

**MUNICIPAL CORPORATION
OF THE TOWNSHIP OF**

*** KILLALOE / HAGARTY / RICHARDS ***

COMMUNITY EMERGENCY RESPONSE PLAN

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2ND DRAFT PRESENTATION	JULY 24, 2000.
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TAB 1 PART 1 PROFILE

MUNICIPAL CORPORATION TOWNSHIP OF KILLALOE, HAGARTY, RICHARDS

The newly amalgamated Township has a varied cultural base. Irish, German, Polish

HISTORICAL NOTES

This area was opened up with roads and railway due mainly to the logging industry.

This industry is still viable today with many small, medium and large family owned and run operations.

The first road through this area was the Opeongo trail. This road is in existence and also used today.

LAND BASE

The new corporation has “Algonquin Park as the northern boarder”, on “the east from Algonquin Park boundary in a straight line due S.S.W., that passes through part of Wagner Rd. between White Church Rd. and Long Meadows Rd. and then on to pass through the western tip of Golden Lake and on to intersect Gorman Rd.”, on “the west from Algonquin Park boundary due SSW to most eastern part of Paugh Lake Rd. and then on to Wilno North/South Rd., then to intersect the extension of Sheridan Rd. in the bush” and on “the south, part of Gorman Rd. to Rocheford and continuing (WWS) straight on Sheridan Rd. and then straight through bush at “T” intersection when Sheridan Rd. technically continues into bush.

ELECTORAL RIDINGS

Federal – Renfrew, Pembroke, Nipissing.

Provincial – Renfrew, Pembroke, Nipissing.

Local Government – Municipal Corporation of the Townships of Killaloe, Hagarty & Richards.

INDUSTRIES

-- Logging, Machine shop, Artists, Tourism

EDUCATIONAL FACILITIES

-- Elementary Schools, Killaloe St. Andrew’s Catholic School
 Killaloe Public School

St. Mary’s Catholic School – Wilno

St. Casimirs Catholic School – Round Lake

COMMUNICATIONS

Killaloe Radio Station CHCR 102.9,

Barry’s Bay This Week – news paper

Eganville Leader – news paper

Web Page www.killaloe-hagarty-richards.ca

Killaloe Cable Station

OPP Communications

UTILITIES

Killaloe Water & Sewage Plants, (Operated by Ontario Clean Water Agency)

Ottawa River Power Corporation- Village of Killaloe

Hydro One- Hagarty & Richards Township

TAB 1 PART 1 PREFACE

1. The **EMERGENCY PREPARDNESS RESPONSE COMMITTEE** of council consists of;

- The Mayor
- The Community Emergency Management Coordinator (CEMC)
- Three Council Members

2. Responsibilities of the **EMERGENCY PREPARDNESS RESPONSE COMMITTEE** include but are not restricted to;

- Preparation and maintenance of the Community Emergency Response Plan and ensure it is updated annually
- Develop a training and education program and conduct a small exercise yearly,
- Design and conduct a major exercise once every five (5) years.
- Comply with legislated regulations to complete essential, enhanced and comprehensive components of the legislation

3. The **EMERGENCY OPERATIONS CONTROL GROUP** (EOCG) consists of:

- Mayor or alternate
- Community Emergency Management Coordinator
- CAO Clerk-Treasurer
- Office Administrator
- Fire Chief
- Works Superintendent
- Senior Health Services
- Senior Police Representative
- Community Services / Evacuation Representative
- Public Information Officer

➤ **When it is determined that there is a threat or an actual impending emergency**

- The EOCG committee will form when an emergency occurs or is thought to occur at The Emergency Operation Centre (EOC) if possible.
- The Mayor or alternate will chair the Emergency Operation Control Group.

TAB 1 PART 1 –By-Law

THE CORPORATION OF THE TOWNSHIP OF KILLALOE, HAGARTY & RICHARDS
By-law No. 33-2004

Being a By-law to requiring an emergency management program for the protection of public safety, health, the environment, the critical infrastructure and property, and to promote economic stability and a disaster-resilient community.

