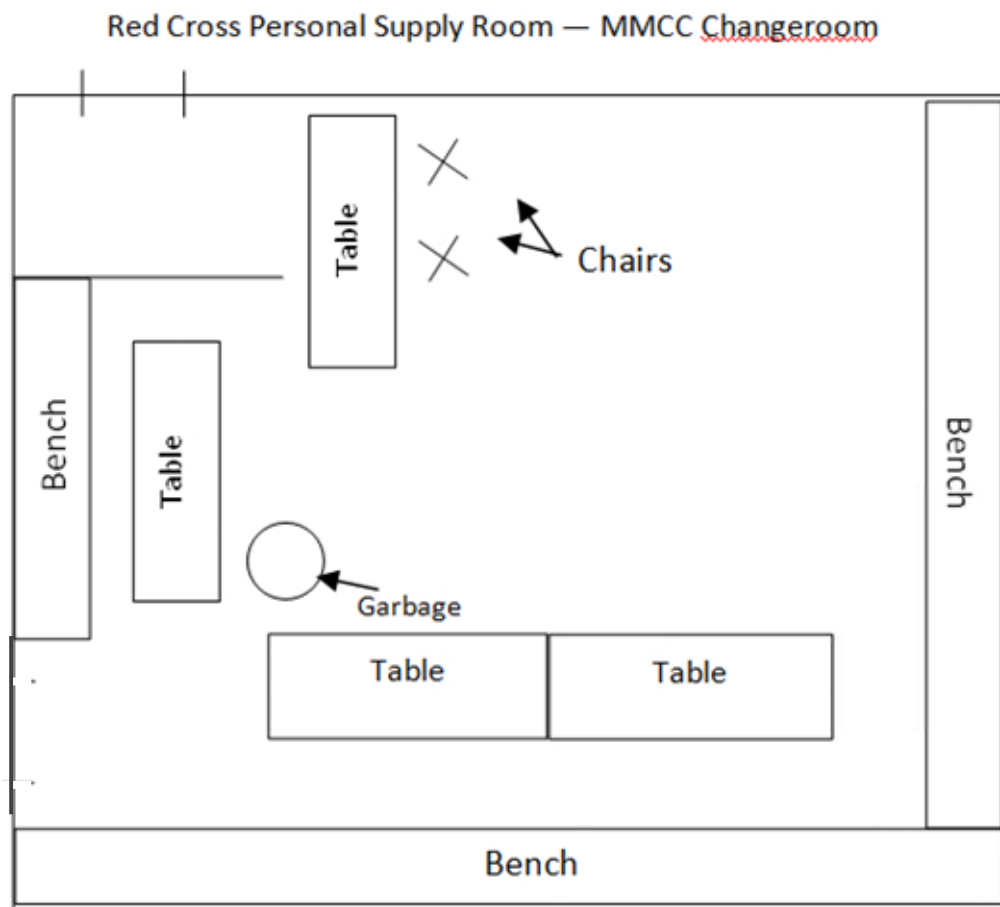


### Personal Services

Ensure change room is set up with chairs and tables.

Red Cross to administer personal service supplies:

- ☐ Comfort Kit
- ☐ Personal Hygiene supplies
- ☐ Diapers/wipes for babies
- ☐ Stroller (one/child under the age of 3yrs)
- ☐ Playpens (one/child under the age of 3yrs)
- ☐ Bottled water (if required)





### **Laundry**

- ☐ Ensure laundry service business is notified of incoming evacuees
- ☐ Issue PO # for tracking laundry
- ☐ Purchase laundry soap and fabric softener and supply to laundromat weekly.

## **9. Recovery**

Recovery procedures will be implemented in accordance with the Municipality of Wawa Recovery Plan. The Chief Administrative Officer or designate of the Municipality of Wawa or the Wawa Municipal Emergency Control Group (in declared emergencies) will determine when the response phase has terminated and if recovery measures are required.



## ANNEX "G"

### General Hazard Checklist

#### Annex "G": General Hazard Checklist

##### Directions:

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

##### Definitions:

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

#### Rating Chart

Frequency	Category	Percent Chance	Description
1	Rare	Less than 1% chance of occurrence in any year	Hazards with return periods of >100 years
2	Very Unlikely	Between a 1- 2% chance of occurrence in any year.	Occurs every 50 – 100 years and includes hazards that have not occurred but are reported to be more likely to occur in the near future
3	Unlikely	Between 2 to 10% chance of occurrence in any year	Occurs every 20-50 years.
4	Probable	Between a 10 – 50% chance of occurrence in any year.	Occurs every 5 – 20 years
5	Likely	Between 50 - 100% chance of occurrence in any year	Occurs >5 years
6	Almost Certain	100% chance of occurrence in any year	Hazard occurs annually

The hazard named on this worksheet are hazards listed in Emergency Management Ontario's Provincial Hazard Identification and Risk Assessment (2012)



The hazard named on this worksheet are hazards listed in Emergency Management Ontario's Provincial Hazard Identification and Risk Assessment (2012)

## **Annex "G": Community Risk Assessment Grid**

<b>P R O B A B I L I T Y</b>	4			
	3			
	2			
	1			
		2	3	4
	<b>CONSEQUENCE</b>			

### **Scoring Charts:**

#### **Probability of Occurrence:**

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

#### **Consequence**

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





## ANNEX "G"

### Hazard Information Sheet

#### Hazard Information Sheet

Hazard Sheet No.

Updated:

September 2025

Type of Hazard:

*(Name the general hazard type)*

Specific Hazard:

*(Describe the nature of the hazard without discussing its consequences)*

Facility/Area:

*(Name the specific facility, including its address, applicable. If describing a general hazard, such as a flood, name the area or areas most likely to be affected, or write "general hazard".)*

Lead-Time:

*(How much time will emergency agencies have to prepare their response and assemble additional resources? For example, a nuclear emergency might have a lead-time of several days while major storms may strike with much less notice. Events such as terrorist attacks and critical infrastructure failures occur without warning.)*

Probability:

Score:

*(Record notes/bullet points listing factors affecting the probability of the hazard's occurrence. Include notes about history as well as any available research information – for example, scientific research on earthquakes, industrial analysis, security warnings, etc.)*

Consequence (include secondary incidents):

Score:

*(Record notes/bullet points listing possible consequences if this hazard event were to occur. Include information on vulnerable populations and critical infrastructure, as well as response capability limitations and the potential for secondary emergencies – for example, an explosion at the propose storage facility might negatively impact on the adjacent chemical plant.)*



## **ANNEX "G"**

### **Scoring Probability**

Scoring – Probability:

**Score**

**Probability**

1	No incident in the last 15 years;
2	Last incident 5-10 years ago;
3	One incident in the last 5 years;
4	Multiple incidents in the last 5 years.

The consequences of an incident will be based on the severity of the incident.

**Score**

**Impact**

1	Negligible impact;
2	Limited;
3	Substantial;
4	High.



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Hazard	Frequency	Frequency Category	Consequence	Consequence Description	Changing Risk	RISK TOTAL (Frequency x Consequence x Changing Risk)	Level of Risk
Snowstorm/Blizzard	6	Almost Certain	5	Slight	4	120	Extreme
Road Closures	6	Almost Certain	4	Severe	3	72	Extreme
Extreme Temperatures - Cold Wave	6	Almost Certain	3	Moderate	3	54	Extreme
Freezing Rain / Ice Storm	6	Almost Certain	4	Severe	2	48	Very High
Windstorm	6	Almost Certain	4	Severe	2	48	Very High
Substance Use and Overdose	6	Almost Certain	2	Slight	4	48	Very High
CyberAttack	5	Likely	4	Severe	2	40	High
Fog	6	Almost Certain	2	Slight	3	36	High
Forest/Wildland Fire	4	Probable	3	Moderate	3	36	High
Hazardous Materials Incident/Spills - Transportation Incident	4	Probable	3	Moderate	3	36	High
Energy Emergency (Supply)	4	Probable	3	Moderate	3	36	High
ComFailures	4	Probable	2	Slight	4	32	High
Flood - Riverine	3	Unlikely	5	Very Severe	2	30	Moderate
Explosion/Fire	3	Unlikely	5	Very Severe	2	30	Moderate
Extreme Temperatures - Heat Wave	3	Unlikely	3	Moderate	3	27	Moderate
Erosion	4	Probable	3	Moderate	2	24	Moderate
Hail	4	Probable	3	Moderate	2	24	Moderate
Drones	4	Probable	2	Slight	3	24	Moderate



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Hazard	Frequency	Frequency Category	Consequence	Consequence Description	Changing Risk	RISK TOTAL (Frequency x Consequence x Changing Risk)	Level of Risk
Host Community	3	Unlikely	2	Slight	4	24	Moderate
Epidemics	3	Unlikely	4	Severe	2	24	Moderate
Critical Infrastructure Failure	3	Unlikely	4	Severe	2	24	Moderate
Aviation	3	Unlikely	4	Severe	2	24	Moderate
Drinking Water Emergency	3	Unlikely	3	Moderate	2	24	Moderate
Oil/Natural Gas Emergency	2	Unlikely	4	Severe	2	24	Moderate
Medical Drug Shortage	2	Very Unlikely	3	Moderate	4	24	Moderate
Water and Wastewater Disruption	3	Unlikely	2	Slight	3	18	Low
Building/Structure Collapse	2	Very Unlikely	3	Moderate	3	18	Low
Dam Failure	1	Rare	6	Catastrophic	3	18	Low
Hazardous Materials Incident / Spills - Fixed Site Incident	2	Very Unlikely	4	Severe	2	16	Low
Human Health Emergency - Pandemic	3	Unlikely	2	Slight	2	12	Low
Infectious Disease	3	Unlikely	2	Slight	2	12	Low
Mine Emergency	2	Very Unlikely	2	Slight	3	12	Low



## ANNEX “H”

### Critical Infrastructure

#### Priority Level:

- 1 = High (orange)  
2 = Medium (green)  
3 = Low (yellow)

#### Annex “H”: Critical Infrastructure Identification

Sector	Type of Critical Infrastructure	Components	Location	Owners, Operators	Priority
Food and Water	Food Distribution	Retail grocer	186 Mission Road	John’s Independent (705) 856-2555	1
	Food Distribution	Food Wholesaler Collectibles Store	28 Broadway Avenue	AJ’s Pizza (705) 856-4444	3
	Food Distribution	Food Wholesaler	43 Broadway Avenue	M&M Food Market 705 852 0633	3
	Food Distribution	Convenience store	208-D Mission Road	Circle K (705) 856-1416	3
	Food Distribution	Convenience store	105 Mission Road	Young’s General Store <b>** Mid May -Mid Oct**</b> (705) 856-2626	3
	Food Distribution	Convenience store	95 Mission Road	Caneco (705) 856-7948 - Phone	3
	Food Distribution	Convenience Store	137 Mission Road	Petro Canada (705) 856-7800	3
	Food Distribution	Convenience Store	60 Broadway Avenue	Red Apple—(705) 856-1807	3
	Food Distribution	Convenience Store	54 Pinewood Drive	Donald L. Davidson Fuels LTD. (705) 856-2166	3
	Food Distribution	Restaurant	Broadway Avenue	North of 17 Restaurant (705) 856-0180	3
	Food Distribution	Restaurant	Mission Road	Wawa Goose Bar and Grill (800) 561-2278	3
	Food Distribution	Restaurant	Mission Road	Subway Restaurant 856-2211	3



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	Food Distribution	Restaurant	Broadway Avenue	<b>Lais Restaurant</b> 705 856 4592 – Broadway Ave	3
	Food Distribution	Restaurant	Mission Road	<b>Old Station Inn Restaurant</b> 705 941-0466 – 208 Mission Road	3
	Food Distribution	Restaurant	Mission Road	<b>Viking Restaurant</b> 705 856 4441 <b>** Mid May -Mid Oct**</b>	3
	Food Distribution	Chip Stand/Food Truck	Mission Road	<b>Krazy Fries</b> 705 856 0050 – Mission Road	<b>** Mid May -Mid Oct**</b>
		Chip Stand/Food Truck	Broadway Avenue	<b>Banging Burger</b> 705 852 0062 - Broadway Ave	
		Chip Stand/Food Truck	Broadway Avenue	<b>Superior Coast Fish and Chips</b> 705 618-6778 - Broadway Ave	
	Water Treatment	Water Treatment Plant, filtration plant, water storage	40-C Broadway Avenue	<b>Municipality of Wawa</b> 40-C Broadway Avenue (705) 856-2244 ext. 280 - Phone	1
	Water Storage	Water tower		<b>Municipality of Wawa,</b> Michipicoten River Village (705) 856-2244 ext. 280 - Phone	1
	Water Distribution	Pumping station	Toronto Avenue	<b>Municipality of Wawa</b> Toronto Avenue (705) 856-2244 ext. 280 - Phone	1
	Water Distribution			<b>Michipicoten First Nation</b> 705 856-1993 ext. 217	2
	Wastewater and Sewage Treatment	Storm sewers, sanitary sewers, sewage lagoon, sewage & wastewater treatment plant	Golf Course Road	<b>Municipality of Wawa</b> Golf Course Road (705) 856-2244 ext. 280 - Phone	1



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Sector	Type of Critical Infrastructure	Components	Location	Owners, Operators	Priority
Electricity	Electricity Distribution	Transformer stations	146 Mission Road	<b>Algoma Power Inc.</b> 251 Industrial Park Crescent Sault Ste. Marie, ON P6B 5P3 Phone 1-877-457-7378 Emergency: 1-844-901-9473 Fax: (705) 253-6476 To report a power outage, downed lines or other emergencies, please call 1-844-901-9473 (WIRE) 24 hours/day, 7 days/week Office Hours: Monday – Friday 8:00AM – 4:30PM 1-877-457-7378	1
	Electricity Generation	Generating stations	<u>Michipicoten River:</u> ▪ Scott Falls ▪ McPhail Falls ▪ Dunford (High Falls) <u>Magpie River:</u> ▪ Mission Harris ▪ Steephill	<b>Evolugen</b> Bruce Welbourne 105 Mills Drive (705) 856-4774 – Phone (705) 542-7819 - Cell	1
Telecommunications	911 Communications	911 radio towers	MacLeod Mine Hill (former Mine site)	<b>Ontario Provincial Police</b> 911 or (888) 310-1122	1
	Telephone (wire-line)	Transmission towers	MacLeod Mine Hill (former Mine site)	<b>Bell Canada (substation)</b> 40 Mackey Street (888) 542-3977 – Technical Services Phone	1
Telecommunication	Telephone (wire-line)	Switching Equipment	40 Mackey Street	<b>Bell Canada (Central Office)</b> 40 Mackey Street (888) 542-3977 – Technical services Phone	1
	Telephones/Pagers	Network tower	MacLeod Mine Hill (former Mine Site)	<b>Bell Canada</b> 310-2355 - Phone	1
	Cellular Telephones	Transmission Towers	1- 98 Broadway Ave (GPS Info: lat.47.9926 Lon. -84.77515) 1- 781 Hwy 17 (past the gun club) (GPS Info: lat.48.005224 lon.-84.822193) 1- High Falls road Hwy 17 near old mill (GPS Info: lat.47.9326 lon. -848043)	<b>Bell Canada</b>	1



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Sector	Type of Critical Infrastructure	Components	Location	Owners, Operators	Priority
	Cellular Telephones	Transmission tower	MacLeod Mine Hill (former Mine Site)	T-Bay Tel	1
	Satellite Phone	Service	12 Ontario Street	Wawa Volunteer Fire Department 001 705-8816-314-66714	1
	Cellular Telephones	Service provider	43 Broadway	T-Bay Tel 43 Broadway (705) 852-0633 - Phone	3
	Mail Delivery	Post office	44 Broadway Avenue	Canada Post 44 Broadway Avenue (705) 856-2885 - Phone	3
	Mail Delivery	Courier Services	1 Pinewood Drive	Gardewine North (705) 856-7171 – Phone (705) 856-2712 – Phone (705) 856-7343 - Fax	3
	Mail delivery	Courier Services	95 Mission Road	Ontario Northland Services (SPG Location) (705) 856-7128	3
	Mail Delivery	Courier Services	164 Mills Drive	Manitoulin Transport (705) 852-0260 Phone (705) 856-2260 Troy Faulkner	3
	Mail Delivery	Courier Services	43 Broadway	Purolator (705) 852-0633	
	Television Station	Local station, cable equipment, transmission	Mills Drive	Shaw Cable (705) 856-2108 - Phone (705) 856-4295 - Fax	3
	Radio Station	Radio station building, transmission, news service provider	96 Broadway Avenue	JJAM (Pelmorex Corporation) (705) 856-4555 - Phone	3
Telecommunication	Internet	Service Provider	133 Mills Drive	Shaw Cable (705) 856-2108 - Phone (705) 856-4295 - Fax	2
	Internet	Service Provider		Bell Mobility	2





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Sector	Type of Critical Infrastructure	Components	Location	Owners, Operators	Priority
	Online Media Website	News service provider	32 Wawa Street	Wawa-news.com 705-943-6847 Phone	2
Financial Institutions	Royal Bank of Canada	Royal Bank of Canada facility, information technology, equipment	72 Broadway Avenue	RBC Royal Bank (705) 856-2599 (705) 856-4960 - Fax (800) 769-2511 service centre	1
	Credit Union	Credit union facility, information technology, equipment	208-B Mission Road	Northern Credit Union (705) 856-2322 - Phone	1
Insurance Company		Insurance company facility, information technology, equipment	56 Broadway Avenue	Dawson & Keenan Insurance Ltd. (705) 856-4505 - Phone (705) 856-7327 - Fax	2
Insurance Company		Insurance company facility, information technology, equipment		Intact Insurance 1-866-464-2424	2
Transportation	Airport	Airport terminal, runway, hangar, equipment, on-site navigation system, on-site communication equipment, heli-pads	27-A Mission Road (Highway 101)	Wawa Municipal Airport (705) 856-2244, ext 270 - Phone	1
	Aviation	Helicopter transport, aviation hanger	27-B Mission Road (Highway 101)	Wilderness Helicopters Ltd. (705) 856-1660 - Phone (705) 856-2265 – Hanger (705) 542-2733 - Cell	1
	Aviation	Wawa air base	Wawa Lake Base (Highway 101)	Watson's Algoma Vacations 195 Mission Road (705) 856-2223 Watson's Skyways (705) 856-4233	1
	Aviation		Hawk Junction	Hawk Air (705) 889-2250	1



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Sector	Type of Critical Infrastructure	Components	Location	Owners, Operators	Priority
	Aviation		PropAir	1(855) 762-3555	1
	Aviation Communication and Navigation	Air navigation system (ANS) antennae, towers & equipment, VHF Omni-directional Range station (VOR), Non-directional beacon (NDB) station, instrument landing system (ILS) station, distance measuring equipment (DME), private radio navigation aids	27-A Mission Road (Highway 101)	NAV Canada 27-A Mission Road (800) 876-4693 – Phone NAV Canada Customer service line	1
	Marine Communication & Navigation	Lighthouse, navigation buoys  Aids to navigation program Fisheries and oceans Canada	Harbour Road, MRV	Canadian Coast Guard (613) 993-0999 (613) 925-2665 x238 Security will then transfer to someone: 705-746-2196 Ext:231	1
			Michipicoten Harbour	Anderson Fisheries 705 856-8260	
	Marine Communication	Private aid for navigation, marine communication & traffic service	Marina facility	Bucks Marina 360 Superior Street (705) 856-4488 - Phone (705) 856-4463 - Fax	2
	Evacuation	School Buses, bus charters		Lacroix Bus Lines 450 Martel Road, Chapleau Reach out to Debra Portelance (705) 255-3443 Cell	2
	Evacuation	School Buses, bus charters		First Student District Office (705) 759-2192	2
	Evacuation	Taxi		U Wanna Cab (705) 992-5005	2



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	Highways & Roads	TransCanada Highway No. 17, Provincial Highway No. 101	555 Highway 17 Patrol Yard	<b>LedCor</b> 555 Highway 17 (705) 856-2297 – Main office (705) (705) 856-1667 – Phone (705) 856-1570 – Fax	1
	Highways & Roads	Municipal roads	Municipality (70 lane kilometres of road)	Municipality of Wawa (705) 856-2244 ext. 251 - Phone	1
	Highways & Roads	Bridges	Michipicoten River, Magpie River, CN Rail Bridge (Hwy 17 N)	Ministry of Transportation Mission Road (705) 856-2354 - Phone	1
	Highways & Roads	Bridges	Magpie River, Wawa Creek (Michipicoten River Village)	<b>Municipality of Wawa</b> (705) 856-2244 ext. 251 - Phone	2
	Snow Removal Services	Snow removal equipment	Wawa	<b>Smedts Contracting Ltd.</b> Willy and Bonnie Smedts 5 Centennial Ave (705) 856-7202 - Phone	3
	Snow Removal Services	Snow removal equipment	100 Mills Drive Wawa	<b>Nathan Provost &amp; Sons</b> 705 206-6987	
	Snow Removal Services	Snow removal equipment, heavy equipment, dump trucks	683-E Highway 17 North	<b>Villeneuve Construction</b> 683-E Highway 17 North (705) 856-4513 - Phone	3
	Snow Removal Services	Snow removal equipment, heavy equipment	Hawk Junction	<b>MacIntyre Trucking</b> Lot 205 Hawk Air Road P.O. Box 711 (705) 889-2066 – Phone	3
	Snow Removal	Snow removal equipment, heavy equipment, dump trucks	26 Magpie Street	Municipality of Wawa (Infrastructure Services Facility) (705) 856-2244 Ext. 251- Phone	3
	Snow Removal	Snow Removal	2 Regina Crescent	<b>RD Contracting</b> (705) 856-1448 (705) 856-0252	3



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Sector	Type of Critical Infrastructure	Components	Location	Owners, Operators	Priority
	Public Transit	Public transportation equipment	26 Magpie Road	Municipality of Wawa Operator managed by Debra Portelance (705) 255-3443 (c)	3
Continuity of Government	Municipal Government	Town Hall (Council chambers), government buildings, vital municipal operations, information technology, critical data, archival information, public contact points (telephone, internet), provincial court	40 Broadway Avenue	Municipality of Wawa 40 Broadway Avenue (705) 856-2244	1
Continuity of Government	Provincial Government	Major government buildings, vital provincial operations, information technology, critical data, archival information, public contact points (telephone, internet)	48 Mission Road (Highway 101)	Ministry of Natural Resources (705) 856-2396 - Phone Ministry of Energy and Mines (705) 856-4743 - Phone Service Ontario (705) 856-2354 - Phone	1
Public Safety and Security	Emergency Operations	Emergency Operations Centre (primary)	40 Broadway Avenue	Municipality of Wawa 40 Broadway Avenue Board Room (705) 856-2244	1
	Emergency Operations	Emergency Operations Centre (secondary)	40 C Broadway Avenue Water Treatment Plant	Municipality of Wawa 40 C Broadway Avenue (705) 856-2244 – ext. 282	1
	Evacuation Centre	Evacuation Centre (Primary)	3 Chris Simon Drive	Michipicoten Memorial Community Centre, (705) 856-2244 Ext. 240 Phone	3
	Hospital	Public hospital, pharmaceuticals, vaccines, laboratories, cancer care, storage ultrasound, pharmacy....	17 Government Road	Lady Dunn Health Centre 17 Government Road (705) 856-2335 - Phone	1



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	Medical Centre	Medical Centre (family doctors' office), vaccines, pharmaceuticals	17 Government Road	<b>Wawa Family Health Team</b> 17 Government Road (705) 856-1313 - Phone	1
	Medical Centre	Medical Centre	3 Maple	<b>Maamwesying Community Health Services</b> 705 856-8282	2
Continuity of Government	Municipal Government	Town Hall (Council chambers), government buildings, vital municipal operations, information technology, critical data, archival information, public contact points (telephone, internet), provincial court	40 Broadway Avenue	<b>Municipality of Wawa</b> 40 Broadway Avenue (705) 856-2244	1
Continuity of Government	Provincial Government	Major government buildings, vital provincial operations, information technology, critical data, archival information, public contact points (telephone, internet)	48 Mission Road (Highway 101)	<b>Ministry of Natural Resources</b> (705) 856-2396 - Phone <b>Ministry of Energy and Mines</b> (705) 856-4743 - Phone <b>Service Ontario</b> (705) 856-2354 - Phone	1
Public Safety and Security	Emergency Operations	Emergency Operations Centre (primary)	40 Broadway Avenue	Municipality of Wawa 40 Broadway Avenue Board Room (705) 856-2244	1
	Emergency Operations	Emergency Operations Centre (secondary)	40 C Broadway Avenue Water Treatment Plant	Municipality of Wawa 40 C Broadway Avenue (705) 856-2244 – ext. 282	1
	Evacuation Centre	Evacuation Centre (Primary)	3 Chris Simon Drive	<b>Michipicoten Memorial Community Centre,</b> (705) 856-2244 Ext. 240 Phone	3



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Sector	Type of Critical Infrastructure	Components	Location	Owners, Operators	Priority
	Pharmaceuticals	Pharmaceuticals, storage facility, pharmacy	88 Broadway Avenue	Fenlon's Pharmacy 88 Broadway Avenue (705) 856-2800 - Phone	1
		Pharmaceuticals, storage facility, pharmacy	63-1 Broadway Avenue	Wawa Pharmacy 63-1 Broadway Avenue (705) 856-0555	1
	Vaccines	Vaccines, storage facility, public health	18 Ganley Street	Algoma Public Health 18 Ganley Street (705) 856-7208 – Phone	2
	Firefighting services	Fire station, facility, equipment, storage, communication	40 Broadway Avenue (Ontario Street)	Wawa Volunteer Fire Department (Municipality of Wawa) 40 Broadway Avenue (705) 856-2244 ext. 228 - Phone	1
	Firefighting services	Firefighting equipment, facility, storage, communication	48 Mission Road (Highway 101)	Ministry of Natural Resources 48 Mission Road (705) 856-2396 - Phone	1
	Police services	Police station, facilities, equipment, storage, communication	34 Pinewood Drive	Ontario Provincial Police 34 Pinewood Drive (705) 856-2233 - Phone	1
	Emergency Medical Services	Ambulance facilities, equipment, storage, communications, air ambulance service	29 Government Road  24 Hours per Day Duty Officer	Algoma EMS 29 Government Road (705) 856-4493 - Phone (705) 856-2303 ext. 407 (800) 461-5100 - Duty Officer	1
	Emergency Services	Air Ambulance		ORNGE (800) 387- 4675	1
	Emergency Services	Mine Rescue	36 Montreal Ave S	Mine Rescue Mike Krell - Coordinator (705) 884-2805 Ext. 2275 Phone (705) 884-2805 Ext. 2222 Security on Site	3



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Sector	Type of Critical Infrastructure	Components	Location	Owners, Operators	Priority
	Flood control and erosion control	Dams (Power generation)	<u>Michipicoten River:</u> <ul style="list-style-type: none"> <li>▪ Scott Falls</li> <li>▪ McPhail Falls</li> <li>▪ Dunford (High Falls)</li> </ul> <u>Magpie River:</u> <ul style="list-style-type: none"> <li>▪ Mission</li> <li>▪ Harris</li> <li>▪ Steephill</li> </ul>	<b>Evolugen</b> Bruce Welbourne 105 Mills Drive (705) 856-4774 – Phone (705) 542-7819 (c) National System Control Centre (Ottawa) (819) 561-8708	1
	Flood control and erosion control	Sand, sandbag supplies & equipment	26 Magpie Street	<b>Municipality of Wawa</b> (Infrastructure Services Facility) (705) 856-2244 Ext. 251- Phone	1
	Weather forecasting & public alerting	Meteorological instruments, weather radio station	27-A Mission Road (Highway 101)	<b>Environment Canada</b> 27-A Mission Road (Highway 101) (705) 856-2244 ext 270	2
Utilities/Fuel	Gas & Fuels	Propane, oxygen, gas, diesel, oil, safety supplies, Praxair depot, Card Lock,	54 Pinewood Drive	<b>Donald L. Davidson Fuels Ltd.</b> 54 Pinewood Drive (705) 856-2166 - Phone	1
	Gas & Fuels	Gas, Diesel	26 Magpie	<b>Infrastructure Services</b> Dan Beach (705) 914-0952 (c) Craig Hornyak (705) 705-914-0543 (c)	2
	Gas & Diesel	Gas, Diesel 10,000 litre tank (diesel) 2000 litres (gasoline)	165 Government Road	<b>Lacroix Bus Line</b> Reach out to Debra Portelance Chapleau (705) 255-864- (c)	2
	Gas & Fuels	Gas, diesel, oxygen, propane	137 Mission Road	<b>Petro Canada</b> (705) 856-7800 - Phone	2
	Gas & Fuels	Gas, propane cylinder exchange	95 Mission Road	<b>Caneco</b> (705) 856-7948 - Phone	2



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Sector	Type of Critical Infrastructure	Components	Location	Owners, Operators	Priority
	Fuels	Propane	Storage Highway 17 North	<b>Sarjeant Propane</b> David McCulluch 807-629-2616 (c) 807-776-7269	3
Electrical Vehicle Fast Charging Station	Electric Vehicle Fast Charging Station	Electricity– Tesla charging only	95 Mission Road	<b>Caneco</b> (705) 856-7948 - Phone	3
Lodging	Motel	Accommodations	164 Mission Road P.O. Box 205 Wawa, ON P0S 1K0	<b>Algoma Motel</b> (705) 856-7010	3
	Motel	Accommodation	170 Mission Road Wawa, ON P0S 1K0	<b>Alpha Inn</b> (647) 917-1799	3
	Motel	Accommodations	148 Mission Road P.O. Box 711 Wawa, ON P0S 1K0	<b>Beaver Motel</b> (705) 856-2294	3
	Motel	Accommodations	Highway 17 South P.O. Box 1429 Wawa, ON P0S 1K0	<b>Best Northern Motel &amp; Restaurant</b> (705) 856-7302 Fax: (705) 856-2772	3
	Motel	Accommodations	191 Mission Road Wawa, ON P0S 1K0	<b>Big Bird Inn</b> (705) 856-2424	3
	Motel	Accommodations	170 Mission Road P.O. Box 18 Wawa, ON P0S 1K0	<b>Outdoorsman Motel</b> (705) 856-4000	3
	Cabins	Accommodations	Highway 17 South P.O. Box 88 Wawa, ON P0S 1K0	<b>High Falls Motel &amp; Cabins</b> (705) 856-4496 Fax: (705) 856-4980	3





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Sector	Type of Critical Infrastructure	Components	Location	Owners, Operators	Priority
	Motel	Accommodations	46 Pinewood Dr. Wawa, ON P0S 1K0	Highway 17 Motel (705) 856-0888 Cell: (905) 380-4445 Fax: (705) 856-0999	3
	Motel/Hotel	Accommodations	28 Broadway Avenue P.O. Box 265 Wawa, ON P0S 1K0	Lakeview Hotel (705) 856-2625 Fax: (705) 856-4912	3
Lodging	Motel	Accommodations	Highway 17 North P.O. Box 1490 Wawa, ON P0S 1K0	Mystic Isle Motel (705) 856-1737	3
	Motel	Accommodations	171 Mission Road P.O. Box 920 Wawa, ON P0S 1K0	Outdoorsman Motel LTD 118 Mission Road (705) 856-4000	3
	Motel	Accommodations	232 Highway 17 P.O. Box 784 Wawa, ON P0S 1K0	Parkway Motel (705) 856-7020	3
	Motel	Accommodations	118 Mission Road P.O.Box 1190 Wawa, ON P0S 1K0	Wawa Motor Inn (705) 856-2278 (705) 856-2171 fax	3
	Motel	Accommodations	133 Highway 17 South P.O. Box 2 Wawa, ON P0S 1K0	White Fang Motel 133 Hwy 17 South (705) 856-0344 Fax: (705) 856-0324	3
Communications	Information	helpline that easily connects people to the social services, programs and community supports they need.		2-1-1	
Communications	Information	Traffic and transit Information for Ontario		5-1-1	

A complete business directory for the Municipality of Wawa forms part of the critical infrastructure listing. It contains full contact information, with names, titles, addresses, telephone numbers, fax numbers and e-mail addresses (if applicable).



## ANNEX "I"

### Training Program

#### Annex "I": Training Program

Training Requirements – Ontario Regulation 380/04, Part II, Section 10, p.1-4

<i>Course</i>	<i>Participant</i>	<i>Date Completed</i>
<b><i>EM 125 Exercise Programs</i></b>	Kevin Sabourin	January 6, 2021
<b><i>EM 200: Basic Emergency Management</i></b>	Maury O'Neill	October 4, 2023
	Manuela Batovanja	November 2017
	Cindy Godson	November 2017
	Alex Patterson	October 24, 2017
	Dan Beach	October 24, 2017
	Kevin Sabourin	September 3, 2011
<b><i>EM 300: Community Emergency Management Coordinator</i></b>	Maury O'Neill	October 25, 2023
<b><i>IMS 100: Introduction to IMS</i></b>	Maury O'Neill	Feb. 1, 2023
	Kevin Sabourin	October 2017
<b><i>IMS 200: Basic IMS</i></b>	Maury O'Neill	October 5, 2023
<b><i>Senior and Elected Official Workshop</i></b>	Maury O'Neill, Mitch Hatfield, Cathy Cannon, Jim Hoffmann, Joe Opato, Kevin Sabourin, Sue Lord, Manuela Batovanja, Rebecca Lebel, Alex Patterson, Heather Rainville.	March 9, 2023
<b><i>Essentials of Municipal Fire Protection</i></b>	Maury O'Neill, Mitch Hatfield, Jim Hoffmann, Cathy Cannon, Joe Opato, Sue Lord, Kevin Sabourin, Heather Rainville, Colin Black, Dave Jennings, Melanie Pilon, Sam Rowe, William Moore	February 9, 2023



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<i>Course</i>	<i>Participant</i>	<i>Date Completed</i>
<b>Annual Exercise – Municipal Emergency Control Group</b>	Maury O'Neill, Melanie Pilon, Kirk Brassard, John Spekking, Chris Kozlof, Heather Rainville, Alex Patterson, Craig Hornyak, Kevin Sabourin, Kevin Fellingner, Yannick Bédard, Sal Ugarte  <b>Exercise: Table Top: Airport Emergency</b>	September 26, 2025
	Maury O'Neill, Melanie Pilon, Alex Patterson, Dan Beach, Kirk Brassard, John Spekking, Craig Hornyak, Kevin Sabourin, Anita Kraly, Kevin Fellingner, Sue Lord, Terry Gervais <b>Exercise: Table Top: Airport Emergency</b>	November 13, 2024
	Maury O'Neill, Melanie Pilon, Manuela Batovanja, Alex Patterson, Sue Lord, Kevin Sabourin, Anders Dereski, Roger Lord, Isabel Chicoine <b>Exercise: Table Top: Power Outage</b>	November 1, 2023
	Maury O'Neill, Melanie Pilon, Alex Patterson, Rebecca Weatherall, Sue Lord, Kevin Sabourin, Roger Lord <b>Exercise: Table Top: Power Outage</b>	December 2022
	Maury O'Neill, Cathy Cyr, Dan Beach, Dan Peters, Dave Lowe, Alex Patterson, Pat Tait, Ron Rody, Kevin Sabourin, Mariah Tremblay, Sue Lord <b>Exercise: Water Disruption</b>	October 2021



## **ANNEX “J”**

### **Public Awareness Plan**

#### **Annex “J”: Public Education and Awareness Plan**

##### **1. Aim**

The aim of this plan is to inform the residents and businesses of the identified hazards and risks in the community; provide residents and businesses with information about what they can do to prepare, respond to and recover from the identified priority hazards and risks identified in the community and promote personal emergency preparedness.

##### **2. Objectives**

- To inform residents and businesses that forest fires, severe storms (rain, ice or snow), extreme cold/heat, fog, transportation emergencies, human health emergencies and epidemics, and dam failure have been identified as priority hazards and risks for the community;
- Provide residents and businesses who are potentially affected by one of the identified priority hazards and risks with information about what they can do to prepare for, respond to and recover from forest fires, severe storms (rain, ice or snow), extreme cold/heat, fog, transportation emergencies, human health emergencies and epidemics, and dam failure;
- Inform residents and businesses about individual and family emergency preparedness (ie. 3-day survival kits);
- Ensure the names, frequencies and/or channels of broadcast stations (ie. radio, television) for emergency information are publicized; and
- Increase awareness about the Municipality of Wawa's emergency response plan and where it can be viewed by the public, and who to contact for more information about the community's emergency management program.

##### **3. Target Audience**

- Residents;
- Businesses; and
- Municipal Staff.



#### 4. Delivery Mechanisms – Possible campaigns include:

(a) **Forest Fire Awareness Campaign**

- Letter from Mayor to residents and businesses;
- Distribution of forest fire fact sheet;
- Radio Public Service Announcements with information about the causes of forest fires and what the public should do to prepare for forest fires;
- Emergency Preparedness display at the Town Hall;
- Information posted on the Municipality of Wawa website at [www.wawa.cc](http://www.wawa.cc).
- Forest Fire preparedness information on the Municipal website.

(b) **Personal Preparedness Awareness Campaign**

- Letter from Mayor to residents and businesses;
- Distribution of EMO's Emergency Survival Kit fact sheet;
- Make Available at the Municipal Offices the "72 Hours- Is your Family Prepare? Emergency Preparedness Guide", Public Safety Canada;
- Canadian Red Cross, "Together We Prepare" Information website information
- Information posted on the Municipality of Wawa website at [www.wawa.cc](http://www.wawa.cc).
- Personal preparedness information on the Municipal website.

(c) **Severe Storms, Weather Awareness Campaign**

- Letter from Mayor to residents and businesses;
- Information posted on the Municipality of Wawa website at [www.wawa.cc](http://www.wawa.cc).
- Distribution of printed material from Public Safety Canada website,
- Preparedness information on the Municipal website.

(d) **Hazardous Materials Awareness Campaign**

- Letter from Mayor to residents and businesses;
- Information posted on the Municipality of Wawa website at [www.wawa.cc](http://www.wawa.cc).
- Distribution of Evacuation Fact sheet related to hazardous materials;
- Emergency preparedness display during Fire Prevention Week.



**(e) Community's Emergency Plan Awareness Campaign**

- Make the Community Emergency Management Plan available at the Municipal Offices.

**(f) Host Community and Cultural Understanding Awareness Campaign**

- Letter from Mayor to residents and businesses;
- Information posted on the Municipality of Wawa website at [www.wawa.cc](http://www.wawa.cc).
- Partnerships with Michipicoten First Nation to provide Cultural Understanding to residents, businesses and organizations;
- Distribution of Host Community brochure and/or fact sheet;
- Preparedness information on the Municipal website.

**5. Possible Timetable**

**(a) Forest Fire Awareness Campaign**

- April 1<sup>st</sup> through to September 30<sup>th</sup> during regular office hours – annually.

**(b) Personal Preparedness Awareness Campaign**

- Brochures and pamphlets to be displayed at the Municipal Offices – January 1<sup>st</sup> to December 31<sup>st</sup> during regular office hours
- Brochures and pamphlets to be displayed on the Municipal website – January 1<sup>st</sup> to December 31<sup>st</sup>

**(c) Severe Storms, Weather Awareness Campaign**

- Brochures and pamphlets to be displayed at the Municipal Offices – January 1<sup>st</sup> to December 31<sup>st</sup> during regular office hours. Weather and storm information to be posted according to season.
- Brochures and pamphlets to be displayed on the Municipal Website – January 1<sup>st</sup> to December 31<sup>st</sup>. Weather and storm information to be posted according to season.

**(d) Hazardous Materials Awareness Campaign**

- Information to be made available September 1<sup>st</sup> to November 30<sup>th</sup>.



**(e) Community's Emergency Plan Awareness Campaign**

- Brochures and pamphlets to be displayed at the Municipal Offices – January 1<sup>st</sup> to December 31<sup>st</sup> during regular office hours.
- Brochures and pamphlets to be displayed on the Municipal website – January 1<sup>st</sup> to December 31<sup>st</sup>
- Emergency Plan to be posted on the Municipal Website – January 1<sup>st</sup> to December 31<sup>st</sup>.
- Emergency Plan available for public viewing at the Municipal Offices – January 1<sup>st</sup> to December 31<sup>st</sup> during regular office hours.

**(f) Host Community & Cultural Understanding Awareness Campaign**

- Brochures and pamphlets to be displayed at the Municipal Offices – January 1<sup>st</sup> to December 31<sup>st</sup> during regular office hours.
- Brochures and pamphlets to be displayed on the Municipal website – January 1<sup>st</sup> to December 31<sup>st</sup>.
- Information on Cultural Understanding to be made available May 1<sup>st</sup> to August 30<sup>th</sup>.

**6. Event Planning**

The CEMC will look for appropriate opportunities/venues to promote the aim of the public education and awareness plan.

The CEMC may request the assistance of EMO to provide promotional materials and/or displays.

**7. Budget**

The CEMC will ensure that funds are available in the Municipal Budget to implement the Awareness Plans.

**8. Supply and Maintenance**

EMO Fact Sheets  
Evacuation  
Emergency Survival Kit

Public Safety Canada  
Your Emergency Preparedness Guide – 72 Hours, Is your Family Prepared?



#### Community Produced Pamphlets

CEMC will maintain electronic versions of all pamphlets created by the Municipal Office

The Municipality of Wawa, Finance Department, will be responsible for replenishing supplies in the front lobby area. The main supplies are located adjacent to the photocopy room (Town Hall stairwell paper storage).

### **9. Annual Review and Updates**

The public education and awareness program will be reviewed and revised by the CEMC during the final quarter of the year in preparation for the draft budget for the following fiscal year.

Any information is also being shared through the VOYENT ALERT app.





## FACT SHEETS

### EVACUATION

Evacuation is a protective action that may be ordered by emergency officials when there is a significant threat posed to a specific area or community. Causes of an evacuation could include a natural, accidental or human-caused disaster such as a chemical release, nuclear incident or severe weather.

#### When you should evacuate?

- Evacuate only when instructed to do so by your local emergency officials. In some cases, it may be safer to remain inside (shelter-in-place).
- If ordered to evacuate listen to media reports to learn about areas being evacuated and which routes are safest to take.

#### How will I know to evacuate?

- Evacuation orders are typically broadcast through the media or delivered directly to homes and businesses by emergency responders, such as the police or Fire Department. Some areas are equipped with public alerting systems such as automated phone calling or in-home tone-alert radios. To learn more about notification in your community, please contact your local emergency management coordinator.

#### What should you do if ordered to evacuate?

- Offer to assist neighbours who may not be able to evacuate on their own. If possible, make these arrangements in advance.
- Take your family emergency survival kit, important documents (e.g., medical and vaccination records) and your personal valuables (e.g., cash, credit cards and jewellery). For more details on preparing your family's emergency survival kit, please refer to [www.ontario.ca/emo](http://www.ontario.ca/emo)
- Evacuate the area affected by the emergency exactly as directed. Remain calm, do not speed and obey official directions as some roads may be closed or rerouted.
- Don't take shortcuts. Doing so might lead you to a blocked or dangerous area.
- If evacuating during a chemical, biological, radiological or nuclear (CBRN) incident, keep your car windows and vents closed and air-conditioner turned off.
- During some evacuations, you may be asked to report to a reception centre. These may be set up to check people and vehicles for contamination, record evacuee contact information or arrange for temporary housing.



- Avoid using the telephone unless you are reporting an emergency or it is absolutely necessary. Emergency responders and those who need immediate emergency assistance will need all available lines.
- Listen to media reports to stay informed about further announcements from your local emergency officials.

#### **What to expect at a reception centre:**

- Upon arrival at a reception centre you may be asked to sign in and supply personal information. Supplying this information assists in contacting you, reuniting you with your family and loved ones and/or notifying you of when it will be safe to return home.
- Depending on the emergency, you may be checked for exposure to hazardous materials.
- In the event of radiological exposure, you may be provided with Potassium Iodide (KI) pills. KI pills can help block the thyroid gland's uptake of radioactive iodine and can help prevent thyroid cancer and other thyroid related diseases caused by radiation exposure.
- For additional information on reception centre locations in your community, please contact your local emergency management coordinator.