WHEREAS, the Province of Ontario has passed an Act, which requires the development and implementation of an emergency management program (short title—The Emergency Management Act) by the Council of a municipality:

AND WHEREAS this Act requires the emergency management program to conform to standards promulgated by Emergency Management Ontario in accordance with international best practices, including the four core components of emergency management, namely: mitigation/prevention, preparedness, response and recovery; and also makes provision for the municipality and council to develop and implement an emergency management program to protect public safety, public health, the environment, the critical infrastructure and property, and to promote economic stability and a disaster-resilient community;

AND WHEREAS this Act makes provision for the Head of Council to declare that an emergency exists in the community or in any part thereof, and also provides the Head of Council with authority to take such action or make such orders as he/she considers necessary and not contrary to law, to implement the emergency response plan and respond to an emergency;

AND WHEREAS the Act provides for the designation of one or more members of council who may exercise the powers and perform the duties of the Head of Council during his/her absence or his/her inability to act;

AND WHEREAS the Act authorizes employees of a community to respond to an emergency in accordance with the emergency response plan where an emergency exists but has not yet been declared to exist;

NOW THEREFORE be it resolved:

1. That an Emergency Management Program be developed and implemented in accordance with the standards published by Emergency Management Ontario in accordance with international best practices;
2. That the Head of Council or designated alternate, as provided in the plan, be empowered to declare an emergency and implement the emergency response plan;
3. That certain appointed officials or their designated alternates, as provided in the approved community emergency response plan are empowered to cause an emergency notification to be issued to members of the Community Control Group, and to respond to an emergency in accordance with the emergency response plan where an emergency exists but has not yet been declared to exist;
4. That, the Emergency Management Program Committee will cause the emergency management program to be reviewed annually and recommend changes to the program as considered appropriate and refer recommendations to Council for further review and approval; and
5. That the emergency response plan attached hereto as Schedule "A" of this By-Law is hereby adopted.

Read a first and second time this 06 day of October, 2004.

Read a third time and finally passed this 06 day of October, 2004.

Mayor

CAO Clerk-Treasurer

TAB 2 PART 2 PLAN PREPARATION AND MAINTENANCE

➤ **PREAMBLE;**

The CORPORATION OF THE TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS Community Emergency Response Plan has been prepared by the Emergency Preparedness Committee, to provide a prompt and coordinated response to all types of emergencies affecting this Community.

For this Community Emergency Response Plan to be affective, it is important that all concerned be made aware of its provisions and be prepared to carry out their assigned functions and responsibilities in an emergency. Department Heads are also required to develop and maintain their own emergency plans, including the callout system, name list, phone numbers and the alternates of various positions within the department.

It is recognized that some positions named in this plan and those responsibilities, are listed, though the human resources required to fill these positions are not available to our community at the present time. These responsibilities will be delegated to others at a time when required and are listed so that these responsibilities will not be lost and in fact filled as resources become available.

➤ **INTRODUCTION;**

1. **EMERGENCY DEFINITION;**

An emergency is as a situation or an impending situation that by its nature or magnitude affects the health, safety, welfare and property of a community which requires prompt, controlled and coordinated response by one or more agencies and is beyond the normal response capability of a community.

2. **TYPES OF EMERGENCIES >>> HAZARD ANALYSIS;**

While many emergencies could occur within our Community, those most likely to occur are; floods, forest fires, transportation accidents involving dangerous goods, breakdown in flow of essential services / supplies, storms including wind, rain and winter weather, air crashes, electrical power outage or any combination thereof. (See TAB “9” - **Hazard Identification/Risk Assessment**)

3. **ABOUT THE EMERGENCY PLAN;**

This Emergency Plan has been developed to establish the actions that will be taken to deal with a real or potential emergency or disaster.

4. **IMPORTANT MEASURES ENABLED UNDER THIS LEGISLATION AND WHICH FORMS PART OF THIS EMERGENCY PLAN ARE;**

- ✓ Extra powers to the leaders of the CORPORATION OF THE TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS to mitigate emergency,
- ✓ Once emergency is declared financial assistance available.

5. **ACTION PRIOR TO DECLARATION;**

When an emergency exists but has yet to be declared to exist, community employees may take such action(s) under this Emergency Plan as may be required to protect the lives and property of the our Community in consultation with one or more Emergency Operation Control Group members.