#### **Evacuation checklist (if time permits):**

Before you leave your home, close and lock all windows and exterior doors

- Turn off all fans, vents and heating/air conditioning systems and close the fireplace damper.
- If evacuating your home for a prolonged period during a winter power failure, drain water from the plumbing system. Turn off the main water supply and then, starting at the top of the house open all taps, flush toilets several times and open the drain valve in the basement. Drain your hot water tank by attaching a hose to the tank drain valve and running it to the basement floor drain. Turn off the pilot light if draining a gas-fired water tank. (Remember you will need a professional to turn the gas back on.)
- Before leaving your home, check on your neighbours, friends or family members in the area that are without transportation and consider offering them a ride.

#### **Pets and Evacuations:**

- Many evacuation centres, used for temporary shelter or housing during an emergency, will not accept pets (with the exception of service animals, such as guide dogs, that are permitted).
- It may be difficult, if not impossible, to find shelter for your animals during an emergency. It is best to make arrangements in advance. You may wish to check with your local emergency management coordinator for more information on arrangements in your community. You might also consider arranging with friends



or relatives who live outside your community to care for your pets in the event of an evacuation.

- Whether or not your pets can remain with you, you should consider having an emergency pet kit ready to accompany your pet.
- For information on emergency pet kits and additional tips on pets and evacuations visit [www.ontario.ca/emo](http://www.ontario.ca/emo) and refer to the Pets and Emergencies Fact Sheet or contact the Ontario Society For The Prevention of Cruelty to Animals (OSPCA) at [www.ospcs.on.cs](http://www.ospcs.on.cs) or 1-888-668-7722 ext. 327 or 310-SPCA (7722).

**Contact:**

Municipality of Wawa  
Community Emergency Management Coordinator  
705-856-2244 Ext. 223



## FACT SHEETS

### EMERGENCY SURVIVAL KIT <sup>1</sup>

Emergencies and disasters can happen at any time and can leave families finding themselves having to evacuate their homes. It is important that your family takes the proper steps required before an emergency occurs to help prepare for such an event. A crucial step in preparing for an emergency is having/owning an emergency survival kit.

Emergencies can disrupt household utilities such as electricity, gas, and water for extended periods of time. Families should have enough supplies to remain self-sufficient for up to 72 hours during or after an emergency event, a sample list of recommended items are highlighted below.

#### Emergency Survival Kit Items

- Non-perishable food (canned goods, granola bars etc.)
- Manual can opener
- Bottled water (4 litres per person, per day)
- Flashlight and spare batteries
- Radio or crank radio (to listen to news bulletins)
- First-aid kit
- Candles, matches/lighter
- Extra car keys and cash (including coins/cards for telephone)
- Important papers (identification, insurance information)
- Clothing and footwear (one change of clothes per person)
- Blankets or sleeping bags (one blanket or sleeping bag per person)
- Toilet paper and other personal supplies such as shampoo, hairbrush, tooth brush and toothpaste, soap and a towel and face cloth (one for each person)
- Medication
- Backpack/duffel bag (or something else to carry the emergency survival kit in, in case you have to evacuate)
- Whistle (to attract attention, if needed)
- Playing Cards
- Be sure to check the contents of your emergency survival kit at least twice a year to ensure the freshness of your food and water.
- Ensure that all members of your household know where your emergency survival kit is located within your home.

<sup>1</sup> Ministry of the Solicitor General, Emergency Survival Kit,

[https://www.emergencymanagementontario.ca/english/emcommunity/program\\_resources/publiceducationtools/factsheets/preparing\\_a\\_survival\\_kit.html](https://www.emergencymanagementontario.ca/english/emcommunity/program_resources/publiceducationtools/factsheets/preparing_a_survival_kit.html), December 134 2017



### **Additional Information**

It is very important to customize your emergency survival kit to ensure that everyone in your family has all the essentials to be comfortable for up to 72 hours after an emergency.

If you or someone in your household has a disability or special need, please take a look at the Emergency Preparedness Guide for People with Disabilities/Special Needs at [www.ontario.ca/beprepared](http://www.ontario.ca/beprepared) for additional information on what to include in your emergency survival kit and family plan.

Ensure the needs of all members of your household are met when preparing your emergency survival kit. If you have babies or toddlers be sure to have sufficient diapers, bottled milk, formula/food, along with crayons and paper in your kit. These items will be important if you had to evacuate your home on short notice.

If you have pets at home, be sure to include them in your family emergency plan. Build a pet emergency survival kit and keep it with your family kit. For more information on how to prepare pets for emergencies please visit our website at [www.ontario.ca/prepared](http://www.ontario.ca/prepared).

For more information contact:

#### **Emergency Management Ontario**

Ministry of the Solicitor General

1-866-517-0571

Disponible en français à [www.ontario.ca/gdu](http://www.ontario.ca/gdu).



## FACT SHEETS

### CHILDREN AND EMERGENCIES<sup>2</sup>

During an emergency situation, it is important to remember that your child looks to you for guidance and comfort.

#### Remember that:

- Children follow their parent's lead – the calmer you are, the calmer they will be.
- It is important to talk to them openly and honestly about what is happening. Try to explain the nature of the problem in a way they will understand, and what is being done to correct it.
- Never dismiss their fears or anxieties.
- You should try to monitor what they watch on television. News coverage of certain emergency situations can be distressing for children.
- You can reassure them by explaining that everything is under control and they will be safe.
- If you must evacuate, bring a toy along (or a favorite board game); this may help to keep them occupied and provide them with additional comfort.
- If you practice family evacuation drills regularly, and talk about why you are doing it, children will not be as frightened by it because there will be some familiarity. An evacuation will be made that much easier if children have practiced the routine.

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<sup>2</sup> Ministry of the Solicitor General, Children and Emergencies,  
[https://www.emergencymanagementontario.ca/english/emcommunity/program\\_resources/publiceducationtools/factsheets/children\\_and\\_emergencies.html](https://www.emergencymanagementontario.ca/english/emcommunity/program_resources/publiceducationtools/factsheets/children_and_emergencies.html), December 14, 2017



## FACT SHEETS

### PETS AND EMERGENCIES <sup>3</sup>

Pets are part of our families. During an emergency situation, it is important to know how to keep our animal companions safe. Emergencies can happen at any time, so prepare today. Assemble a pet emergency kit and make arrangements for your pet in the event that you must evacuate.

#### Pet Emergency Kits

- Prepare an emergency kit for your pet. Be sure you have:
- Food, potable water, bowls, paper towel and a can opener
- Blanket and a small toy
- Sturdy leash/harness
- Cat litter/pan (if required) and plastic bags
- Carrier for transporting your pet
- Medications and medical records (including vaccinations)
- Current photo of your pet in case your pet gets lost
- Information on feeding schedules, medical or behavioral problems in case you must board your pet
- Up-to-date ID tag with your phone number and the name/phone number of your veterinarian
- Copy of licence (if required)
- Muzzle (if required)

Keep this kit in the same spot as your family emergency survival kit for easy retrieval. Pets need supplies, too.

Animals get anxious during emergencies. If possible, keep your pet in a carrying cage with a familiar blanket, so your pet(s) feels as secure as possible. Do not leave your pet alone, with strangers or without a leash at any time. During an emergency, your pet may panic, behave in a distressed manner or even run away and end up lost. Or, because of the distressed state, your pet may bite someone. REMEMBER... during an emergency, you are still responsible for your pet.

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<sup>3</sup> Ministry of the Solicitor General, Pets and Emergencies,  
[https://www.emergencymanagementontario.ca/english/emcommunity/program\\_resources/publiceducationtools/factsheets/pets\\_and\\_emergencies.html](https://www.emergencymanagementontario.ca/english/emcommunity/program_resources/publiceducationtools/factsheets/pets_and_emergencies.html),  
December 14, 2017



## **Pets And Evacuations**

If safety permits, take your pet with you! Pets should not be left behind during an evacuation, as they may be injured, lost or even killed as a result of the emergency. Remember to take your pet emergency kit with you when you evacuate.

It is important to note that some evacuation centres may not accept pets, with the exception of service animals (e.g., guide-eye dogs). Please do research ahead of time to ensure that you are not separated from your animal:

- Contact hotels and motels outside your immediate area and check their policy on accepting pets during an emergency.
- Ask friends and relatives outside your immediate area if they could shelter your pets in an emergency.
- Prepare a list of boarding facilities and veterinarians who could shelter animals in an emergency (include a 24-hour phone number).
- Contact local animal shelters and ask if they provide shelter for pets in the event of an emergency. This should only be used as a last resort, as animal shelters have limited resources and will be very busy in an emergency.
- Record this information on a sheet and keep it in your pet emergency kit. Review it regularly to ensure the information is accurate.

You may not be at home when an evacuation order is issued. In advance of an emergency, ask a trusted neighbour to evacuate your pet if need be, and meet you in a prearranged location. This individual should have a key to your home, know where the pet emergency kit is located, be comfortable with your pet and, more importantly, know where your pet is likely to be.

## **Returning Home**

- In the days following an evacuation, don't let your pet go outside unattended. Familiar scents and landmarks may have changed and your pet may get easily confused or lost. If there has been damage to your property, be aware that there could be sharp materials, electrical wires or other hazards in and around your home. Inspect your property carefully before allowing your pet to enter.
- Remember, the behaviour of your pet may be different after an emergency. Monitor your pet and contact your veterinarian if you are concerned.

For more information about pets and emergencies, contact the Ontario Society For The Prevention of Cruelty to Animals (OSPCA).

Telephone: 1-888-ONT-SPCA

[www.osPCA.on.ca](http://www.osPCA.on.ca)





## FACT SHEETS

### SENIORS AND EMERGENCIES<sup>4</sup>

An emergency situation can be a frightening and confusing time for anyone. It is important that seniors know the steps they can take to be prepared for an emergency situation, such as an evacuation. This includes finding out about programs and services available in their community that will help them during an emergency and assist them to return to their regular routine.

#### **Personal Preparedness**

##### Emergency Survival Kits for seniors

The Emergency Survival Kit Fact Sheet outlines the basic items every individual should keep in an easy-to-reach place. In addition to their basic Emergency Survival Kits, it is essential that senior citizens being evacuated during emergencies take with them any other equipment or devices they may need immediately.

Those items may include:

- Assistive devices such as canes, walkers, hearing aids, breathing apparatus, etc.
- Prescription eyewear and footwear
- Extra medications and vitamin supplements (including list allergies and all prescribed medications with required dosages)
- Extra dentures (if required) and cleaner
- Personal documentation; identification; and
- List of names and telephone numbers (such as family members, doctors, case worker, seniors' group contact person, etc.).

##### Emergency Plan

Part of being prepared for an emergency involves developing an emergency plan. You should consider the following when developing your plan.

- Familiarize yourself with all escape routes and the location of emergency doors/exits in your home.
- If you live in a high-rise building, know the building's evacuation plan, who conducts evacuation drills and how often, who are the floor monitors in the event of an emergency and the location of emergency buttons.
- Always wear your MedicAlert® identification (if applicable).

<sup>4</sup> Ministry of the Solicitor General, Seniors and Emergencies,  
[https://www.emergencymanagementontario.ca/english/emcommunity/program\\_resources/publiceducationtools/factsheets/seniors\\_and\\_emergencies.html](https://www.emergencymanagementontario.ca/english/emcommunity/program_resources/publiceducationtools/factsheets/seniors_and_emergencies.html), December 14, 2017



### **Support Network**

If you anticipate needing assistance during an emergency, talk to family members, friends and others to see if they can provide support.

You will also want to make sure that:

- You include your support network in the development of your plan so they will know where you will go in case of an emergency. Arrange for someone to check up on you.
- If you undergo routine treatments administered by a clinic or hospital or if you receive regular services such as home health care, treatment or transportation, talk to your service provider about their emergency plans. Work with them to identify back-up service providers and incorporate them into your personal support network.
- Someone in your local network has an extra key to your home and knows where your emergency survival kit is stored.
- You teach those who will help you how to use any necessary equipment and administer medicine in case of an emergency. Be sure they will be able to reach you.
- Practice your plan with those who have agreed to be part of your network.

### **Seniors in high-rise buildings**

High-rise buildings present unique challenges when evacuating. Residents should make themselves aware of:

- Location of emergency buttons. Many seniors' buildings have, strategically located in bedrooms and washrooms, emergency buttons which have a direct link to 911 or the building's superintendent.
- The building superintendent's phone number
- Who sits on the Building Safety Committee
- The names and phone numbers of on-site doctors, social workers and the hours they keep (if applicable). These people will likely be on call at various times throughout the week and will usually have an office in the building.

High-rise building managers can help those senior residents who may have difficulty evacuating on their own due to a physical impairment or disability, by:

- Maintaining an up-to-date list of names and addresses of all seniors in the building, noting the special needs and requirements of each, and copying that list to superintendents.
- Making available large printed signs for those requiring assistance to place in their window in the event of an emergency, indicating that they require assistance.



- Create a 'buddy' system with your neighbours and regularly practice your emergency response plan with them

Any life sustaining equipment/apparatus, develop an emergency back-up plan that will ensure the equipment is operable in the event of a power outage.



## FACT SHEETS

### TIPS FOR DEALING WITH HIGH WINDS AND SEVERE RAINFALL<sup>5</sup>

#### WINDSTORM AND SEVERE RAINFALL

Strong and gusty winds can cause property damage or turn any loose items into flying debris. It can affect your ability to safely steer your car and make it hard to walk. High winds in combination with heavy rain can increase the risk of tree limb breakage or trees uprooting. After high winds, make sure to check your property for dead branches and damage.

When high winds and severe rain fall are expected, Emergency Management Ontario advises the public to follow these tips:

#### Personal Preparedness – Before the Storm

- Arrange a meeting place or a way of communicating with family members who may be at work, school, or away from home when a storm hits.
- Make sure you have an Emergency Survival Kit with sufficient supply of food and water (refer to the Emergency Survival Kit fact sheet for a list of the basic items every individual should have in their kit).
- Regularly inspect the trees in your yard and remove any damaged limbs to make them more wind resistant.
- Check the drainage around the house to reduce the possibility of flooding after a heavy rain.
- Secure lawn furniture, trash cans and anything else that can be picked up by wind and become a danger.
- Designate a safe room in your home where household members and pets may gather if winds become extremely high.

#### Safety Tips –During the Storm

##### If you are indoors:

- If time permits, draw blinds and shades over the windows in your home to help minimize the damage if the glass shatters. Move away from windows.
- Stay on top of the latest storm information through local media, Environment Canada's [weatheroffice.gc.ca](https://www.weatheroffice.gc.ca) website or a Weather radio.
- If winds become extremely high, go to a pre-designated shelter area such as a safe room, basement, storm cellar or the lowest building level.

<sup>5</sup> Ministry of the Solicitor General, Tips for Dealing with High Winds and Severe Rainfall, [https://www.emergencymanagementontario.ca/english/emcommunity/program\\_resources/publiceducationtools/factsheets/tips\\_high\\_winds\\_severe\\_rain\\_fall.html](https://www.emergencymanagementontario.ca/english/emcommunity/program_resources/publiceducationtools/factsheets/tips_high_winds_severe_rain_fall.html), December 14, 2017



- If there is no basement go to the center of an interior room on the lowest level away from windows and doors. Put as many walls as possible between you and outside.
- If you live in a high-rise building, take shelter in an interior room; sit underneath a sturdy piece of furniture as far away as possible from exterior walls and windows.
- If there is a power outage, keep your fridge and freezer shut unless absolutely necessary. A full freezer can keep food frozen for 24-36 hours if the door stays shut.

**If you are outdoors:**

- Get inside a solid built structure immediately.
- If winds become extremely high and you cannot move inside a building, lie flat in a ditch or depression and cover your head with your hands.
- If there is lightning and you are caught in the open, do not lie flat on the ground - sit in a frog position and lower your head.
- Watch out for flying debris, including street signs, yard objects and tree limbs. Be careful of fallen power lines. Do not touch the power lines, always assume they are live.
- If you are driving, pull over to the side of the road away from trees. Avoid driving through flooded roads and underpasses. The water may be a great deal deeper than it looks and you could get stuck. Also avoid crossing bridges if the water is high and flowing quickly.



## FACT SHEETS

### TIPS FOR DEALING WITH WINTER STORMS<sup>6</sup>

#### SEVERE WINTER STORM

(Ice/Sleet Storm, Blizzard/Snowstorm, Hailstorm)

Winter storms can be treacherous and damaging if you are unprepared. They can disrupt power supply and transportation and create home and personal safety issues. Bitter cold and winter storms kill more people than the number of Canadians killed by tornadoes, thunderstorms, lightning, floods and hurricanes combined. Being prepared can literally save your life.

When winter storms are expected, Emergency Management Ontario advises the public to follow these tips.

#### Personal Preparedness –Before the Storm

- Add additional items to your emergency survival kit such as; extra warm clothes and blankets.
- Winterize your home to retain heat by insulating walls and attics, caulking or weather-stripping doors and windows, and installing storm windows or covering windows with plastic.
- Maintain heating equipment and chimneys by having them cleaned and inspected every year.

#### Safety Tips –During the Storm

##### If you are indoors:

- Listen to the radio and/or television for weather reports and emergency information.
- Stay indoors. If you must go outside, dress for the weather to avoid serious cold-related injuries.
- Running water, even at a trickle, helps prevent pipes from freezing.
- If you are outdoors:
- Avoid overexertion when shoveling snow. If you must shovel snow, ensure you take frequent breaks so as not to over-stress your body.
- Dress in several layers of lightweight clothing, wear mittens and a hat (preferably one that covers your ears).
- Wear waterproof, insulated boots to keep your feet warm and dry and to maintain your footing in ice and snow.

<sup>6</sup> Ministry of the Solicitor General, Tips for Dealing with winter storms,

[https://www.emergencymanagementontario.ca/english/emcommunity/program\\_resources/publiceducationtools/factsheets/tips\\_winter\\_storms.html](https://www.emergencymanagementontario.ca/english/emcommunity/program_resources/publiceducationtools/factsheets/tips_winter_storms.html),  
December 14, 2017



- It is important to regularly check for frostbite, indicators include numbness or white areas on your face and extremities (ears, nose, cheeks, hands and feet in particular).
- Bring pets/companion animals inside during winter weather. Move other animals or livestock to sheltered areas with non-frozen drinking water.

**For more information contact:**

Ministry of the Solicitor General  
Emergency Management Ontario

[askemo@safety.ca](mailto:askemo@safety.ca)

Toll Free: 1-877-314-3723

Disponible en français à [www.ontario.ca/gdu](http://www.ontario.ca/gdu)



## **ANNEX “K”**

# **Emergency Flood Control Response Plan**

### **Annex “K”: Flood Control Response Plan**

#### **1. Aim**

The aim of this plan is to provide the procedures to be followed in the event of a flood emergency affecting the Municipality of Wawa, and to define the roles and responsibilities of municipal departments and supporting agencies during a flood emergency.

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

This plan is published as **Annex “K”** to the *Municipality of Wawa Emergency Response Plan*, as authorized by By-Law 3647-23; and the *Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9*. The custodian of this plan shall be the Municipality of Wawa's Director of Infrastructure Services, who is responsible for the annual review, revision, and testing of the plan.

#### **3. Flood Emergency — Definition**

A flood emergency is defined as an incident wherein the lives or property of the Municipality and residents of Wawa are threatened by the effects of flooding caused by:

- a) Spring ice break-up
- b) Severe weather
- c) Infrastructure failure

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

This plan may be implemented in whole or in part, as required by the Municipality of Wawa's Director of Infrastructure Services, or by the Municipality of Wawa's Municipal Emergency Control Group with or without the declaration of an emergency by the Head of Council. This plan may be activated through notification of the Director of Infrastructure Services by any participating response agency, or by a designated Municipal Emergency Control Group member.

Upon implementation, all participating agencies will respond in accordance with the procedures described within this plan.





## 5. Agency/Individual Roles and Responsibilities

### **(a) Wawa Fire Department**

- assist in evacuations
- perform rescue operations
- provide pumping resources

### **(b) Infrastructure Services Department, Wawa**

- serve as lead agency
- provide incident commander if required
- identify flood sensitive areas and vulnerable populations/infrastructure
- provide labor for flood control and dyking activities
- maintain inventory of flood control supplies at selected locations
- provide road closure signage and barricades
- supply and set up sandbags. May require assistance of volunteers to fill or pile sandbags.

### **(c) Ontario Provincial Police, Wawa Detachment**

- assist in evacuations and rescue operations
- provide security for perimeter and evacuation zones

### **(d) Algoma EMS Wawa**

- emergency medical response

### **(e) Community Services Department, Wawa**

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

### **(f) Algoma Public Health**

- monitor water quality in affected areas
- monitor and test for contamination of well water for seasonal residences
- issue boil water advisories
- provide health amenities to evacuees

### **(g) Emergency Management Ontario**

- provides advice, assistance, and liaison with the PEOC, and the Ontario Ministry of Natural Resources and Forestry
- provide stream flow monitoring and forecasting



**(h) Ontario Ministry of Natural Resources and Forestry, Wawa**

- provide stream flow monitoring and forecasting

**(i) Wawa Emergency Information Officer**

- develop and issue emergency evacuation information
- assist in distribution of boil water advisories
- develop public education strategies for vulnerable populations

**(j) Wawa Human Resources Associate**

- register and coordinate volunteer assistance

**(k) Local Utilities (ie. Algoma Power)**

- perform disconnect operations as required
- provide advice and assistance to Director of Infrastructure Services

## **6. Training and Supplies**

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

Each participating agency will maintain at all times an inventory of supplies available for use during an emergency. Procurement of additional supplies required during an emergency will be the responsibility of the Municipality of Wawa at the municipality's expense.

Additional claims for costs and/or damages will be forwarded to the Chief Administrative Officer of the Municipality of Wawa for consideration and resolution.

## **7. Recovery**

Recovery procedures will be implemented in accordance with the Municipality of Wawa Recovery Plan. The Chief Administrative Officer of the Municipality of Wawa or the Wawa Municipal Emergency Control Group (in declared emergencies) will determine when the response phase has terminated and if recovery measures are required.



## **ANNEX “L” RECOVERY PLAN**

### **Annex “L”: Recovery Plan**

#### **1. Aim**

The aim of this plan is to provide the procedures to assist the Recovery Committee to return the community and its citizens to its pre-emergency state.

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

This plan is published as Annex L to the Municipality of Wawa's Response Plan, as authorized by By-Law 3647-23; and the *Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9*. The custodian of this plan shall be the Chief Administrative Officer for the Municipality who is responsible for the annual review, revision, and testing of the plan.

#### **3. Recovery Plan — Definition**

A Recovery Plan is defined as the resources, actions, tasks and data required to manage the recovery process in the event of disruption arising from an incident wherein the lives or property of the Municipality and residents of Wawa are threatened or interrupted. The plan is designed to assist in restoring the community to its pre-emergency state.

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

This plan may be implemented in whole or in part, as required, by the Municipality of Wawa Municipal Emergency Control Group with or without the declaration of an emergency by the Head of Council. This plan may be activated by Wawa Municipal Emergency Control Group members.

Upon implementation, all participating agencies will respond in accordance with the procedures described within this plan.

Considering the financial, economic, social, environmental and political implications, a Recovery Committee and subcommittees, and their organizational reporting structures will be established for the Recovery Phase of an Emergency.



## **5. Recovery Committee Composition**

The Recovery Committee is comprised of persons who hold the following positions within the Municipality of Wawa or their alternates:

- Mayor (Chair)
- Chief Administrative Officer/CEMC
- Director of Infrastructure Services
- Director of Community Services
- Treasurer
- Representatives from other internal departments of the Municipality of Wawa, the Province of Ontario or other organizations may be added to the committee as deemed appropriate

## **6. Recovery Committee Responsibilities**

The Recovery Committee responsibilities are as follows:

- (a) Establish the following sub-committees:
  - (i) Human Needs
  - (ii) Infrastructure
  - (iii) Disaster Relief
  - (iv) Any other subcommittee as appropriate
- (b) Ensuring the Municipality of Wawa's elected officials and public are informed of the status and activities of the recovery process.
- (c) If necessary, ensure that the elected officials from surrounding communities are kept abreast of recovery activities which may have an impact on those communities, or other municipalities whose resources may be required.
- (d) Receiving information from and providing direction to the Recovery Sub-Committees to ensure that the necessary services are being co-ordinated.
- (e) Requesting funding from the Municipality of Wawa or other senior levels of government.
- (f) Providing recommendations to Council concerning expenditure of funds, new by-laws or changes to existing by-laws and such other matters as may require Council approval.
- (g) Ensuring continuity of mandated services to those residents not affected by the emergency.



- (h) Deciding on the termination of the recovery activities and the wind-up of the Recovery sub-committees.
- (i) Preparing a final report on the Recovery Phase of the emergency for submission to Council.
- (j) Making recommendations for amendments to this Recovery Plan.

**Human Needs Subcommittee:**

The following individuals or their designated alternates will form the Human Needs Subcommittee, and will meet at the direction of the Chair as requested:

- Chief Administrative Officer/CEMC (Chair);
- Director of Community Services;
- Director of Infrastructure Services;
- Representatives from other internal departments of the Municipality of Wawa, the Province of Ontario or other organizations may be added to the committee as deemed appropriate.

The roles and responsibilities of the Human Needs Subcommittee are:

- (a) Ensure the continued operation and closure of the evacuation centre(s), including the provision of housing, feeding, clothing, registration and inquiry and personal services.
- (b) Assist homeless citizens to locate long-term housing and to have utilities connected.
- (c) Coordinate storage and distribution of donated materials.
- (d) Ensure that the needs of “special populations” such as children, dependent adults, elderly and others with disabilities are met.
- (e) Ensure that health standards are being maintained throughout the community.
- (f) Ensure the Victims Assistance and other counselling services are available to staff and the public.
- (g) Work with affected businesses to ensure that employment opportunities are restored at the earliest opportunity.
- (h) Assist affected citizens to replace documents that may have been lost in the emergency.
- (i) Arrange contact for financial assistance to those people in need.
- (j) Ensure that provisions are made for the care of pets.



- (k) Arrange for and secure storage of residents' property that has been recovered and cannot be immediately secured by the resident.
- (l) Provide information on sources of retraining assistance for residents whose employment has been affected, or who have been injured and cannot return to their former employment.
- (m) Coordinate transportation for those in need of out-patient care or therapy.
- (n) Ensure that burials can be conducted in an appropriate manner.
- (o) Coordinate activities with those of other subcommittees and report regularly to the Recovery Committee.
- (p) Ensure registration and coordination of volunteers.

**Infrastructure Subcommittee:**

The following individuals or their designated alternates will form the Infrastructure Sub-Committee, and will meet at the direction of the Chair as requested:

- Chief Administrative Officer/CEMC (Chair);
- Chief Building Official;
- Director of Infrastructure Services;
- Fire Chief;
- Treasurer;
- Representatives from other internal departments of the Municipality of Wawa, the Province of Ontario or other organizations may be added to the committee as deemed appropriate.

The roles and responsibilities of the Infrastructure Subcommittee are:

- (a) Based on engineering advice, determine the extent of damage to homes, municipal and commercial structures, together with damage to roads, bridges and utilities.
- (b) Ensure that access to unsafe areas or structures is restricted, this is to be done in conjunction of the Municipality of Wawa Police Service.
- (c) Maintain liaison with insurance adjusters concerning damaged structures, both private and municipal.
- (d) Expedite demolition permits as required.
- (e) Ensure that when it is safe to do so, that residents are given an opportunity to secure and/or remove personal property from damage locations.



- (f) Ensure that traffic controls are restored (ie. signage).
- (g) Expedite procedures to establish new housing or repair/rebuild damaged housing or other structures.
- (h) Ensure appropriate removal of debris (including hazardous and/or organic materials) and arrange for sorting and recycling of as much debris as is possible.
- (i) Ensure proper sanitation measures are taken (ie. garbage collection, drinking water).
- (j) Where appropriate, recommend the waiving of tipping fees at the waste disposal site.
- (k) Ensure the safety of workers and volunteers in damaged areas.
- (l) Continue working with utilities to permanently restore services (ie. hydro, telephone).
- (m) Coordinate the use of volunteer labour to assist residents with clean up on private property.
- (n) Develop a list of reliable contractors.
- (o) Coordinate the subcommittees' activities with other subcommittees and report regularly to the Recovery Committee.
- (p) Ensure that detailed financial records relating to subcommittee's activities are maintained.
- (q) Prepare final report on the subcommittee's activities together with recommendations for amendments to this Recovery Plan.

#### **Disaster Relief Subcommittee:**

The roles and responsibilities of the Disaster Relief Subcommittee are carried out according to the Ontario Disaster Relief Assistance Program, utilizing the Guidelines for Disaster Relief Committees from the Ontario Ministry of Municipal Affairs and Housing.

### **7. Municipal Finance Department**

Representatives from the Municipality of Wawa, internal departments, Province of Ontario, and other agencies may be required to assist as appropriate.

- (a) Maintain accurate records of all emergency related expenditures.
- (b) Advance funds to pay for resources required and arrange for recovery of these funds.



- (c) Prepare and submit a claim against those responsible for the emergency, in the event of human causation.
- (d) Act as Treasurer to the Disaster Relief Committee, if appointed.
- (e) Prepare claims for provincial and/or federal funding.
- (f) Analyze the impact of the emergency on the municipal budget.
- (g) Prepare insurance claims on behalf of the municipality.
- (h) Assist with insurance claims, if required, on behalf of the affected residents.
- (i) Coordinate activities with the activities of the subcommittees and report regularly to the Recovery Committee.
- (j) Prepare a financial report on activities, together with recommendations for amendments to this Recovery Plan.

## **8. Provincial Assistance**

Several provincial ministries have special responsibilities for the provision of emergency assistance. This assistance should be sought through Emergency Management Ontario.

If required, a provincial Liaison Team consisting of representatives of various ministries can be established in the Municipality of Wawa to assist the subcommittees.

## **9. Federal Assistance**

If federal assistance is required, this will be sought through Emergency Management Ontario.

## **10. Public Information**

It is vital that accurate and up-to-date information be provided on a regular basis to residents throughout the recovery phase.

During recovery, it is the responsibility of each subcommittee Chair to ensure that information flows between the Recovery Committee and its subcommittees to the Emergency Information Officer.





## ANNEX “M”

# Red Cross Emergency Management Contacts



## Canadian Red Cross

The Canadian Red Cross can provide the assistance in meeting the immediate needs of individuals during emergency events such as floods and fires.

**Minor Events:** Up to 25 people or 10 dwelling units. Assistance with basic needs up to 72 hours. Available 24/7, 365 days a year.

**Major Events:** More than 25 people or 10 dwelling units. Formal agreement required to determine scope and services provided by CRC on behalf of the Local Authority.

### Beneficiary Services:

Reception and Information	Emergency Food
Registration	Emergency Clothing
Inquiry (family reunification)	Personal Services (essential supplies)
Lodging	Safe and Wellbeing

**24/7 Emergency Line: 1-800-850-5090**

## Major Response Event

When notified by a major event, the Canadian Red Cross will begin to dialogue with the local authority to understand the situation and identify needs.

### Where an existing active Memorandum of Understanding or Agreement exists:

CRC will provide Services set out in the MOU upon confirmation of the Municipality to activate (activation could include all or some of the services detailed in the MOU).

### Where no existing agreement exists:

A Just in Time Agreement will need to be negotiated. Discussion should include identification of service delivery needs, eligibility criteria, and anticipated costs. Once roles and responsibilities are determined, CRC will initiate the service provision upon agreement and confirmation from the Municipality to activate.

### Additional Services specific to Major events:



## **ANNEX “M”**

### **Red Cross Emergency Management Contacts**

Data Management	Site Shelter Management
Targeted Financial Assistance	Beneficiary Communications
Volunteer Sector Conveyor	

#### **Canadian Red Cross contacts**

Emergency Virtual Response Team (EMVRT)	available 24/7	1-800-850-5090
Emergency Management Coordinator Algoma, Sudbury, Manitoulin	Jenni McDonald	1-705-254-9265
Regional Operations Manager, Emergency Management, North	Adam Zuback	1-807-355-0693
Main Branch Phone Sudbury:		1-705-674-0737
Main Branch Phone Sault Ste- Marie:		1-705-759-4547
Algoma District PDA Dispatch		1-800-850-5090
Greater City of Sudbury/Manitoulin Dispatch		
Provincial Duty Officer		1-800-850-5090



**ANNEX "N"**

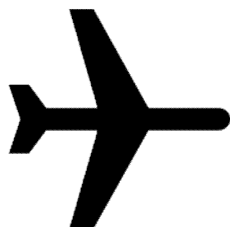
**Emergency Procedures for the Wawa Municipal Airport**



# Emergency Procedures

## For the

# Wawa Municipal Airport





## Appendix I

# Wawa Municipal Airport Emergency Procedures

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## Wawa Municipal Airport

### Emergency Procedures Manual Amendments

Number	Date	Amended by	Signature
1	05/12/2017	Dan Beach	
2	11/08/2021	Sue Lord	
3	November 2022	D. Beach/Sue Lord	



## General Instructions

1. This document contains procedures to be followed in the event of an airport emergency – in the order they appear.
2. The Airport Attendant or the appointed representative will have complete authority in the event of an aircraft emergency.

**Reference: Transport Canada Civil Aviation Security Manual TP-769.**

3. The priorities of effort at the scene of an aircraft crash are:
  - a) Rescue (Contact 911)
  - b) Fire Extinguishment
  - c) Site Security (Notify Supervisor)
4. Only vehicles and people directly involved in the performance of their duties will be permitted at the site of an aircraft accident or incident.
5. Although not specifically mentioned in these procedures, Canada Customs must be notified if a foreign aircraft or cross border flight is involved in any of these emergency situations.
6. These procedures are a guide to ensure proper responses to an emergency situation.
7. Any suggestions for amendment should be passed to the Airport Attendant at any time.



## General Responsibilities of Emergency Response Agencies

1. As stated in the General Instructions, the Airport Attendant or the appointed representative will have complete authority in the event of an emergency at the Airport. To properly complete react to the Emergency, he/she must call on many emergency response agencies as show throughout these procedures and use them to their maximum advantage. While each situation will have its own peculiarities, the following general responsibilities should be followed:
  - a) No person or service will be allowed on the Airport ramp or runway without the Airport Attendant's permission.
  - b) Each responding service, will if practicable, is to provide a Radio Officer with a radio at the command post when reporting in. The Radio Officer will remain on site until the emergency is officially terminated.
  - c) Every responding service will report out at the command post.
2. General fire service responsibilities include:
  - a) Rescue
  - b) Fire Extinguishment
3. General Police responsibilities include:
  - a) Site Control
  - b) Site Protection
  - c) Media Services
4. General ambulance service responsibilities include:
  - a) Co-ordination of health services
  - b) Movement of injured persons
  - c) Notification of Hospitals
  - d) Manning First Aid Post
  - e) Triage



## Emergency Telephone Numbers

- |     |   |       |                                      |
|-----|---|-------|--------------------------------------|
| 1.  | Wawa Fire Department  | 9-1-1 | 705-856-2344                         |
| 2.  | Ambulance Service   | 9-1-1 | 705-856-4203                         |
| 3.  | Ontario Provincial Police   | 9-1-1 | 1-800-668-6777 (24 hours)            |
|     | Wawa Detachment   |       | 705-856-7460<br>705-856-2233         |
| 4.  | Airport Attendant   |       | 705-971-1816<br>705-856-2244 ex. 270 |
| 5.  | Director of Infrastructure Services                                   |       | 705-914-0952                         |
| 6.  | Asst. Director of Infrastructure Services                             |       | 705-914-0543                         |
| 7.  | London FSS  |       | 1-866-992-7433                       |
| 8.  | Lady Dunn General Hospital  |       | 705-856-2335                         |
| 9.  | Search and Rescue (Trenton, Ontario)                                  |       | 1-800-668-7270                       |
| 10. | Canada Customs Office –<br>International Bridge, Sault Ste Marie      |       | 705-256-6721<br>705-254-5301         |
| 11. | United States Customs Office<br>International Bridge, Sault Ste Marie |       | 1-906-632-2631                       |





## Aircraft Emergency – Stand by

1. Upon receiving information of an aircraft in trouble, the Unicom Radio Operator will take the following action:

- a) Ask the pilot if he is declaring an emergency.
- b) If an emergency is declared, obtain the following:
  - i. Call letters of the aircraft  
(Who are you?) \_\_\_\_\_
  - ii. Aircraft co-ordinates position  
(eg: reference to a lake) \_\_\_\_\_
  - iii. Nature/type of Emergency  
(eg. Low fuel, instruments malfunction, passenger with a heart attack) \_\_\_\_\_
  - iv. Any instructions the pilot may have \_\_\_\_\_  
(are you landing in Wawa – if yes, do you need an ambulance, fire department, police?)
  - v. Number of people (souls) on board \_\_\_\_\_
  - vi. ETA. (estimated time of arrival) \_\_\_\_\_
  - vii. Cargo. \_\_\_\_\_
  - viii. Type/size of aircraft. \_\_\_\_\_
  - ix. Operating company. \_\_\_\_\_
  - x. Quantity of fuel. \_\_\_\_\_
  - xi. Present time. \_\_\_\_\_
  - xii. Nature of emergency. \_\_\_\_\_
  - xiii. Number of people on board \_\_\_\_\_
  - xiv. Any instructions the Pilot  
may have \_\_\_\_\_
  - xv. Aircraft co-ordinates \_\_\_\_\_



2. Notify the following people immediately in the order they appear.
  - a) Contact the Airport Attendant (705-971-1816) or Director of Infrastructure Services (705-914-0952) or Assistant Director of Infrastructure Services 705-914-0543. and pass on information obtained from the Pilot.
  - b) If unable to contact the Airport Attendant or appointed representative, call Wawa Fire Department at 705-856-2344 and the Ontario Provincial Police at 705-856-2233 and pass the information obtained from the Pilot.
  - c) Contact the Aircraft owner and relay the above information.
3. Continue to monitor the aircraft and be available to contact other agencies if required.

### If the call is a **MAYDAY**

This is a real Emergency!

Get location of Aircraft \_\_\_\_\_

Aircraft registration \_\_\_\_\_

Number of people on board \_\_\_\_\_

Nature of emergency (engine failure etc.) \_\_\_\_\_

4. Upon being informed of an emergency, the Airport Attendant or appointed representative will:
  - a) Assess the nature of the emergency and advise other agencies if required:

Wawa Fire Department	705-856-2344	9-1-1
Ontario Provincial Police	705-856-2344	9-1-1
Ambulance	705-856-4203	9-1-1
Aircraft Owner or Air Carrier		
  - b) Will ensure that any emergency vehicles which respond remain on the scene until the emergency terminates.
5. The Airport Terminal Building will normally become the command post for all emergencies.



## Aircraft Emergency Crash – On Airport

1. Upon being informed of a crash on the Airport, Unicom Radio Operator will:

a) Close the Airport 1-866-992-7433

b) Call the following agencies in the order they appear:

Wawa Fire Department 705-856-2344 9-1-1

Ambulance 9-1-1

Ontario Provincial Police 705-856-2344 9-1-1

Airport Attendant 705-971-1816

Director of Infrastructure Services 705-914-0952

Assistant Director of Infrastructure Services 705-914-0543

2. The Airport Terminal Building will become the command post for all airport emergencies – 705-856-2244 ex. 270.

3. Upon being notified of a crash at the Airport, the Airport Attendant of appointed representative will:

a) Confirm that all the appropriate agencies have been notified.

b) Co-ordinate the activities of all agencies involved in the emergency procedures and control the crash scene: A.I.P. GEN. 3.4

c) Contact the Aircraft Owner or Air Carrier.

d) Ensure the crash area is properly secured after the emergency is terminated.

e) Notify their supervisor immediately.



## Aircraft Emergency Crash – Off Airport

1. In the event of a crash off the Airport, the Unicom Operator shall in the order they appear:

a) Close the Airport

1-866-992-7433

b) Attempt to obtain the following:

Information

- |      |                                    |       |
|------|------------------------------------|-------|
| i.   | Location of aircraft.              | _____ |
| ii.  | Identification of aircraft.        | _____ |
| iii. | Condition of occupants.            | _____ |
| iv.  | Condition of aircraft.             | _____ |
| v.   | Shortest route to crash scene.     | _____ |
| vi.  | Name and number of person calling. | _____ |
| vii. | Plane co-ordinates (position)      | _____ |

c) If the crash is located beyond the area served by the local emergency agencies, make every possible effort to inform officials of the area.

d) Inform the Airport Attendant.

e) The command post will be designated by the Police Officer in charge of the Emergency.



## Structural Fire on Airport

1. Notify Wawa Fire Department..... 9-1-1
2. Notify Airport Attendant..... 705-971-1816
3. Notify the Ontario Provincial Police..... 705-856-2344
4. Notify the Director of Infrastructure Services ..... 705-914-0952
5. Notify the Assistant Director of Infrastructure Services ..... 705-914-0543



## Fuel Spill Procedure

1. It will be the direct responsibility of the company dispensing the fuel to take the following action:
  - a) With a spillage of ten (10) gallons or less, the affected area will be covered with absorbent which may be obtained from a container located at each pump to lessen the fire hazard and minimize the danger to the ramp.
  - b) With a spillage over ten (10) gallons of fuel, the dispensing company will notify:  
Wawa Fire Department 705-856-2344  
and request that they respond to flush down fuel to lessen fire hazard.
  - c) Contact:  
Notify Airport Attendant 705-971-1816  
**Or**  
Director of Infrastructure Services 705-914-0952  
Assistant Director of Infrastructure Services 705-914-0543
2. The Ministry of Environment at 1-800-268-6060 as required by the Environment Protection Act, 1971 Regulation #15 for spills over then (10) gallons.



## Check List #1

### Aircraft Emergency Stand-By

1. Obtain the following information from the Pilot:

- i) Call Letters. \_\_\_\_\_
- ii) ETA. \_\_\_\_\_
- iii) Type / Size of aircraft. \_\_\_\_\_
- iv) Type of Emergency. \_\_\_\_\_
- v) Number of Occupants. \_\_\_\_\_
- vi) Quantity of fuel on boards. \_\_\_\_\_
- vii) Cargo. \_\_\_\_\_
- viii) Operating company. \_\_\_\_\_
- ix) Pilot Instructions. \_\_\_\_\_
- x) Present time. \_\_\_\_\_
- xi) Plane co-ordinates (position). \_\_\_\_\_

2. Notify the following people immediately in order they appear, and pass on the above information:

	Name	Phone#	Time Called	Remarks
a)	Fire Department	911		
b)	Airport Attendant	705-971-1816		
c)	Ontario Provincial Police	911		
d)	Aircraft Owner			

3. Continue to monitor the situation.



## Check List #2

### Aircraft Emergency Crash – On Airport

1. Unicom Operator will close the Airport – 1-866-992-7433
2. Notify the following people immediately in the order they appear, and pass on the above information.