TAB 2 PART 2 PLAN PREPARATION AND MAINTENANCE (Con't)

➤ **AUTHORITY;**

The Emergency Management ACT (EMA) is the legal authority for this emergency response plan in Ontario.

The EMA 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 Act, 2003 this emergency response plan and its' elements have been:

- Issued under the authority of the Corporation of the Township of Killaloe, Hagarty and Richards By-Law 33-2004; and
- Filed with Emergency Management Ontario, Ministry of Community Safety and Correctional Services.

➤ **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 and property of the inhabitants of this Community when faced with an emergency whether real or perceived to be real.

➤ **REQUESTS FOR ASSISTANCE;**

- a) Assistance may be requested from the Province of Ontario at any time without any loss of control or authority.
- b) Such requests can be made by contacting Emergency Management Ontario
- c) In the event of an emergency, Emergency Management Ontario will assist the Community in any way it can. For example, it can coordinate assistance from a number of other private agencies, provincial agencies and the federal agencies. Emergency Management Ontario is also prepared to send a Community Emergency Preparedness Advisor or a Provincial Liaison team to provide advice and assistance.

TAB 2 PART 2 PLAN PREPARATION AND MAINTENANCE (Con't)

➤ **PLAN MAINTENANCE AND REVISION;**

This Community Emergency Preparedness Response Plan will be reviewed annually and, where necessary, revised by a meeting(s) of the Emergency Preparedness Committee

Each time this Community Emergency Response Plan is revised, it must be forwarded to Council for approval. However, revisions to the annexes and minor administrative changes can be made without resubmitting the Community Emergency Response Plan to Council each time.

It is the responsibility of each person, agency, service or department named within this Community Emergency Response Plan to notify the Community Emergency Management Coordinator (CEMC) forthwith, of any revisions to the annexes, or administrative changes.

➤ **TESTING OF PLAN;**

An annual exercise will be conducted in order to test the overall effectiveness of this Community Emergency Response Plan and provision of training to the Emergency Operations Control Group. Revisions to this plan should incorporate recommendations stemming from such exercises. Tests of the notification system should be conducted several times each year.

➤ **INTERNAL PROCEDURES;**

Each service involved with this Community Emergency Response Plan will prepare functional emergency procedures or guidelines outlining how it will fulfil its responsibilities during an emergency.

Each service will ensure that it designates a member of its staff to maintain and revise its own emergency procedures and guidelines.

TAB 3 PART 3 PREPARATION FOR EMERGENCY RESPONSE

ACTION PRIOR TO EMERGENCY >>> pre planning

1. EMERGENCY PREPAREDNESS RESPONSE COMMITTEE (consisting of)

- ✓ The Mayor
- ✓ Three Members of Council
- ✓ Community Emergency Management Coordinator

RESPONSIBILITIES INCLUDE;

- (a) Exercise over all responsibility of planning and coordination of Emergency Management in the Township of Killaloe, Hagarty and Richards,
- (b) May borrow, levy, appropriate and expend, without the consent of the electors, all sums required for the operation of the Community Emergency Response Committee,
- (c) Authorize the expenditure of community funds during an emergency or disaster,
- (d) Submission to Mayor and Council estimates of expenditures for the maintenance and operation of the Emergency Management Committee,
- (e) Submission to Mayor and Council on a progress report of activities,
- (f) Submission to Mayor and Council, for approval, of a Community Emergency Plan.

2. EMERGENCY OPERATION CONTROL GROUP (EOCG) (consisting of)

- ✓ Mayor
- ✓ Community Emergency Management Coordinator
- ✓ Fire Chief
- ✓ Senior Works Superintendent
- ✓ Police Service Representative
- ✓ Senior Health Representative
- ✓ Community Social Services Director / Evacuation Director
- ✓ Public Information Director
- ✓ CAO Clerk– Treasurer

RESPONSIBILITIES INCLUDE (BUT NOT LIMITED TO);

- (a) Development of and preparation of the Community Emergency Response Plan,
- (b) Develop a training and education program,
- (c) Design and conduct a small exercise per year to test The Plan and suggest corrections as required,
- (d) Design and conduct a major exercise every five (5) years to test The Plan and suggest corrections as required,
- (e) Ensure someone is given direction to maintain The Plan,
- (f) Ensure that funding from the Joint Emergency Preparedness Program (JEPP) is utilized yearly.