	Name	Phone#	Time Called	Remarks
a)	Fire Department	911		
b)	Airport Attendant	705-971-1816		
c)	Ontario Provincial Police	911		
d)	Aircraft Owner			

3. The Unicom Operator will attempt to obtain the following information:

	Question	Reply
a)	Aircraft location?	_____
b)	Aircraft identity?	_____
c)	Aircraft condition?	_____
d)	Condition of occupants?	_____
e)	Route of crash site?	_____
f)	Name of informant?	_____
g)	Phone # of information?	_____
h)	Present time?	_____





## Check List #3

### Aircraft Emergency Crash – Off Airport

4. Unicom Operator will close the Airport – 1-800-461-1562

5. Notify the following people immediately in the order they appear and pass on the above information.

	Name	Phone#	Time Called	Remarks
a)	Fire Department	911		
b)	Airport Attendant	705-971-1816		
c)	Ontario Provincial Police	911		
d)	Aircraft Owner			

6. The Unicom Operator will attempt to obtain the following information:

Question	Reply
a) Aircraft location?	_____
b) Aircraft identity?	_____
c) Aircraft condition?	_____
d) Condition of occupants?	_____
e) Route of crash site?	_____
f) Name of informant?	_____
g) Phone # of information?	_____
h) Present time?	_____



## Check List #4

### Aircraft Emergency Structural Fire

1. Notify the following personnel:

	Name	Phone#	Time Called	Remarks
a)	Fire Department	911		
b)	Ontario Provincial Police (Ask whether or not to advise Ambulance)	911		
c)	Airport Attendant	705-971-1816		



## Check List #5

### Aircraft Emergency – Fuel Spill Procedure

1. Airport Attendant to cover area with absorbent, with spillage of then (10) gallons of less of fuel.
2. Airport Attendant to notify Wawa Fire Department – 705-856-2344 for spillage of over ten (10) gallons of fuel, and request that they flush to lessen the fire hazard.
3. Contact Airport Attendant – if not on duty – 705-971-1816
4. Director of Infrastructure Services – 705-914-0952
5. Assistant Director of Infrastructure Services 705-914-0543
6. Contact Ministry of the Environment – 1-800-268-6060 for spillage of over then (10) gallons.



## Diagram #1 – Airport Terminal Building

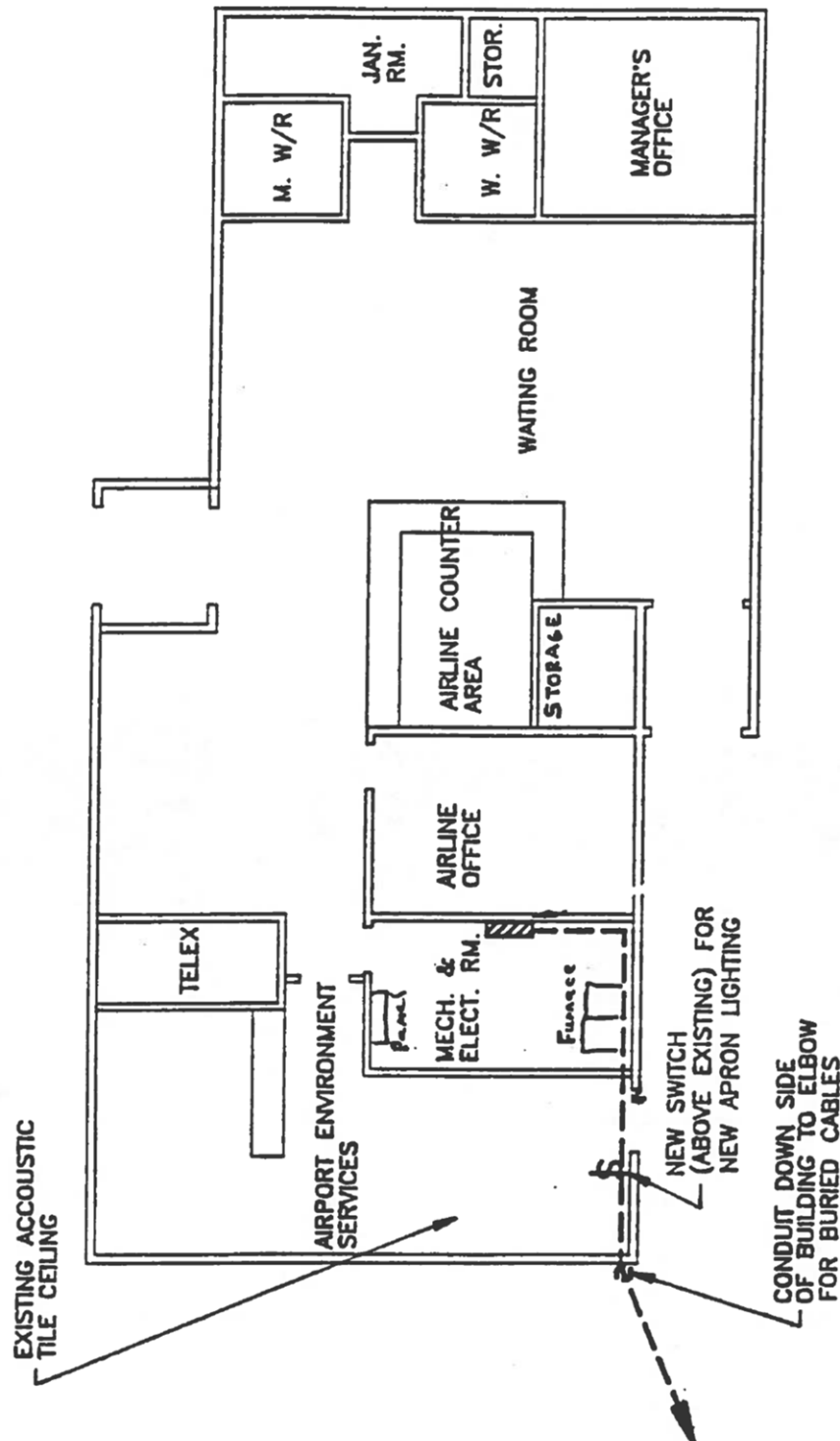
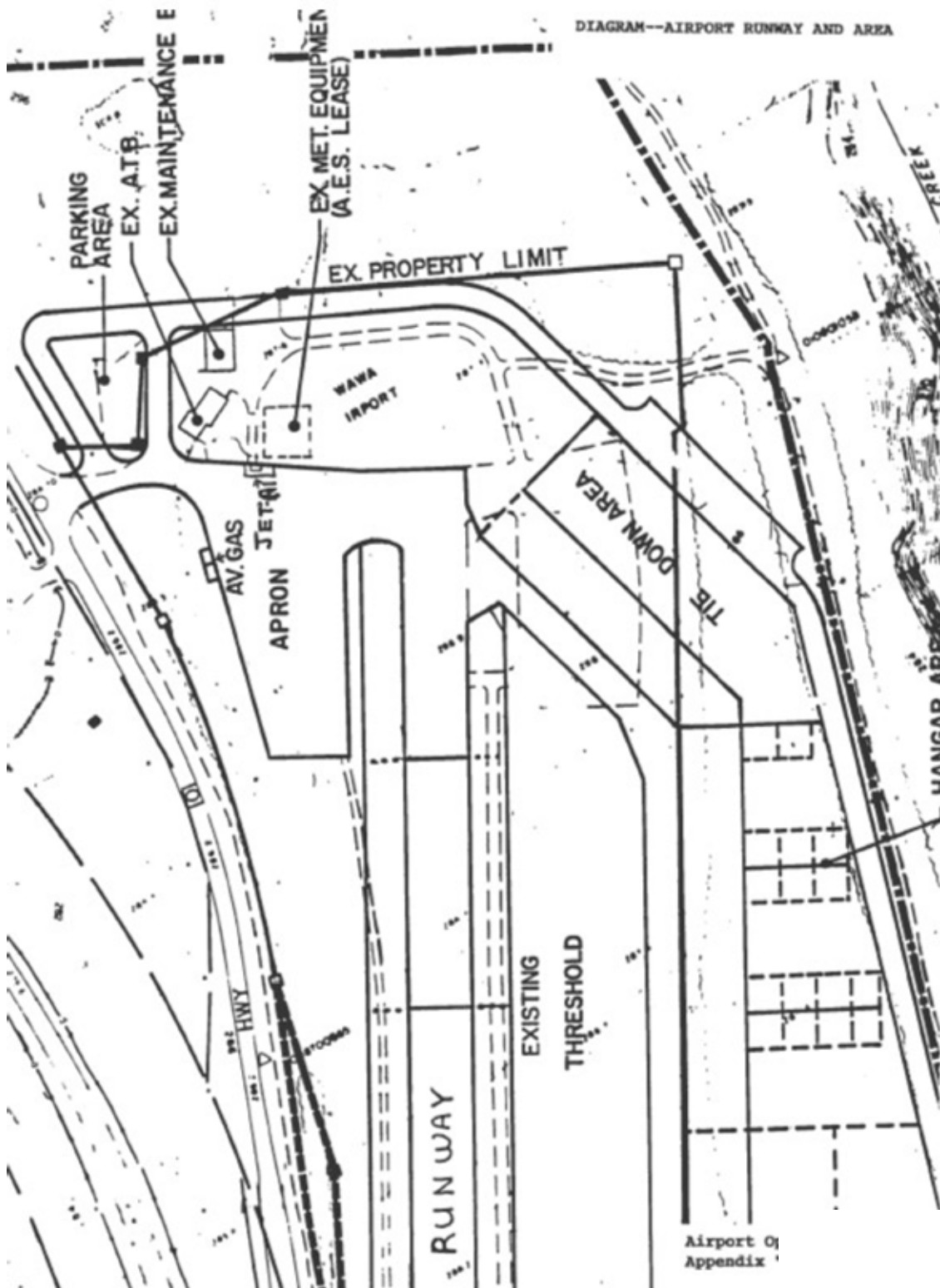


DIAGRAM--AIRPORT TERMINAL BUILDING

### Diagram #2 – Airport Runway and Area





## **ANNEX “O”**

### **Emergency Management Program Committee**

### **Terms of Reference**

#### **Emergency Management Program Committee – Terms of Reference**

The Wawa Emergency Management Program Committee is the key organizational team that oversees the development, implementation and maintenance of the community's Emergency Management Program in accordance with Section 11 of the *Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9.*

The Committee shall recommend to Council for approving the Emergency Plan to provide the community with a strategy to protect the health, safety, welfare, environment and economic strength of residents, businesses and visitors to Wawa.

#### **1. Purpose**

The Committee functions are to guide and oversee the development, implementation and maintenance of the Municipality's Emergency Management Program to improve public safety and create a disaster-resilient community in accordance with the Emergency Management and Civil Protection Act and its Regulations.

#### **2. Aim**

The Committee will identify key priorities and make recommendations related to plans, procedures, exercises, public education, public alerting and notification response systems that will meet and support public safety.

#### **3. Objectives**

The Emergency Management Program Committee is established to achieve the following objectives:

- a) Oversee the development, implementation and maintenance of the Municipality of Wawa's Emergency Management Program.
- b) Ensure the program activities are provided in accordance with the Emergency Management and Civil Protection Act, and its Regulations.



- c) Annually review the program and make recommendations for program revisions.
- d) Provide guidance and assistance in setting priorities and goals for the Emergency Management Program.
- e) Provide recommendations on personnel, resources and equipment needs for the Emergency Management Program.
- f) Review outcome of exercises, drills and training and recommend areas for improvement and/or changes.
- g) Review emergencies or incidents incorporating lessons learned from the responses into procedures to prevent, mitigate, prepare for, respond to and recover from emergency situations.

Sub-Committees may be developed as needed by Council and may use additional resource people on an Ad Hoc basis.

#### **4. Membership**

The Emergency Management Program Committee shall consist of the following officials:

- a) Mayor
- b) Chief Administrative Officer/Community Emergency Management Coordinator
- c) Alternate CEMC

The Chief Administrative Officer/Community Emergency Management Coordinator shall act as the Chair of the Emergency Management Program Committee and the Alternate Community Emergency Management Coordinator shall act as the Co-Chair in the event the Chair is absent during a meeting.

The Committee may call upon other person(s) for expertise from time to time.

The Committee may from time to time establish working groups to assist in a specific aspect of the program. A Committee member shall be appointed by the Committee to Chair a working group.

#### **5. Membership Term:**

Council appoints the members of the Emergency Management Committee for a four (4) year term to coincide with the term of council. Members may be re-appointed to the Committee.



Where a member of the Emergency Management Program Committee ceases to be a member of the Committee before the expiration of a term of office, the Municipal Council may appoint another eligible person for the unexpired portion of that term.

## **6. Quorum**

Quorum shall consist of a majority of the members listed in section #4.

If quorum is not present within fifteen minutes following the time which the meeting was to commence, the Secretary shall record the names of the members present at the meeting, and the meeting shall stand adjourned, and minutes prepared of those in attendance.

## **7. Agendas, Meetings and Minutes**

The Committee will be governed by the Procedural By-Law of the Municipality of Wawa, except as set out in these Terms of Reference.

The Committee shall meet once per year or more frequently if required and at the discretion of the Committee.

Two (2) weeks prior to the EMPC meeting, the Secretary will distribute the agenda and meeting specifics to the Committee members.

The Committee Secretary will record meeting proceedings, prepare minutes of each meeting and circulate them to the Committee members within four (4) weeks of each meeting. The Committee shall have the opportunity to discuss, amend and approve minutes as presented, and at such time, the final minutes will be signed and dated by the Committee and the Secretary.

Decisions shall be made by the consensus of those in attendance. Where the consensus cannot be reached, a simple majority may decide the issue. The Chair shall cast a vote on all decisions.

## **8. Role of Council Representative:**

The Council Representative is a participating member of the Committee, with voting privileges, without specific reporting requirements but may include the normal liaison and interpretational role for Council.





## **9. Role of Staff Coordinator:**

The CEMC will act as the Staff Coordinator for the Committee. The CEMC will:

- Co-Chair the Meetings in the absence of the Committee Chair.
- Correspond with members of the Committee.
- Act as the Committee Secretary
- Prepare meeting packages in co-operation with the Chair for delivery to all members at least two (2) working days prior to the meeting.
- The Meeting Package should include the previous Minutes and copies of any information for discussion.
- Give notice of Meetings and prepare all correspondence as directed by the Committee.
- Preserve all records and correspondence in an organized manner.
- Vote on all matters requiring a formal Motion.

## **10. Committee Chair:**

The Committee Chair shall:

- Preside at all Meetings.
- Control proceedings and discussions to ensure smooth transition of the business as listed on the Agenda.
- Work co-operatively with the Committee's Staff Coordinator in the preparation of the Agenda.
- Vote on all matters requiring a formal Motion.

## **11. Committee Members:**

The Committee Members shall:

- Be knowledgeable of the requirements of the Emergency Management and Civil Protection Act.
- The members will work together to develop a common approach that is reasonable and practical.
- Try to attend every Meeting at the time established.
- Be prepared for the Meeting by reading the Meeting Package contents ahead of the time and be prepared to discuss Agenda items.
- Be courteous and respect other people's opinions.
- Keep discussions on the topic being dealt with at the time.



- Make sure that their information and facts are correct and submitted objectively to assist in a good decision.
- Members shall declare any situation that is, or has the potential to be, a conflict of interest.
- In general, the Emergency Management Program Committee does not play a role during emergencies, unless the committee member is also a member of the Municipal Emergency Control Group (MECG).

## **12. Reporting Requirements:**

Committee Minutes are to be provided to the Clerk for insertion on the Council's Agenda. Recommendations for Council's consideration are to be presented to Council in a Report format.

## **13. Financial Planning:**

The Committee's proposed budget items to be submitted to the CEMC by December 15<sup>th</sup> in each year for discussion in the draft CEMC budget.



## **ANNEX “P”**

# **WAWA WATER WORKS EMERGENCY PLAN PROCEDURES**

### **Emergency Management Procedures**

#### **1. Purpose**

This procedure identifies emergencies that can occur within the Wawa Water Works System including the owner/ operating authority responsibilities, municipal emergency planning measures, steps for response, testing and training requirements, communication protocol, and emergency contact information for emergency management.

#### **2. Scope**

This procedure is applicable to the emergency situations that result in the Municipality's ability to maintain a supply of safe drinking water to the consumers. Should a water systems emergency go beyond the scope of this procedure, the municipality's Emergency Plan shall take precedence. In case of fire, the Water treatment plant has a fire evacuation plan manual and nearest exits.

#### **3. References**

DWQMS Element 18— Emergency Management (Wawa Water Treatment plant)

#### **4. Standard Operating Procedure**

See pages 91-102 of the Standard Operating Procedures in the [Wawa Water Treatment Plant](#))

#### **Communications (section 3)**

- ORO to notify MECP Spills Action Centre and APH
- ORO to notify of Director of Infrastructure Services or designate
- Director of Infrastructure Services to notify the CAO or CEMC or designate
- Designation of communications contact
- Notification of public, includes Voyent Alert (online), website, social media (radio announcements, delivery of notice of actions necessary)

#### **4.1 Identifying Potential Emergencies**

The Risk Assessment Outcomes shall be used for identifying potential emergency situations that may arise. The Risk Assessment is reviewed every 36 months and if any additional emergencies are identified they shall be added to the list shown in Appendix E— Risk Assessment Outcome.



Activity/Process Step	Potential Emergencies or Services Interruptions	Possible Outcomes (Hazards)	Response and Recovery and Response
Source/Intake	Spill of Biological or Chemical Material,	Contamination of source water	<ol style="list-style-type: none"> <li>1. Shut low lift station down</li> <li>2. Try to contain the spill</li> <li>3. Call Spills Action Centre</li> </ol>
	Breakage/blockage of Single Intake Pipe	Loss of water supply	<ol style="list-style-type: none"> <li>1. Shut low lift station down</li> <li>2. Follow description in Section 6.3.9 of Wawa WTP Operations Manual</li> <li>3. Determine blockage/blockage and repair</li> <li>4. Bring WTP back online</li> </ol>
Low Lift Station	Low Lift Pump Failure	Loss of water supply	<ol style="list-style-type: none"> <li>1. Isolate failed pump</li> <li>2. Remove failed pump from rotation in SCADA</li> <li>3. Call a pump contractor to investigate and repair pump</li> <li>4. Bring pump back online</li> </ol>
Filtration Process (includes filtration)	Membrane failure	Ineffective removal of pathogens (minimum treatment requirements not met)	<ol style="list-style-type: none"> <li>1. Filtration shuts down due to failure and alarm is sent to operator</li> <li>2. Operator verifies which Process have failed</li> <li>3. Backwash the filtration system and test</li> </ol>
	Backwash failure	Increased turbidity, system shutdown ineffective removal of pathogens	<ol style="list-style-type: none"> <li>1. If test fails, complete chemical backwash and test.</li> <li>2. If test fails again, complete a chemical clean and place to each skid individually and test failed</li> </ol>
	Chemical Soak clean failure	Chemical Soak clean failure	<ol style="list-style-type: none"> <li>1. If test fails, locate failed membrane filter and remove from train, carry-on with 29 other membranes for that skid.</li> </ol>



Activity/Process Step	Potential Emergencies or Services Interruptions	Possible Outcomes (Hazards)	Response and Recovery and Response
Filtration Process (includes filtration)	Chemical Soak clean failure	Chemical Soak clean failure	<ol style="list-style-type: none"><li>2. Re-initialize membrane test, if passed produce water</li><li>3. If failed, repeat steps 6 and 7 and test</li><li>4. If test fails again sample water in clear well. If water is not adverse contact manufacturer to diagnose the problem.</li><li>5. If the water is adverse a call is placed to the MECP and Officer of Health as per Reg. 170/03</li></ol>
	Turbidity meter failures	Unknown turbidity levels	<ol style="list-style-type: none"><li>1. If one meter fails, skid shuts down and produce water with remaining skids, repair meter and bring back online</li><li>2. if all three meters fail call is placed to the MECP and Officer of Health as per Reg. 170/03.</li></ol>
Sodium Hypochlorite System (for primary disinfection)	Feed Pump Failure	Low chlorine residual, inadequate inactivation of pathogens	<ol style="list-style-type: none"><li>1. When pump fails, alarm is sent to operator and backup pump starts automatically</li><li>2. Troubleshoot and repair failed pump and bring back online</li><li>3. If both pumps fail, shut down water production until one or both are repaired</li></ol>
	Analyser failure	Unknown chlorine residual levels, potential for inadequate inactivation of pathogens	<ol style="list-style-type: none"><li>1. If analyser fails alarm is sent to operator</li><li>2. Shut down filtration process and send water from clear to distribution</li><li>3. Follow manual CT calculation on page 8-2 of the Operations Manual</li></ol>



Activity/Process Step	Potential Emergencies or Services Interruptions	Possible Outcomes (Hazards)	Response and Recovery and Response
Sodium Hypochlorite System (for primary disinfection)	Analyser failure	Unknown chlorine residual levels, potential for inadequate inactivation of pathogens	<ol style="list-style-type: none"> <li>4. Perform grab samples as required by Reg.170/03</li> <li>5. Repair or replace analyser and bring back online</li> </ol>
High Lift Station	High lift pump failure for extended period of time	Low pressure in distribution system, possible biological contamination due to infiltration	<ol style="list-style-type: none"> <li>1. Alarm is sent to operator</li> <li>2. Automatic start-up of redundant pumps to maintain pressure</li> <li>3. If pressure drops below 20 psi a call is placed to the MECP and Officer of Health as per Reg. 170/03.</li> </ol>
Distribution	Loss of residual	Failure to control biofilm and pathogens	<ol style="list-style-type: none"> <li>1. As per Reg. 170/03, a call is placed to the MECP and Officer of Health for instruction</li> <li>2. Follow instruction</li> </ol>
	Main/pipe break	Reduced flow/inability to meet demand, low pressure, possible biological contamination	<ol style="list-style-type: none"> <li>1. Locate pipe break</li> <li>2. Isolate by closing main valves</li> <li>3. Dig and repair pipe</li> <li>4. Flush pipe</li> <li>5. Open main valves, slowly, and system back online</li> </ol>
	Cross connection	Biological/chemical	<ol style="list-style-type: none"> <li>1. As per Reg. 170/03, a call is placed to the MECP and Officer of Health for instruction</li> <li>2. Follow instruction</li> </ol>



Activity/Process Step	Potential Emergencies or Services Interruptions	Possible Outcomes (Hazards)	Response and Recovery and Response
Distribution	Tower Freezing	Low tower level, inability to meet peak demand, low pressure	<ol style="list-style-type: none"><li>1. If operator determines tower is frozen, shut off valve feeding tower and distribution runs under pressure from treatment plant</li><li>2. Thaw tower if possible with a contactor</li></ol>
	Major municipal fire	Low clearwell level, inability to meet demand, low/no pressure in sections of the distribution	<ol style="list-style-type: none"><li>1. Monitor pressure in the system Request Fire Department to draft</li><li>2. from Wawa Lake or other water body. If pressure drops below 20 psi a call is placed to the MECP and Officer of Health as per Reg. 170/03.</li></ol>

#### 4.1.1 Other sources of information for identifying potential emergencies include:

- Corporate Audits
- Insurance company reviews Records of past emergencies
- New reports about emergencies in other agencies
- Ministry of Environment Inspections

## 4.2 Emergency Response

Overall emergency response and recovery shall be the responsibility of the on-call Water Systems Operators and the Water Systems Lead Hand (ORO), Assistant Director of Infrastructure Services, Director of Infrastructure Services. Algoma Public Health and MECP & Spill's Action Centre and CEMC or designate shall be notified in the event that the water quality poses an acute health risk to consumers.