TAB 3 PART 3 PREPARATION FOR EMERGENCY RESPONSE (Con't)

3. ACTIVATION OF PLAN WITHOUT DECLARING AN EMERGENCY

When an emergency exists but has not yet been declared to exist, the community members of the EOCG may take such action(s) under this emergency plan as may be required to protect lives and property in this Community in consultation with one or more members of the EOCG.

4. DECLARATION AND TERMINATION OF AN EMERGENCY

The Mayor or designated alternate of the Township of Killaloe, Hagarty and Richards is responsible for declaring that an emergency exists. This decision is usually made in consultation with other members of the Emergency Operations Control Group (EOCG). A sample declaration of the form used is attached as **ANNEX F**.

UPON SUCH DECLARATION the MAYOR (or alternate) will notify;

- (a) The Council of the Township of Killaloe, Hagarty and Richards,
- (b) Emergency Management Ontario, Ministry of Community Safety and Correctional Services
- (c) Neighboring community officials, as required,
- (d) The County of Renfrew, as appropriate,
- (e) The media, as appropriate,
- (f) Other provincial ministries ie. Ministry of Natural Resources, Ministry of Transportation;
- (g) Local MPP/MP;
- (h) Public

UPON TERMINATION of an emergency the Mayor (or alternate) will notify;

- (a) The Council of the Township of Killaloe, Hagarty and Richards,
- (b) Emergency Management Ontario, Ministry of Community Safety and Correctional Services
- (c) Neighboring community officials, as required;
- (d) The County of Renfrew, as appropriate;
- (e) The media, as appropriate,
- (f) Other provincial ministries ie. Ministry of Natural Resources, Ministry of Transportation.
- (g) Local MPP/MP
- (h) Public

TAB 3 PART 3 PREPARATION FOR EMERGENCY RESPONSE (Con't)

5. EMERGENCY OPERATIONS CENTRE (EOC)

The Emergency Operations Control Group (EOCG) will report to the Emergency Operations Centre (EOC). In the event that this EOC cannot be used, then the secondary location will be utilized . A third location of the EOC not within the CORPORATION boundary is located in a neighbouring township.

A community should select a primary, secondary and out of community location in the event any location is adversely affected by the emergency, thereby providing quick response to the emergency.

Layout and equipment of the Emergency Operations Centre (EOC) are detailed in ANNEX C.

6. NOTIFICATION SYSTEM

- Upon receipt of a warning of a real or a potential emergency, any member of the Emergency Operations Control Group (EOCG) may activate the notification system.
- The First Person to activate the call-out, will designate a person to call out the remainder of the Emergency Operations Control Group (EOCG).
- Upon being notified, it is the responsibility of ALL EOCG members to notify their staff and volunteer organizations respectively, and assemble at the Emergency Operations Centre.
- Where the threat of an emergency exists, the EOCG will be notified and placed on standby.
- A Log or Record of notification and the times notified will be maintained.

The Emergency Notification System / EOCG List is attached as ANNEX B.

TAB 4 PART 4 EMERGENCY OPERATIONS CONTROL GROUP (EOCG)

All emergency or disaster response will be directed and controlled by the Emergency Operations Control Group who are responsible for providing the essential services necessary to minimize the effects of an emergency on the community.

This group is known as The **Emergency Operations Control Group** (EOCG), comprised of;

- ✓ Mayor or Acting Mayor,
- ✓ Community
- ✓ CAO Clerk-Treasurer, or alternate,
- ✓ Senior Police representative,
- ✓ Senior Fire representative,
- ✓ Senior Public Works representative,
- ✓ Senior Health Services representative,
- ✓ Community Social Services / Evacuation coordinator, or alternate,
- ✓ Emergency Response Coordinator,
- ✓ Public Information Coordinator.

Additional Personnel called upon or added to the EOCG may include;

- ✓ Representative of neighboring community such as an Elected Official,
- ✓ Representative from receiving community in the event of an evacuation,
- ✓ Other Emergency Coordinators,
- ✓ Advisor from Emergency Management Ontario,
- ✓ Representative from other Police Services,
- ✓ Representatives from provincial Ministries,
- ✓ Public Utilities ie. Hydro, Telephone, Gas etc.,
- ✓ Any other officials, experts, contractors or representatives deemed necessary by the EOCG.

The EOCG may function with only a limited number of persons depending upon the emergency. While the EOCG may not require the presence of all the people listed as members of the EOCG, ALL members of the EOCG must be notified.

The EOCG should appoint a person to keep information flowing and provide assistance to the family members of the EOCG while members of the EOCG are performing their duties, during a real or potential emergency or disaster. This will ensure the needs of family members are being looked after and thereby allowing, full attention, to be dedicated toward the emergency response.

When an emergency involves the evacuation of our community to another community, a representative from our community should attend the EOCG meetings of the receiving community. This will ensure any preconceived issues will be addressed.

(Note: This statement should be part of an original agreement (**mutual aid agreement see ANNEX H with other communities**)).

TAB 4 PART 4 EMERGENCY OPERATIONS CONTROL GROUP (EOCG) (Con't)

The actions / decisions which the members of the EOCG are likely to be collectively responsible for are;

- ✓ Calling out and mobilizing their emergency services, agencies and equipment,
- ✓ Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law,
- ✓ Determining if the composition and location of the EOCG are appropriate,
- ✓ Advising the Mayor whether the declaration of an emergency is recommended,
- ✓ Designating an area in the community as an “emergency area”,
- ✓ Ensuring that an Emergency Site Manager (ESM) is appointed,
- ✓ Dispatching a community leader(s) from the community being evacuated, to the Emergency Operations Control Group and Evacuation Centre of the community receiving the evacuees,
- ✓ Ordering, coordinating and/or overseeing evacuation of inhabitants considered to be in danger,
- ✓ Discontinuing utilities or other services provided by public or private concerns, i.e. electric power, water, gas, closing down stores,
- ✓ Arranging for services and equipment from local agencies not under community control I.e. private contractors, volunteer agencies, service clubs,
- ✓ Requesting assistance from and / or liaison with neighboring communities, various levels of government and any public or private agencies not under community control, as considered necessary,
- ✓ Determining if additional volunteers are required and if appeals for volunteers are warranted, (ANNEX H).
- ✓ Appoint a person to monitor EOCG family members.
- ✓ Determining if additional transportation is required for evacuation, persons and/or supplies,
- ✓ Communication link i.e. Public Information Coordinator and Community Inquiry supervisor,
- ✓ Authorizing expenditure of money required to deal with the emergency,
- ✓ Notifying the service, agency or group under their direction, of the termination of the emergency,
- ✓ Maintain records of decisions taken and submit summary to Administrator within one week of the termination,
- ✓ Participating in the debriefing following the emergency
- ✓ Advise the Mayor or Designate of any necessary actions that should be taken and are not covered in the Emergency Plan, to minimize the effects of an emergency or disaster,
- ✓ Maintaining a record of volunteers ie; to ensure coverage of Workers Compensation Board.

STANDING OPERATING PROCEDURES;

1. Ensure all members of the EOCG are notified,
2. Ensure your individual departments are notified and at minimum placed on stand-by,
3. Immediately go to Emergency Operations Centre,
4. Ensure Mayor or Alternate is Notified,
5. Ensure an Emergency Site Manager is appointed and dispatched.

➤ BUSINESS CYCLE;

Members of the EOCG will gather at regular intervals to inform each other of actions taken and problems encountered. Frequency of meetings and agenda items will be established by the Chair or the CAO Clerk–Treasurer or his/her delegate. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. Maps and status boards will be prominently displayed and kept up to date by the CAO Clerk–Treasurer or his/her delegate.

TAB 5 PART 5 EOCG INDIVIDUAL RESPONSIBILITIES

The Mayor or Alternate is responsible for;

- Ensuring the EOCG is notified,
- As a member of the EOCG support the directions and decisions that are being taken as a group,
- Upon the recommendation of the EOCG declare that a state of emergency exists,
- Upon the recommendation of the EOCG declare that the state of emergency is terminated or renew every seven days,
- Notify the Solicitor General of Ontario of an emergency or impending emergency,
- Authorize the expenditure of funds required to minimize the effects of the emergency
- Ensure members of Council are advised of the declaration and termination of the emergency,
- Request and or approve mutual aid assistance from other Communities, Municipalities, Provincial and Federal Government agencies,
- Authority to exercise all powers necessary as conferred by the Provincial Emergency Management Act, once a declaration has been made,
- When it is safe and appropriate, visit emergency site,
- When required brief media at the media information centre,
- When necessary inform public of important or significant developments occurring,
- Maintain log of all actions taken