#### 4.2.1 Standard Operating Procedures and the Municipal Emergency Plan cover the following information:

Assessing the situation;

- Protecting consumers, employees, equipment and other assets.
- Communication;



- Shut down and start-up operations;
- Restoring operations.

#### **4.3 Emergency Contacts**

An up to date Emergency Contact list (Table 5 below) shall be maintained by the Water System Lead Hand (ORO), and available to all Infrastructure Services Staff assigned to operate the Water Works.

#### **4.4 Emergency Response Training**

All Water Works Staff shall receive training in emergency response, by participating in a table top exercise or mock disaster response annually. Refer to chapter 13 Wawa Municipal Emergency Plan. Training may be provided by in-house staff, external training providers or by qualified contractors/trainers. This training shall include, but not be limited to a review of the Water System Emergency Plan. But will include the operations manual as well as Standard Operating Procedures.

#### **4.5 Emergency Response Testing**

Different testing methods may be used including mock tests, tabletop exercises and classroom and quiz and actual emergencies. Testing shall be managed, arranged and recorded by the Assistant Director of Infrastructure Services.

#### **5.0 Associated Documents:**

- Emergency Contact List —Table 5 (below)
- Municipal Emergency Plan for the Municipality of Wawa
- Adverse Water Quality Procedure SOP





**Table 5: Wawa Emergency Contact Listing**

<b>Name</b>	<b>Reason</b>	<b>Phone Number</b>
Infrastructure Services department		
Director Infrastructure		705-914 0952 or 856-2244 Ext. 252
Asst. Dir of Infrastructure		705-914-0543 or 856-2244 Ext. 251
Lead Hand Water/Sewer		705-914-0291 or 856-2244 Ext 280
Ministry		
Spills Action Centre		1-800-268-6161
Algoma District Health Unit		1-866-892-0172
MECP		1-800-965-9900
Wawa Emergency		
Police		911
Fire Department		911
Ambulance		911
Wawa Officials		
CAO/CEMC		705-856-2244 Ext. 223 705-914-0429 (c)
Mayor Melanie Pilon		705-255-7747



## Emergency Response Standard Operating Procedure

### 1. Assessment of situation

- The OIC is notified of an emergency situation
- Assessment nature of situation and potential imminent threat
- Report to Overall Responsible Operator (ORO) and Director of Infrastructure Services (DIS) or Assistant Director of Infrastructure Services (ADIS)
- Water Staff commence investigation of nature of treat, extent, potential consequences of situation

### 2. Protecting Consumers, employees, equipment and other assets

- Determination of impact of situation and extent
- Determination of notification necessary to protect public
- Designation of response lead, (ORO, 015, ADIS)
- Development of response corrective action plan
- Determination of internal response and resources necessary to manage address and correct situation
- Determination of external resource required
- Communicate to acquire necessary response resources
- Implement action plan and communications

### 3. Communications

- Notification by ORO to MECP Spills Action Centre and APH
- Notification of Director of Infrastructure Services or designate
- Director to notify the CAO or CEMC or designate
- Designation of communications contact
- Notification of public, includes Voyent Alert (online), website, social media (radio announcements, delivery of notice of actions necessary)

### 4. Shut down and start-up operations

- ORO, DIS and ADIS determine level of response required to protect infrastructure and public
- Development of alternative option to replace shut down equipment



- Shut down operations or portion of operations as determined
- Implements alternative option(s) identified
- Undertake corrective action per action plan
- Develop procedure for start-up following corrective actions completions

## **5. Restoring operations**

- Determine operational impact of situation and changes to monitoring results, equipment operation
- After situation corrected, replace monitors and equipment as necessary
- Test monitors and equipment for performance
- Implement operation of monitors and equipment
- Sampling and monitoring of operations and equipment to ensure compliance with operations manual and performance standards



## **ANNEX “Q” WAWA COOP Plan**



Municipality of Wawa

# Continuity of Operation Plan

Created October 2020



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**Municipality of Wawa**  
**Record of Plan Update and Amendments**  
**Continuity of Operation Plan (COOP)**

Date Updated	Comments	Updated By
November 5, 2021	Page 10 and 15 Name Change for D. Beach	S. Lord
November 30, 2022	Page 10, 13, 18 and 19	S. Lord
October 16, 2023		
November 2024		S. Lord



**Municipality of Wawa**  
**Continuity of Operation Plan**  
**Glossary of Terms**

<b>ASDL</b>	Alternate Service Delivery Location
<b>CAO</b>	Chief Administrative Officer
<b>Community Emergency Management Coordinator (CEMC)</b>	Community Emergency Management Coordinator
<b>COOP</b>	Continuity of Operation Plan
<b>EIO</b>	Emergency Information Officer
<b>EMCPA</b>	Emergency Management and Civil Protection Act
<b>IT</b>	Information Technology
<b>MECG</b>	Municipal Emergency Control Group
<b>MMCC</b>	Michipicoten Memorial Community Centre
<b>MRV</b>	Michipicoten River Village
<b>NITGC</b>	Northern Information Technology and Geomatics Cooperative
<b>RTO</b>	Recovery Time Objective
<b>STP</b>	Sewage Treatment Plant
<b>WTP</b>	Water Treatment Plant





## **Continuity of Operation Plan Objective**

Continuity of Operations Plan or COOP is the proactive planning process completed to ensure that the Municipal Corporation can continue to provide services at the highest level possible in the event of an emergency or disaster. The process of identifying and ranking services will also increase the overall organizational efficiency and identify the relationship of assets and human and financial resources to critical services and deliverables.

COOP provides our municipality with a template on how to continue internal mission-critical operations when faced with interruptions. COOP planning is a continuous process and should be reviewed and updated as the municipal mission, functions and needs change.

### **1. Mission**

The Municipality of Wawa's mission is to continue critical operations and services when faced with interruptions. To accomplish this mission, the Municipality of Wawa must ensure its operations are performed efficiently with minimal disruption, especially during an emergency. This document provides planning and program guidance for implementing the Municipality of Wawa's Continuity of Operations Plan and programs to ensure the organization can conduct its essential services and functions under all threats and conditions.

Key municipal personnel who are relocated under this plan are collectively known as municipal staff and/or management. Upon plan activation, these members will deploy to different working locations or working from home. Upon arrival, continuity personnel must establish an operational capability and perform essential functions within 12 hours from the time of the activation of the Continuity of Operation Plan, for up to a 30-day period or until normal operations can be resumed.

### **2. Purpose**

The overall purpose of continuity of operations planning is to ensure the continuity of the Municipality of Wawa essential functions under all conditions and to:

- a) Rank municipal services as High (critical), Medium (vital) or Low (necessary or desired) based on:
  - i. Legislative requirements;
  - ii. Staffing requirements;
  - iii. Facility, equipment and technological requirements
- b) Identify thresholds that justify the reduction of services.



- c) Provide plans, measures and arrangements to ensure the continuous delivery of critical services and products, which permit the organization to recover its facility, data and assets.
- d) Identify necessary resources to support continuity of operations, including personnel, information, equipment, financial allocations, infrastructure protection and accommodations.

The Continuity of Operations Plan covers the interruption of normal municipal operations and the return to work as a result of an emergency as defined in the Emergency Management and Civil Protection Act (EMPCA).

### 3. Application

All elected or appointed officials of the Municipality of Wawa have an obligation to be fully aware of the contents of the Continuity of Operations Plan and must be prepared, at all times, to carry out the functions and responsibilities assigned to them.

### 4. Confidentiality of the Plan

The Municipality of Wawa's Continuity of Operations Plan is a public document, excluding the appendices, which are deemed confidential.

Section 10 of the Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9, provides for exemption of public access for continuity of operations plans.

As defined in the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, Chapter M.56, the Head of an institution may refuse under that Act to disclose a record:

- a) If the record contains information required for the identification and assessment activities associated with the Hazard and Risk Assessment and Infrastructure identification.
- b) Reveals a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence implicitly or explicitly;
- c) If its disclosure could reasonably be expected to prejudice the defense of Canada or of any foreign state allied or associated with Canada or be injurious to the detection, prevention or suppression of espionage, sabotage or terrorism.
- d) If the record contains personal information.



## 5. Scope

This Plan applies to the functions, operations, and resources necessary to ensure the continuation of the Municipality of Wawa's essential functions, in the event it's normal operations at multiple locations, are disrupted or threatened with disruption. This plan applies to all municipal personnel. The Municipality of Wawa staff must be familiar with continuity policies and procedures and their respective continuity roles and responsibilities.

This document ensures the Municipality of Wawa is capable of conducting its essential tasks and functions under all threats and conditions, with or without warning.

## 6. Situation Overview

Continuity requirements shall be incorporated into daily operations of all departments. Further, continuity of operation planning must be based on the assumption that the Municipality of Wawa will not receive warning of an impending emergency. As a result, a risk assessment is essential to focusing continuity of operation planning. Risk-specific appendices that address the results of the Municipality of Wawa's risk assessment are found later in the plan.

## 7. Planning Assumption

This Continuity of Operation Plan is based on the following assumptions:

- An emergency condition may require the relocation of the Municipality of Wawa's staff members to other locations or working from home,
- The other work locations or working from home will support members and the continuation of the Municipality of Wawa essential functions by available communications and information systems within 12 hours or less from the time the Continuity of Operations Plan (COOP) is activated, and potentially up to a 30-day period or until normal operations can be resumed.

## 8. Municipal Department Structure

The Municipality of Wawa is located 225 kilometers north of Sault Ste. Marie at the intersection of Highways 101 and 17. The community of Wawa consists of the communities of Wawa, Michipicoten River Village (Mission) and Michipicoten Harbour. With a total area of 420 square kilometers, it stretches from the shores of Wawa Lake to the shores of Lake Superior with the Magpie and Michipicoten Rivers flowing through the community. Wawa is at the geographical centre of Ontario and it is accessible by water, air, and land.



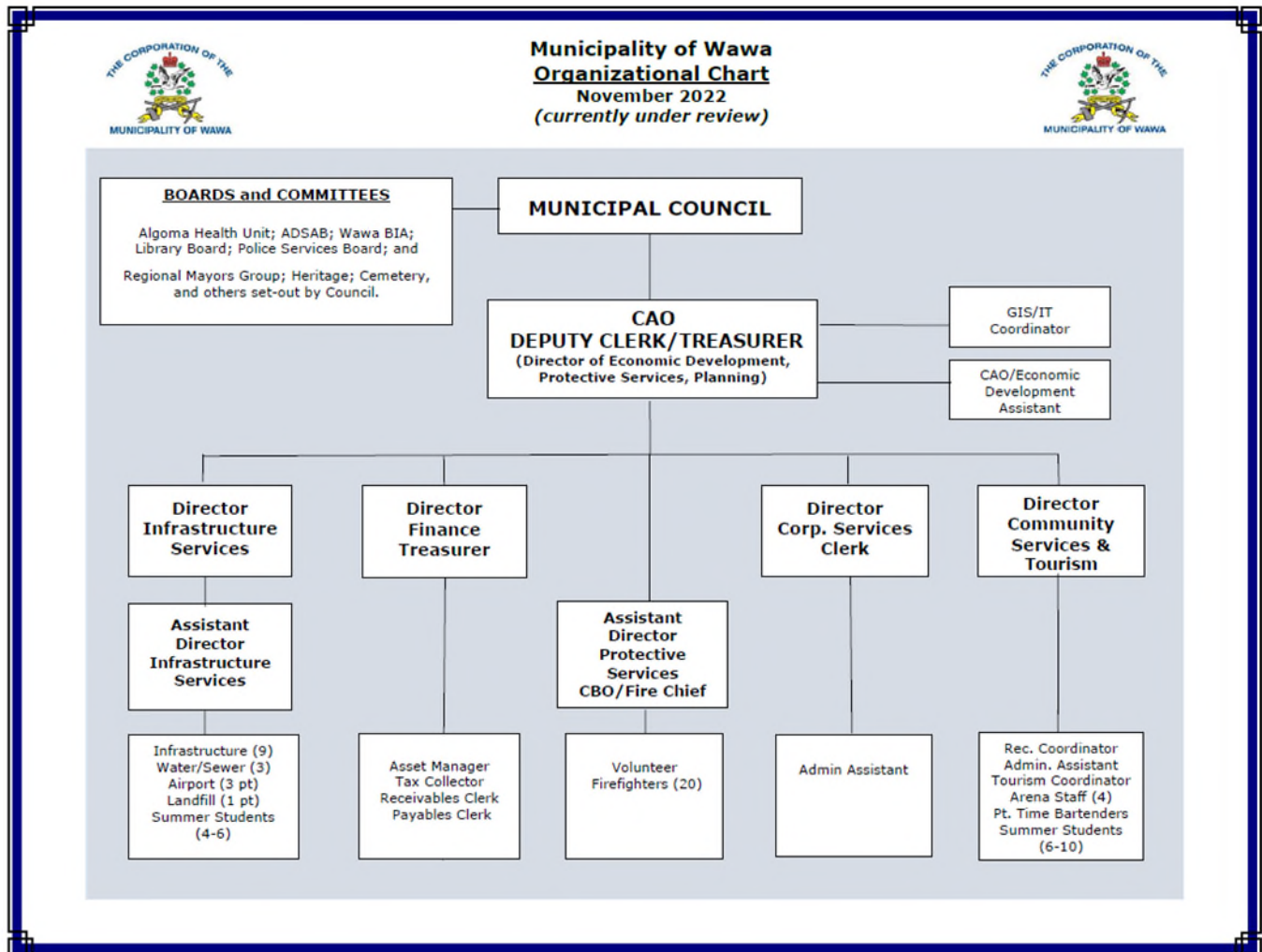
While each municipal department has their own areas of responsibility, the Municipality's success in providing efficient and cost-effective services is achieved through each department working in cooperation and supporting each other's efforts. Council and staff continually review the Municipality's services and programs and implement any changes that will best serve its residents.

The Municipality of Wawa consists of the following departments:

- CAO/Clerk (Clerk/Corporate Services)
- Treasurer (Finance Services)
- Protective Services
- Infrastructure Services
- Information Technology and Innovation
- Community Services and Tourism
- Library Services



# THE CORPORATION OF THE MUNICIPALITY OF WAWA



## Organizational Chart

### Chief Administrative Officer-Treasurer

The Chief Administrative Officer (CAO) is responsible for the overall governance of the municipality under the direction of Council. The CAO provides advice to Council about the Municipality's organization and operating procedures and is responsible for the overall administration of municipal departments. The CAO ensures all departments are providing quality services in a timely, efficient and cost-effective manner.

The CAO oversees all Directors and one Assistant Director (Protective Services).



### **Clerk/Director of Corporate Services**

The Clerk plays a major role in the administrative services of the Municipality of Wawa. The department provides legislative support to Council and other Committees; maintains the official records of the Municipality (by-laws, minutes, agendas, agreements, etc.); registers births and deaths; issues marriage licenses; provides marriage solemnization services; coordinates the municipal election (every four years) and provides general information on broad range of public inquiries. The Clerk's department is also responsible to provide information for and update the municipal website.

The Clerk's department provides support for planning functions pertaining to land use matters under the Planning Act.

### **Finance Department**

The Finance Department manages the municipal taxation, and all aspects of the municipal accounting services. The Municipal Act requires the Municipality to levy and collect taxes on behalf of the school boards.

The Treasurer distributes finance and taxation information to Council and the general public, and is responsible for reporting financial benchmarks and performance measures.

### **Protective Services (Building, Planning, Fire)**

The Protective Services Department is responsible for providing a wide range of advisory and regulatory services that pertain to land use matters as well as the enforcement of the Ontario Building Code, Planning Act and some municipal by-laws.

The Protective Services department functions as a one department to create a "one stop shopping" approach to development approvals, from initial contact through planning approvals, building approvals, completion and occupancy. It is responsible for the review and administration of applications for planning and building approvals.

General requirements of the building department involve compiling statistical reports for Council updates, Statistic Canada Reports and Canada Mortgage and Housing Reports, providing information to the public and collecting and recording the various fees for permits, development charges and zoning certificates.

The department also answers all zoning requests for the municipality, which may include written responses to solicitors and financial institutions when ownership of a property is transferring and/or for mortgage purposes.



Under the fire services area, it provides emergency response related to fire suppression, auto extrication, and water and ice rescue, as well as fire prevention programs and education. The fire department consists of voluntary firefighters and a variety of fire response equipment that include a pumper truck, tanker, and rescue equipment. The Fire Protection and Prevention Act requires that the municipality establish a public education program with respect to fire safety and fire prevention. Fire safety education is provided to schools, seniors, various community organizations, and the general public. Fire inspections of daycare facilities, industry, trailer parks, refreshment vehicles, etc., are conducted to ensure compliance with applicable law.

### **Infrastructure Services Department**

The Infrastructure Services department maintain the municipal roads using its own forces. It provides snow plowing, sanding, patrolling and winter sidewalk maintenance. The department constructs and/or oversees the construction of new roads and major road repairs. It is responsible for all street, caution and directional signage. The department manages the Wawa Municipal Landfill Site, the airport, gravel pits, streetlights, water treatment and sewage treatment systems and plants. The department also maintains the municipality's fleet of vehicles, equipment and building maintenance for most of the facilities (except the Community Centre and Marina plaza building) owned by the corporation.

### **Community Services and Tourism Department**

The Community Services and Tourism department manages and operates the Michipicoten Memorial Community Centre, with one ice pad, curling rink, banquet hall, fitness and dance centres. In addition, the department operates the municipal marina, outdoor sportsfields (includes tennis courts, ball diamonds, and soccer pitches), playgrounds, beaches, and trails. The Community Services department supports a number of community events, including Winter Carnival, National Drag Races, and Fall Festival.

### **Library Services**

The Wawa Public Library includes two (2) full-time staff to operate the public library. The library offers free use of computers with internet and word processing. Free WiFi is available 24/7. A variety of children's programs run throughout the year. Other library programs and services include: computer and tablet lessons, movie rentals, interlibrary loans, local history, and access to a variety of newspaper and magazines.





## 9. Crisis Response Team – Roles and Responsibilities

In the event of an emergency or incident that affects the continuity of operations, the management team will meet to assess the scope and duration of the emergency and initiate their respective roles in management response.

Members of the team may be assigned specific roles and responsibilities in an emergency. Decisions, actions and next steps in response to the emergency will be done via this group and at the direction of the CAO in consultation with other senior management.

### Municipal Crisis Response Team: Contact Information

Team Member	Role	Contact Information	Email
Maury O'Neill	CAO/Clerk/CEMC	705-914-0429	<a href="mailto:moneill@wawa.cc">moneill@wawa.cc</a>
Alex Patterson	Director of Community Services and Tourism	705-914-1120	<a href="mailto:apatterson@wawa.cc">apatterson@wawa.cc</a>
Kevin Sabourin	Building Official and By-Law Enforcement Officer Fire Chief, Alternate CEMC	705-852-1173	<a href="mailto:ksabourin@wawa.cc">ksabourin@wawa.cc</a>
Dan Beach	Director of Infrastructure Services	705-914-0952	<a href="mailto:dbeach@wawa.cc">dbeach@wawa.cc</a>
Craig Hornyak	Assistant Director of Infrastructure Services	705-914-0543	<a href="mailto:chornyak@wawa.cc">chornyak@wawa.cc</a>
Melanie Pilon	Mayor	705-255-7747	<a href="mailto:mpilon@wawa.cc">mpilon@wawa.cc</a>





## 10. Communication Planning

### ***Internal***

In the event of an emergency, it will be necessary to advise and be in close contact with staff, internal and external stakeholders, senior management and emergency management leads to inform and advise them on the status of the emergency as it relates to the Municipality Continuity of Operations Plan.

### ***External***

The Municipality of Wawa communication system will be activated as soon as possible. This will allow the Municipality to immediately begin to communicate to the general public with accurate, timely information. (Including Voyent Alert)

Media calls coming to the Municipality related to the emergency will be directed to the municipal Emergency Information Officer for response.

## 11. Level of Emergency

The decision matrix below focuses on the way in which the emergency event may impact the capabilities of the Municipality of Wawa to provide its essential functions. To remain flexible to the variety of situations that could trigger activation or partial activation of the COOP plan, the matrix provides guidance, and recommended impacts and decisions may be modified based on the actual events.

The criteria used to determine the rankings include:

- Interruption impact
- Influencing factors
- Regulatory requirements
- Normal standard statement
- Minimum standard statement
- Human resources requirements
- Infrastructure and Resource requirements
- Vital records
- Interdependencies
- Remote Access viability



Level of Emergency	Impact on Agency and COOP Decision
1	Impact: Disruption of up to 12 hours, with little effect on services or impact to essential functions or critical systems. Example: Decision: No COOP activation required.
2	Impact: Disruption of 12 to 72 hours, with minor impact on essential functions. Example: Computer virus, small fire or moderate flooding. Decision: Limited COOP activation, depending on department(s) affected.
3	Impact: Disruption to one or two essential functions or to a vital system for no more than three days. Example: Power outage. Decision: May require partial COOP activation to move certain personnel to an alternate facility or location in the primary facility for less than a week.
4	Impact: Disruption to one or two essential functions or to the entire agency with potential of lasting for more than three days but less than two weeks. Example: Snow/ice storm; hurricane, workplace violence, major telecommunications failure or major power outage. Decision: May require partial COOP plan activation. For example, orders of succession for some key personnel may be required; in addition, movement of some personnel to an alternate work site or location in the primary facility for more than a week may be necessary. Personnel not supporting essential functions may be instructed not to report to work, or be re-assigned to other activities.
5	Impact: Disruption to the entire agency with a potential for lasting at least two weeks. Example: Explosion in/contamination of primary facility; major fire or flooding; pandemic; Decision: COOP plan activation. May require activation of orders of succession for some key personnel. May require movement of many, if not all, essential personnel to an alternate work site for more than two weeks. Personnel not supporting essential functions may be instructed not to report to work or may be re-assigned to other activities.



As the decision authority, the Municipality of Wawa will be kept informed of the threat using all available means of information, including official municipal reports, provincial/local reporting channels, and news media. The Municipality of Wawa will evaluate all available information relating to:

1. Direction and guidance from higher authorities
2. The health and safety of personnel
3. The ability to execute essential functions
4. Changes in readiness or advisory levels
5. The potential or actual effects on communication systems, information systems, office facilities, and other vital equipment
6. The expected duration of the emergency situation

## 12. Identified Critical Dependencies (general):

The following critical dependencies are identified and will form the basis for continuity planning. While it is recognized that other emergent situations can arise requiring crisis management – the focus of this plan will remain on the following:

<b>Loss of Primary Work Location</b>	Total loss of work location due to catastrophic event (fire, explosion, structural collapse, quarantine, long term power failure)
<b>Loss of Information Technology</b>	Total or significant loss of IT resources (computer, email, server, loss of software applications)
<b>Loss of Telephone</b>	Total loss of telephone services to work locations
<b>Loss of Power</b>	Long Term power interruption to work locations affecting other critical dependencies (and including ability to refuel fleet) (hydro "blackout", ice storm, sabotage)
<b>Loss of Water and Sanitation</b>	Total loss of water/sanitation at Township building(s) due to catastrophic event (compromise of water supply. Total loss of all water and sewage at township building(s) due to structural failure, natural/human disaster, or building condemnation
<b>Loss/Compromise of Personnel Equipment</b>	Total or Significant loss of personnel equipment (likely due to building compromises) such as radios, and supplies, uniforms, safety clothing or equipment
<b>Loss/Compromise of Fleet</b>	Total or significant loss of unit fleet (due to catastrophic event or sabotage)
<b>Loss/Compromise of Human Resources</b>	Total or significant loss of human resources at work location. (pandemic, influenza, loss of life or injury as result of catastrophic event, on duty death of member etc.)



### 13. Activation and Relocation

To ensure the ability to attain operational capability at continuity sites and with minimal disruption to operations, the Municipality of Wawa has developed detailed activation and relocation plans, which are captured in the following section.

Based on the type and severity of the emergency, the Municipality of Wawa Continuity of Operation Plan may be activated by one of the following methods:

- The Community Emergency Management Coordinator (CEMC) may initiate continuity activation;
- The Chief Administrative Official, or designate, may initiate the Continuity of Operation Plan activation for the entire organization, based on an emergency or threat directed at the organization;
- Plan activation is not required for all emergencies and disruptive situations, since other actions may be deemed appropriate. The decision to activate the Municipality of Wawa Continuity of Operation Plan and corresponding actions to be taken are tailored for the situation, based upon projected or actual impact and severity that may occur with or without warning. Decision-makers may use the below decision matrix to assist in the decision to activate the Continuity of Operation Plan.

Following activation of the plan and notification of personnel, the Municipality of Wawa must move personnel and vital records to a continuity facility. Upon activation, the Municipality of Wawa continuity personnel will relocate to the assigned continuity facility to perform essential municipal functions and other continuity tasks. Personnel may be moved to other working locations or even work from home.

In the event of an activation of the Continuity of Operation Plan, The Municipality of Wawa may need to procure necessary personnel, equipment, and supplies that are not already in place for continuity of operations on an emergency basis.

### 14. Alert and Notification Procedures

The Municipality of Wawa maintains plans and procedures for communicating and coordinating activities with personnel before, during, and after a continuity event.

Prior to an event, personnel in the Municipality of Wawa must monitor advisory information. In the event normal operations are interrupted or if an incident appears imminent, the Municipality of Wawa will take the following steps to communicate the organization's operating status with all staff:



- a. The Municipality of Wawa or designated successor will notify staff of the emergency requiring continuity activation;
- b. When a staff member receives a warning of a real or potential emergency, that member will immediately contact the Chief Administrative Officer (CAO) and the Community Emergency Management Coordinator (CEMC) and recommend they initiate the notification of the MECG. The member initiating the call must provide significant details of the event (ie. time and place for the MECG to meet) as part of the notification procedure.
- c. If deemed appropriate, the individual members may initiate their own internal notification procedures of their staff and volunteer organizations. Where a threat or an impending emergency exists, any member of the MECG may initiate the notification procedure and place MECG members on standby.
- d. Upon the decision to activate the continuity of operation plan or to reconstitute following an event, the Municipality of Wawa will notify all municipal personnel, as well as affected and interdependent entities with information regarding continuity activation and relocation status, operational and communication status, and the anticipated duration of relocation. These entities include:
  - i. Mayor and Council
  - ii. All external agencies
- e. Notify other points-of-contact, adjacent agencies, customers, stakeholders, and interdependent agencies.

## 15. Continuity Facility Information

The Municipality of Wawa has designated continuity facilities as part of its continuity of operations plan. These facilities provide the following in sufficient quantities to sustain operations for up to 30 days or until normal business activities can be resumed:

- 1) Sufficient space and equipment, including computer equipment and software. The continuity facilities can accommodate several personnel.
- 2) Capability to perform Municipal Essential Functions within 12 hours of plan activation or an event, respectively, for up to 30 days or until normal operations can be resumed.
- 3) Reliable logistical support, services, and infrastructure systems.
- 4) Consideration for health, safety, security, and emotional well-being of personnel.
- 5) Interoperable communications for effective interaction.



- 6) Capabilities to access and use vital records.
- 7) Systems and configurations that are used in daily activities.
- 8) Emergency/back-up power capability.

### List of Continuity Facilities

Name of Facility	Address	Function
Municipal Building (10 people)	40 Broadway Ave. (no back-up power)	<ul style="list-style-type: none"><li>• Corporate Service</li><li>• Financial Department</li><li>• Building Official</li><li>• By-Law Enforcement</li><li>• Council Chambers</li><li>• Board Room</li></ul>
Municipal Garage (11 people)	26 Magpie Road (No back up power)	<ul style="list-style-type: none"><li>• Garage</li></ul>
96 Broadway Avenue	96 Broadway Avenue	<ul style="list-style-type: none"><li>• Apartment Building</li><li>• Radio Station</li><li>• Food Bank</li><li>• Mental Health Wellness</li></ul>
Municipal Airport (2 people - but only one person on at each time)	27 A Mission Road (No back up power)	<ul style="list-style-type: none"><li>• Airport</li></ul>
Michipicoten Memorial Community Centre (6 people)	3 Chris Simon Drive (No backup power)	<ul style="list-style-type: none"><li>• Community Centre</li><li>• Gym Facility</li><li>• Lounge/Banquet and kitchen area</li><li>• Ice surface</li><li>• Curling surface</li></ul>
Municipal Tourist Information Centre (2 people – May to October only)	26 Mission Road (No back up power)	<ul style="list-style-type: none"><li>• Information Centre</li></ul>



Name of Facility	Address	Function
Fire Hall (21 volunteers when on call)	12 Ontario Street (No back up power)	<ul style="list-style-type: none"><li>• Fire Hall</li></ul>
Water Treatment Plant (3 people between WTP and STP)	40 C Broadway Avenue	<ul style="list-style-type: none"><li>• Water Treatment Plant</li></ul>
Sewer Plant	171 Golf Course Road	<ul style="list-style-type: none"><li>• Sewage Treatment Plant</li></ul>

## 16. Business Recovery Requirements/Strategies and Procedures

Business recovery is the process by which surviving and/or replacement personnel resume normal operations from the original or replacement primary operating facility. Recovery embodies the ability of an organization to recover from an event that disrupts normal operation and consolidates the necessary resources so that the organization can resume its operations as a fully functional entity.

As the Continuity of Operations Plan for the Municipality of Wawa is activated, the Management Team will immediately begin to address the recovery aspects of municipal departments. Dependent on the scope, duration and complexity of the emergency, the Management Team may be responsible for the relocation and recovery of business-critical services. Decisions, actions and next steps in recovery from the emergency will be made via the Municipal Crisis Response Team and at the direction of the CAO.

As soon as possible (within 24 hours) following an emergency relocation, the CEMC or alternate will initiate operations to salvage, restore, and recover the impacted facility, pending approval of applicable local, provincial or federal law. Business Recovery procedures will commence when the CEMC or alternate determines that the emergency situation has ended and is unlikely to recur. Once this determination has been made, one or a combination of the following options may be implemented, depending on the situation:

- Continue to perform mission-essential functions at the alternate facility for up to 30 days.
- Begin an orderly return to the impacted facility and reconstitute full normal operations.
- Begin to establish recovery of normal operations at a different facility location.



## Procedures

Upon a decision by the CAO/CEMC or alternate that the impacted facility can be reoccupied, or that a different location will be established as a new facility to resume normal operations, the following procedures will be followed:

- The CEMC or alternate will oversee the orderly transition of all functions, personnel, equipment, and records from the alternate facility to a new or restored facility.
- Prior to relocating back to the restored facility or another facility, the CEMC will ensure that appropriate security, safety, and health assessments are conducted.
- When necessary equipment, documents, and other critical resources are in place at the new or restored facility, the staff remaining at the alternate facility will transfer mission-essential functions and resume normal operations.
- Municipal employees will be notified that normal operations are resuming and that they should report back to work.

## 17. Information Technology Plan

Interoperable communications or the ability for staff to communicate with individuals internal and external to the agency is critical during COOP emergencies, as during any other type of emergencies. The ability to communicate is dependent on the availability of municipal, provincial and federal infrastructure, both internal and external.

The Municipality of Wawa Information Technology (IT) maintains municipally owned information systems and ensures that systems are backed up on a regular basis. They will provide technical support systems during COOP activations.

Access to critical information systems that are used to accomplish mission-essential functions during normal operations from the primary facility should also be assured at alternate facilities. For these systems to be accessible, connectivity must be in place at the alternate facility and system servers should be backed up on a daily basis at more than one location.





## 18. Plan Testing and Maintenance

An effective Train, Testing & Exercise program is necessary to assist organizations to prepare and validate their organization's continuity capabilities and program to perform essential functions during any emergency. This requires the identification, training, and preparedness of personnel capable of performing their continuity responsibilities and implementing procedures to support the continuation of organization essential functions.

Training provides the skills and familiarizes leadership and staff with the procedures and tasks they should perform in executing continuity plans. Tests and exercises serve to assess and validate all the components of continuity plans, policies, procedures, systems, and facilities used to respond to and recover from an emergency situation and identify issues for subsequent improvement. All organizations should plan, conduct, and document periodic tests, training, and exercises to prepare for all-hazards continuity emergencies and disasters, identify deficiencies, and demonstrate the viability of their continuity plans and programs. Deficiencies, actions to correct them, and a timeline for remedy should be documented.

## 19. After-Action Review and Remedial Action Plan

An After-Action Review information collection process will be initiated prior to the cessation of operations at the alternate facility. The information to be collected will, at minimum, include information from employees working during the COOP activation and a review of lessons learned to include processes that were effective and less than effective. The After-Action Review should provide recommended actions to improve areas identified as deficient or requiring improvement.

The information should be incorporated into a COOP Remedial Action Plan. Recommendations for changes to the COOP Plan and any accompanying documents will be developed and incorporated into the COOP Annual Review Process.

## 20. Annexes

Annex 1	List of Essential Services
Annex 2	Town Hall – Floor Plan
Annex 3	Michipicoten Memorial Community Centre – Floor Plan
Annex 4	Emergency Operation Centre – Floor Plan
Annex 5	Water Treatment Plant – Floor Plan
Annex 6	Tourist Information Centre – Floor Plan
Annex 7	Wawa Municipal Airport – Floor Plan
Annex 8	Sewage Treatment Plant – Floor Plan
Annex 9	Municipal Garage Floor Plan
Annex 10	Fire Hall – Floor Plan

## Annex 1 - List of Essential Services

Priority	Office of Department	Service	Recovery Time Objective (RTO)	Location	Dependencies & Essential Support Requirements	Other Comments
High	Manage Council & Staff	Corporate Services	0-12 hours (less than 24 hrs)	40 Broadway Avenue	Directors/Asst Directors	Maintain oversight, coordination & communication with Council and management team
High	Coordinate & conduct Emergency Council Meetings, set meeting Agenda	Corporate Services	0-12 hours (less than 24 hrs)	40 Broadway Avenue	Council, CAO, Directors/Asst Directors, Support Staff	Organize & convene Council emergency meeting, including logistics, set up, telephone or video, minutes. Clerk sets agenda in consultation with CAO & Mayor.
High	Customer Service	Corporate Services/ Finance	0-12 hours (less than 24 hrs)	40 Broadway Avenue	Directors/Asst Directors, Support Staff	Provide timely & quality customer service with partners & community (in-person & telephone)
High	EOC / Activation	CEMC	0-12 hours (less than 24 hrs)	40 Broadway Avenue Board Room	MECG Members, Augment as require	Staff EOC. Work with PEOC.
High	Assess Cash Flow	Finance	0-12 hours (less than 24 hrs)	40 Broadway Avenue	Directors/Asst Directors, Support Staff	Ensure adequate liquid funds will be available to meet the needs.
High	Insurance implementation	Finance	0-12 hours (less than 24 hrs)	40 Broadway Avenue	Directors/Asst Directors, Support Staff	Notify & coordinate with insurance carrier to initiate claims process.
High	Injury Response	Finance	0-12 hours (less than 24 hrs)	40 Broadway Avenue	Directors/Asst Directors, Support Staff	Report employee injuries within 24 hrs of incident to WSIB and mandatory reporting within 8 hrs of serious injuries.
High	Safety & Claims	Finance	0-12 hours (less than 24 hrs)	40 Broadway Avenue	Directors/Asst Directors	Coordinate with liability claims & prepare response plan relevant to incident. Develop Safety Plan.
High	Suspend/Restore Transit Operation	Transit	0-12 hours (less than 24 hrs)	40 Broadway Avenue	Directors/Asst Directors, Transit Operator	Suspend/Restore transit service based on conditions.
High	Transit Operator-Driver Availability	Transit	0-12 hours (less than 24 hrs)	40 Broadway Avenue	Directors/Asst Directors, Transit Operators	Ensure transit operator has sufficient staff to operate service.
High	Fuel & Maintenance	Transit	0-12 hours (less than 24 hrs)	40 Broadway Avenue	Directors/Asst Directors, Transit Operator	Ensure sufficient fuel is available and that maintenance is available to perform repairs.

## Annex 1 - List of Essential Services

Priority	Office of Department	Service	Recovery Time Objective (RTO)	Location	Dependencies & Essential Support Requirements	Other Comments
High	Communication Network	Transit	0-12 hours (less than 24 hrs)	40 Broadway Avenue	Directors/Asst Directors, Transit Operator	Ensure communication tools are available, such as radio and/or cellular phone.
High	Road Maintenance	Infrastructure Services	Snow/ice 0-12 hours (less than 24 hrs)	Municipality of Wawa, MRV & all connecting roadways within Municipal limits	Directors/Asst Directors, Support Staff	Meet ministry regulations to minimal maintenance standards. Roadways are required for emergency access to be cleared and functioning. Clear debris i.e. snow/ice and repairs required to asphalt or granular, including storm water drainage. Timelines to plow snow, or patch potholes may be able to be extended through emergency situations, though there must be access routes or alternate routes for emergency services.
High	Road Maintenance	Infrastructure Services	Washouts – roads must be closed off /repaired ASAP 0-12 hours (less than 24 hrs)	Municipality of Wawa, MRV & all connecting roadways within Municipal limits	Directors/Asst Directors, Support Staff	Clear debris i.e. snow/ice and repairs required to asphalt or granular including storm water drainage
High	Water/Sewer	Infrastructure Services	Absolute zero delays. Services must remain functioning with 24/7 on call personnel  0-12 hours (less than 24 hrs)	Municipality of Wawa, MRV	Directors/Asst Directors, Support Staff	Must provide municipality with potable water and sewer services. Great risk to health of citizens if these services are not 100% maintained including treatment of both potable water and wastewater. Sewage plant could be opened if required to deposit directly into the river, however the collection must be maintained & the WTP could by pass to provide water, not potable with a boil water advisory if required however this is during EXTREME circumstances.
High	Operations-Facilities	Fire	12-24 hours	12 Ontario	Safety/Security	
High	Operations-Response	Fire	12-24 hours	12 Ontario	Personnel/Fleet	

## Annex 1 - List of Essential Services

Priority	Office of Department	Service	Recovery Time Objective (RTO)	Location	Dependencies & Essential Support Requirements	Other Comments
High	Operations-Communication	Fire	12-24 hours	12 Ontario	Dispatch/Radio/Phones	
High	Damage Inspection	Building	12-24 hours	Municipal Buildings	Assess Habitability, Condemn Uninhabitable Space	Code Enforcement
High	MMCC as an Emergency Center (various functions)	Community Services and Tourism	24h	3 Chris Simon Dr.	3 FT operations Staff 1 FT manager Facility Equipment	Can be shelter, assessment center, etc.
High	Public Communication	Community Services and Tourism	24h	3 Chris Simon Dr.	2 PT admin staff 1 FT manager IT Infrastructure	Help Line
High	Logistical Support for emergencies	Community Services and Tourism	24h	3 Chris Simon Dr.	3 FT operations Staff 1 FT manager 4 Trucks	Response only
Medium	Decision-Maker	Corporate Services (CAO)	24-72 hours	40 Broadway Avenue	Directors/Asst Directors	Approve contracts, budget modifications, personnel & staff appointments, service agreements (ie. Refuse collection)
Medium	Records Management	Corporate Services	24-72 hours	40 Broadway Avenue	Directors/Asst Directors	Organize & convene council meetings, submit legislative actions to appropriate agencies, provide public/press access to meetings/ actions.
Medium	Special Meetings specific to emergency event	Corporate Services	24-72 hours	40 Broadway Avenue	Directors/Asst Directors, Support Staff	Provide support for special meetings including logistics, setup, video, minutes, etc.
Medium	Cash collection	Finance	24-72 hours	40 Broadway Avenue	Directors/Asst Directors, Support Staff	Process customer payments (ie. Water & sewer, property taxes, agreement payments)

## Annex 1 - List of Essential Services

Priority	Office of Department	Service	Recovery Time Objective (RTO)	Location	Dependencies & Essential Support Requirements	Other Comments
Medium	Staffing	Finance	24-72 hours	40 Broadway Avenue	Directors/Asst Directors, Support Staff	Maintain coordination with EOC, payroll, depts. to ensure adequate staffing including recruitment and on-boarding of temporary help, & compliance with employment laws & regulations, as other depts. come online at normal hours.
Medium	Prevention	Fire	24-72 hours	12 Ontario	Power/IT/Phone	
Medium	Inspection	Fire	24-72 hours	Community-Vital Buildings	Inspect Buildings-Fire Safety	
Medium	Damage Inspection	Building	24-72 hours	Private Buildings	Assess Habitability Condemn Uninhabitable Space	Code Enforcement
Medium	Public Information	Building	24-72 hours		Reports and Inquiries	
Medium	Community communication supports	Community Services and Tourism	48h	3 Chris Simon Dr.	2 PT admin staff 1 FT manager IT Infrastructure	Sharing information from others
Low	Road Maintenance	Infrastructure Services	Potholes – 14 days	Municipality of Wawa, MRV & all connecting roadways within Municipal limits	Directors/Asst Directors, Support Staff	Clear debris i.e. snow/ice and repairs required to asphalt or granular including storm water drainage
Low	Buildings	Infrastructure Services	< 1 month except for the facilities used for water/sewer and runway – airport.	26 Magpie (IS), 42 Montreal (IS Garage), 40 Broadway Ave (TH), 40B Broadway Ave (WTP), 96 Broadway (Radio, food bank, EDC), Hwy 101 (Airport), Sewage lagoon, Pump house for WTP, water tower (MRV)	Directors/Asst Directors, Support Staff	Need to keep up with facility maintenance on specific facilities used for either supplies, equipment, shelter, food storage, water/sewer services and medical services. Provide maintenance to facilities in use, including setting up for circumstances regarding shelters or medical setups. Would close most facilities, the key buildings to maintain would be IS garage for equipment and fuel, Airport for medical and water/sewer.