STANDING OPERATING PROCEDURES

On receipt of the warning of a real or potential emergency or disaster the Mayor will;

- a) Occupy the Mayors office in the Emergency Operations Centre,
- b) If required make and sign declaration / termination of the state of emergency,
- c) Advise and continually update community and the public of the current emergency situation,
- d) If necessary activate Emergency Plan without declaring an Emergency and maintain log.

The CAO Clerk-Treasurer or Alternate is responsible for;

- Ensuring the EOCG is notified,
- Coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings and chairing them,
- Advising the Mayor on policies and procedures, as appropriate,
- Approving in conjunction with the Mayor, major announcements and media releases prepared by the Public Information Coordinator, in consultation with the EOCG,
- Ensuring the telecommunication link is established between the EOCG and the Emergency Site Manager,
- Calling out additional staff to provide assistance, as required,
- Ensure a list of volunteers is maintained and available,
- Maintain a log of all actions taken.

TAB 5 PART 5 EOCG INDIVIDUAL RESPONSIBILITIES (Con't)

STANDING OPERATING PROCEDURES

On receipt of a real or potential emergency or disaster the CAO Clerk–Treasurer will;

- a) Activate the Emergency Operations Control Group emergency alerting system in whole or in part,
- b) Report to the Emergency Operations Centre,
- c) Appoint an agency / person to manage the Emergency Site(s),
- d) Coordinate Community response agencies,

SENIOR POLICE OR ALTERNATE

The Senior Police Representative or Alternate is responsible for;

- Ensuring that the Mayor and/or CAO Clerk–Treasurer of the Township of Killaloe, Hagarty, Richards is notified and that the O.P.P.'s alerting system is activated when necessary;
- Notification if necessary of other emergency and community services, as required;
- The establishment of a site command post with communications to/at the EOC;
- Establishment of an ongoing telecommunications link with the Senior Police Official at the scene of the emergency;
- The establishment and direction of an inner and outer perimeter within the emergency area (s);
- The establishment of an outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel;
- The provision of traffic control to facilitate the movement of emergency vehicles;
- Alerting persons endangered by the emergency and coordinating evacuation procedures;
- A) The designation and opening of evacuee centers, as required. Conduct the evacuation of building and/or residential areas authorized by EOCG;
- Liaison with the Evacuation Coordinator regarding the establishment and operation of evacuation and reception centers; (*Note: This statement relates to the security issues of these facilities*).
- The protection of life and property and the provision of law and order;
- The provision of police service in evacuee centers, morgues, and other facilities;
- Notifying and provide assistance to the Coroner in respect to fatalities;
- Liaison with other Municipal, Provincial and Federal Police agencies, as required;
- Control and if necessary, disperse crowds within the emergency or disaster site (s);
- Act as liaison with other Police agencies;
- Provide security and prevent looting of evacuated areas;
- Provide storm and river watch;
- Provide assistance in search and rescue operations;
- Recommend to the EOC Manager the activation of mutual aid if required;
- Act as liaison with Humane Society when animal control is required; and
- Maintain a log of all actions taken.

STANDING OPERATING PROCEDURES

On receipt of a real or potential emergency or disaster the Police representative shall;

- a) Activate police emergency alert system
- b) report to the Emergency Operations Centre;
- c) activate the O.P.P. emergency plan;
- d) co-ordinate police operations.