## Annex 1 - List of Essential Services

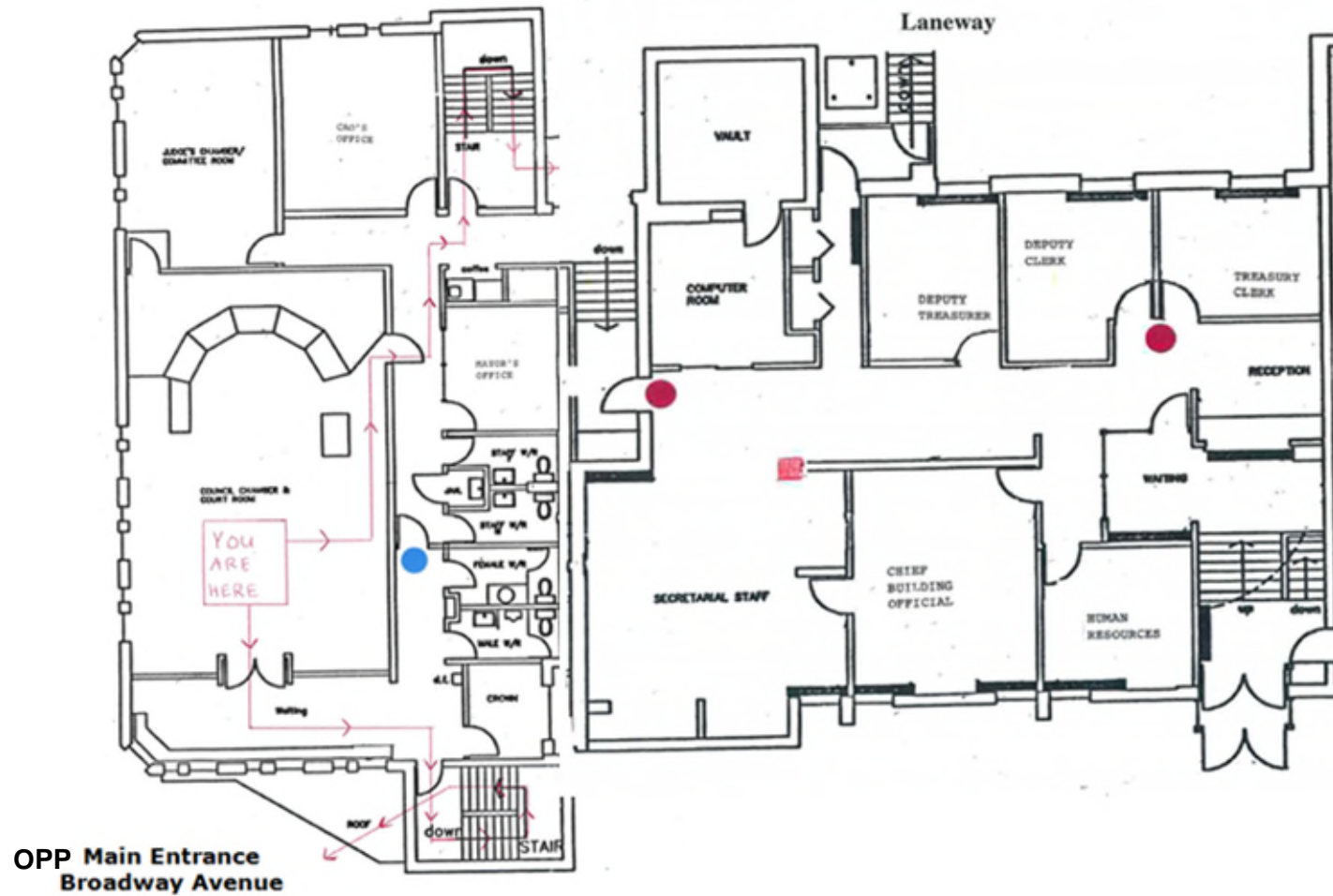
Priority	Office of Department	Service	Recovery Time Objective (RTO)	Location	Dependencies & Essential Support Requirements	Other Comments
Low	Airport	Infrastructure Services	< 1 month – except medical flights	Hwy 101 – Terminal, garage, dog pound & Runway	Directors/Asst Directors, Support Staff	Required for medical flights and in case of emergency i.e. hwy closure or supplies required asap, runway must be maintained to receive supplies and personnel. Keep runway clean of debris and in good maintenance for medical flights or any incoming services during emergency i.e. supplies/personnel.
Low	Refuse Collection	Infrastructure Services	< 1 month	Municipality Wawa, Hawk Junction, MRV	Provost Contracting	Must collect household waste, if waste is not collected increases risk of health effects to residents and nuisance such as odour and animal activity in residential areas. Continue to collect or have a place to dispose of household waste for both health of residents and environmental purposes. If required could set up a temporary depot or transfer station with bin system, though this would pose an additional risk as residents would be required to bring the waste to the transfer station.
Low	Cemetery	Infrastructure Services	If acceptable cold storage for deceased, could exceed 6 months	Municipality – Woodland Cemetery – end of Pinewood Drive.	Directors/Asst Directors, Support Staff	Remain operational for burial services to provide to the community. Maintain cemetery grounds and burials including administration. Although, with adequate cold storage, you could delay burials, this would only be recommended during extreme cases. With gatherings not being more than 5 people due to current situation, I foresee quite a few cremations and maybe not burial/ceremony until time passes to hold one.

## Annex 1 - List of Essential Services

Priority	Office of Department	Service	Recovery Time Objective (RTO)	Location	Dependencies & Essential Support Requirements	Other Comments
Low	Inspection	Fire	72 hours – 7 days	Community-Private Buildings	Inspect Buildings-Fire Safety	
Low	Public Information	Building	7-30 days		Non-Permit Related	
Low	Market & Outreach	Building	7-30 days		Computers, email, internet, phones	
Low	Parks and outdoor recreation	Community Services and Tourism	1 week	Various	3 FT operations staff 1 FT manager Parks maintenance equipment.	Existing business
Low	MMCC as a recreation facility	Community Services and Tourism	1 week	3 Chris Simon Dr.	3 FT operations staff 1 FT manager Facility Equipment	Existing business



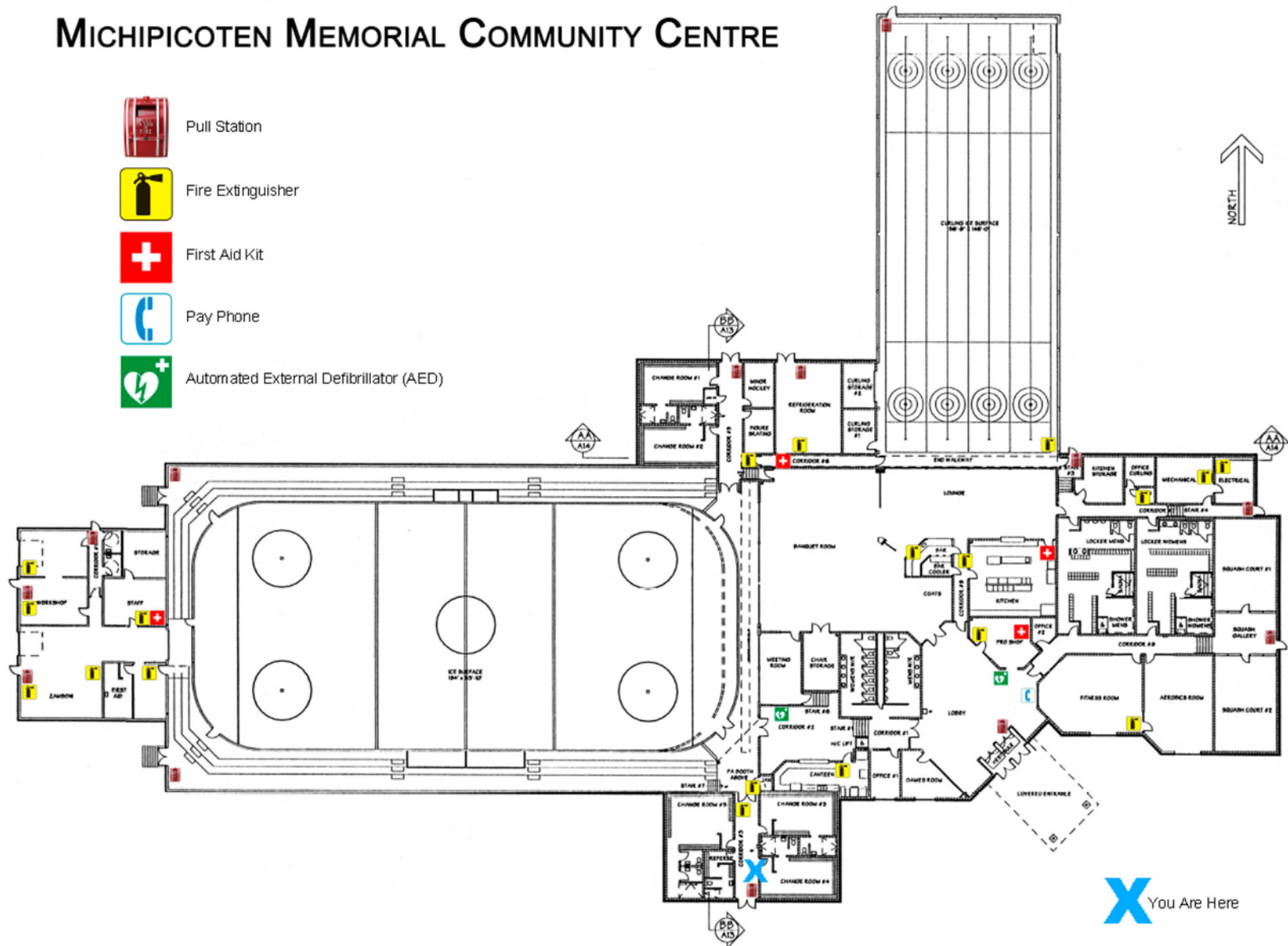
**Annex 2 - Town Hall**  
**40 Broadway Avenue**



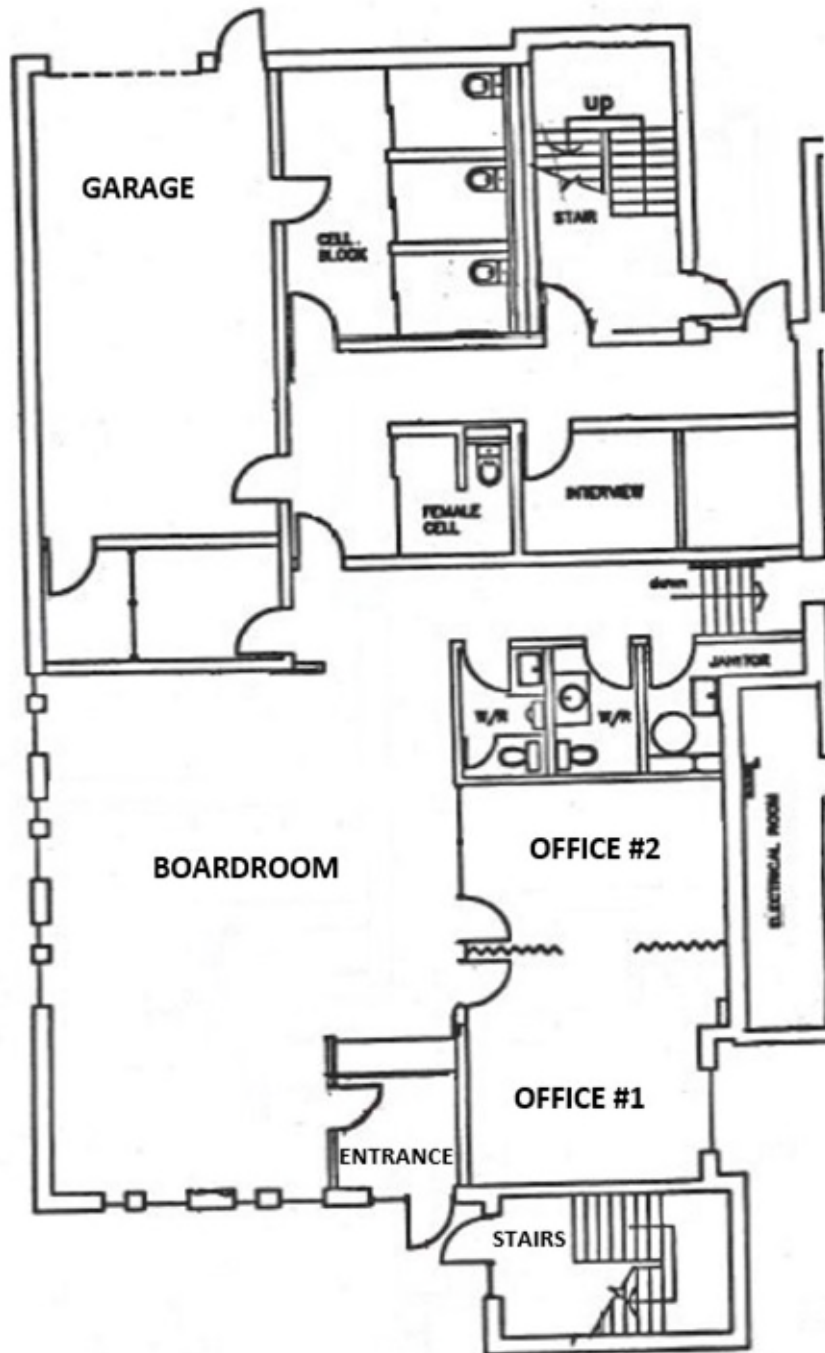


### Annex 3 - 3 Chris Simon Drive

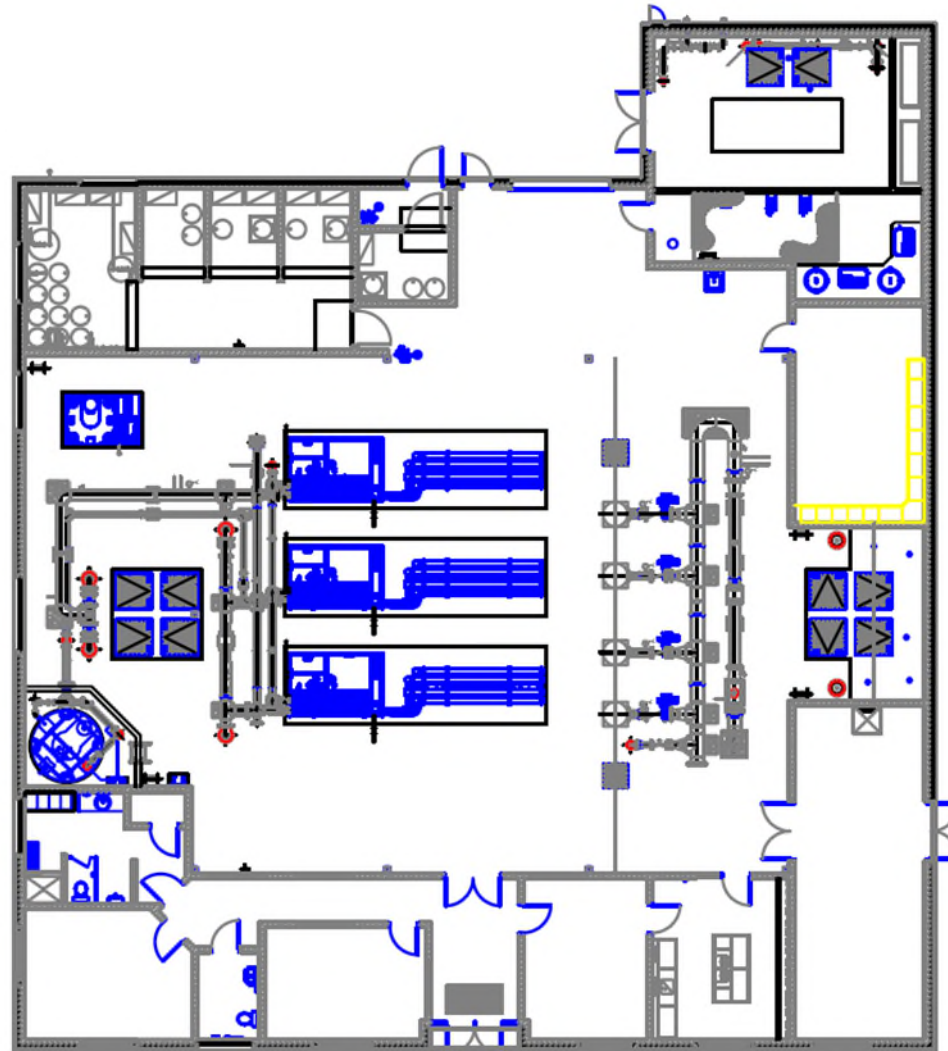
# MICHIPICOTEN MEMORIAL COMMUNITY CENTRE



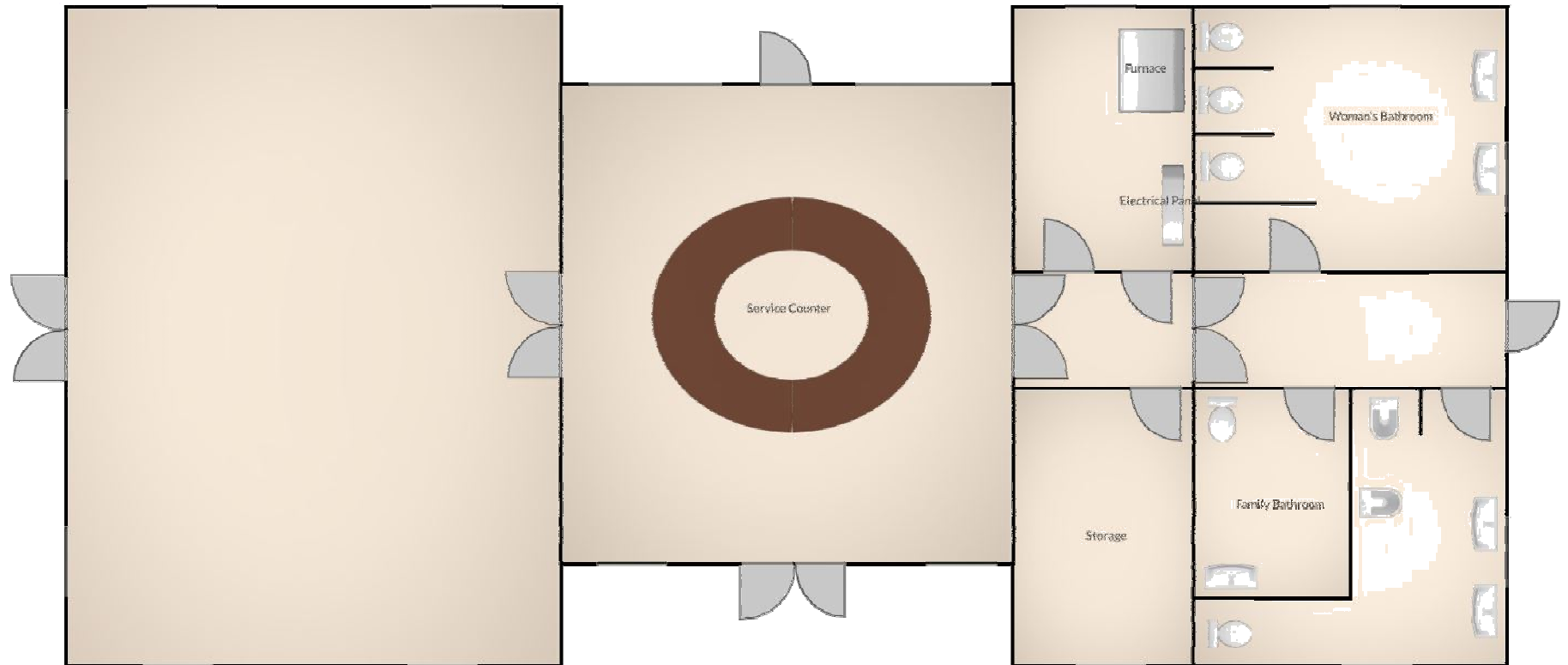
**Annex 4 - Emergency Operating Centre**  
**40 Broadway Avenue**



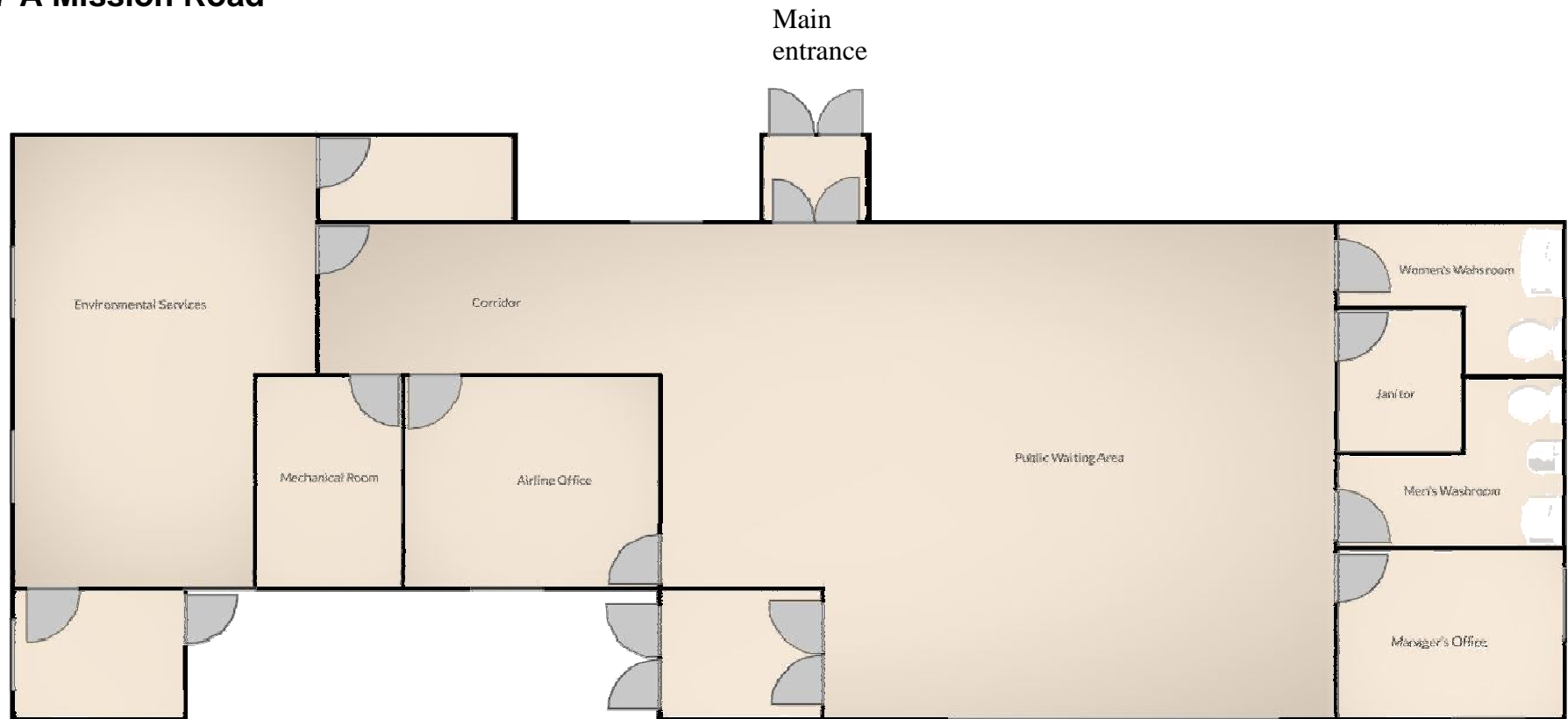
**Annex 5 - Water Treatment Plant**  
**40 C Broadway Avenue**



**Annex 6 - Tourist Information Centre**  
**26 Mission Road**



**Annex 7 - Wawa Municipal Airport**  
**27 A Mission Road**



**Annex 8 - Sewage Treatment Plant**  
**171 Golf Course Road**



Annex 9 – Municipal Garage  
26 Magpie Road



**Annex 10 – Fire Hall**  
**12 Ontario Street**