TAB 5 PART 5 EOCG INDIVIDUAL RESPONSIBILITIES (Con't)

SENIOR FIRE OR ALTERNATE

The responsibilities of the Fire Chief or the alternate during a real or potential emergency or disaster are:

- Activate the departments emergency alert system;
- Ensuring the EOCG is notified;
- Activate departments emergency plan;
- Providing the EOCG with information and advice on fire fighting and rescue matters;
- Provide search and rescue when necessary within the scope of fire fighting services or co-operate with the Search and Rescue Group when requested by the EOCG;
- Establish an ongoing telecommunications link with the Senior Fire Official at the scene of the emergency;
- Informing and/or initiating Mutual Aid arrangements for the provision of additional fire fighting manpower and equipment, if needed or recommending to the EOCG to do so;
- Determining if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing, etc.;
- Providing assistance to other community departments and agencies and being prepared to take charge of, or contribute to non-fire fighting operations if necessary, e.g., rescue, first aid, casualty collection, evacuation, etc., when asked to do so by the EOCG;
- Ensure that Dangerous Goods Agencies are notified/contacted when necessary;
- Advise the EOCG when sustained damages to buildings exceed safe limits (within the knowledge and scope of the Fire Department);
- Maintain a log of all actions taken.

STANDING OPERATING PROCEDURES

On receipt of the warning of a real or potential emergency or disaster the Fire Chief will:

- a) Activate the department emergency alert system;
- b) report to the Emergency Operations Centre;
- c) activate the department's emergency plan; and
- d) co-ordinate fire fighting operations.

TAB 5 PART 5 EOCG INDIVIDUAL RESPONSIBILITIES (Con't)

SENIOR WORKS SUPERINTENDENT OR ALTERNATE

The responsibilities of the Senior public Works/Roads Representative or alternate during a real or potential emergency or disaster are:

- Activate the departments emergency alert system;
- Ensuring the CAO Clerk–Treasurer is notified;
- Activate the departments emergency plan;
- Providing the EOCG with information and advice on engineering matters;
- Liaison with the Senior Public Works Officer from the neighboring community(s) to ensure a coordinated response;
- The provision of engineering assistance;
- To construct, repair and provide maintenance for community roads;
- Liaison with Ontario Clean Water Agency for the maintenance of sanitary sewage and water supply/systems;
- The provision of equipment for emergency pumping operations;
- Liaison with the Fire Chief concerning emergency water supplies for Fire Fighting purposes;
- The provision of emergency potable water, supplies and sanitation facilities to the requirements of the Senior Health Services Representative;
- Discontinuing any public works service or utility to any consumer, as required, and restoring these services when appropriate;
- Liaison with public utilities to disconnect any services representing a hazard and/or to arrange for the provision of alternate services or functions;
- Providing public works vehicles and equipment as required by any other emergency services;
- Maintaining liaison with food control, conservation and environmental agencies and being prepared to take preventative action;
- Provide assistance with clean up operations and repair damage where there is community responsibility;
- Advise the EOCG when sustained damages to buildings exceed safe limits (within the knowledge and scope of the Works/Roads Department);
- Provide in conjunction with Health Services the supply of drinking water when required;
- Provide barricades and construction flashers;
- Assist search and rescue operations when applicable;
- Restore essential road services
- maintain a log of all actions taken.

STANDING OPERATING PROCEDURES

On receipt of the warning of a real or potential emergency or disaster the Public Works/Roads representative shall:

- a) activate the department's emergency alert system;
- b) report to the Emergency Operations Centre;
- c) activate the department's emergency plan; and
- d) co-ordinate the response of the Public Works/Roads and associated agencies.

TAB 5 PART 5 EOCG INDIVIDUAL RESPONSIBILITIES (Con't)

SENIOR HEALTH SERVICES REPRESENTATIVE or ALTERNATE

Note: the selection of the Senior Health Services Representative will vary between communities. Normally only one health representative is a member of the EOCG, and it can be the Medical Officer of Health, a Public Health Nurse or someone from the ambulance service.

The responsibilities of the Senior Health Services Representative or alternate during a real or potential emergency or disaster are:

- Activate the departments emergency alert system;
- Ensuring that the CAO Clerk – Treasurer is notified;
- Acting as a coordinating link for all emergency health services at the EOCG;
- Liaison with the Ontario Ministry of Health, Public Health Branch and Health and Welfare Canada, as appropriate;
- Liaison with the Ambulance Service Representative;
- Providing advice on any matters which may adversely affect public health;
- Providing authoritative instructions on health and safety matters to the public through the Public Information Coordinator;
- Coordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health policies;
- Ensuring coordination of care for bed-ridden citizens and invalids at home and in evacuee centers during an emergency;
- Ensuring liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources;
- Ensuring coordination of all efforts to prevent and control disease during an emergency;
- Notifying the appropriate official regarding the need for potable water supplies and sanitation facilities;
- Liaison with the Evacuation Coordinator on areas of mutual concern regarding operations in evacuee centers;
- Provide for mass immunization if required;
- Oversee water quality checks;
- Oversee prepared food or preparation of food for evacuees and workers to see food quality meets Ontario health Standings;
- Authorize the evacuation of buildings or areas for health reasons;
- Maintain communication with outside agencies such as Renfrew County Health Unit;
- Maintain a log of all actions taken

STANDING OPERATING PROCEDURES

On receipt of the warning of a real or potential emergency or disaster the Senior Health Services representative shall:

- a) Activate the department's emergency alert system;
- b) Report to the Emergency Operations Centre;
- c) Activate the department's emergency plan; and
- d) Co-ordinate the response of Health Services.

TAB 5 PART 5 EOCG INDIVIDUAL RESPONSIBILITIES (Con't)

COMMUNITY SERVICE / EVACUATION COORDINATOR or ALTERNATE

The responsibilities of the Community Service/Evacuation Coordinator or alternate during a real or potential emergency or disaster are:

- Activate the department's emergency alert system;
- Ensuring that the CAO Clerk – Treasurer is notified;
- Ensuring that the well-being of persons who have been displaced from the home by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services;
- Supervising the opening and operation of temporary and/or long term evacuee centers, and ensuring that they are adequately staffed;
- Liaison with the police and other community officials with respect to the predestination of evacuee centers which can be opened on short notice;
- Liaison with the Senior Health Services Representative on areas of mutual concern regarding operations in evacuee centers;
- Ensuring that a representative of the Community Boards of Education and/or Roman Catholic Separate School Board and/or Renfrew County Board of Education is/are notified when a facility (s) is/are required as evacuee reception center (s), and the staff and volunteers utilizing the school facility (s) take direction from the Board representative (s) with respect to its/their maintenance, use and operation.

When the community must be evacuated, the Community Service/Evacuation Coordinator will ensure that:

- A representative(s) from the community being evacuated is dispatched to attend the receiving EOCG to help prepare for the arrival of the evacuees;
- That community leaders accompany the evacuees to the reception community, to help them settle in the evacuee center;
- That the evacuees take the appropriate belongings with them such as medications if time allows;
- That coordination takes place between the community, officials or agencies to prepare the list of evacuees to be transported, ensuring the sick, elderly and families with children are given priority (ensuring the receiving community is advised of the number of evacuees to be expected);
- That the appropriate interpreters accompany evacuees to the reception community, as required;

Note: a more detailed evacuee plan/procedure should be prepared and attached as Annex "D"

SECURITY SERVICES COORDINATOR or ALTERNATE > if and when available

The responsibility of the Security Services Coordinator or alternate during a real or potential emergency or disaster are:

- 1) Ensuring crowd control;
- 2) Securing evacuated buildings;
- 3) Liaison with Senior Police Representative;
- 4) Maintain a log of all actions taken.

TAB 5 PART 5 EOCG INDIVIDUAL RESPONSIBILITIES (Con't)

STANDING OPERATING PROCEDURES

On receipt of the warning of a real or potential emergency the Security Services Coordinator will:

- a) Activate the group's emergency alert system;
- b) Report to the Emergency Operations Centre;
- c) Co-ordinate security services with other agencies such as Ontario Provincial Police.

EMERGENCY RESPONSE COORDINATOR and/or EMERGENCY MANAGEMENT ORGANIZATION COORDINATOR or ALTERNATE

The responsibilities of the Emergency Response Coordinator and/or The Emergency Management Organization Coordinator or the alternate during a real or potential emergency or disaster are:

- Activate the Emergency Management Organization's emergency alert system;
- Prior to an emergency, coordinating and maintaining the Community Emergency Plan, including the resource directory;
- Monitoring and passing on information regarding real or potential emergencies (such as floods, forest fires, and severe weather);
- Liaison with other provincial ministries and agencies to obtain and update information on the emergency situation;
- Recommending to the Mayor, Council, and EOCG how the Community should respond to the emergency, as appropriate;
- Provide emergency response equipment;
- Act as liaison with Emergency Management Organizations;
- Make arrangements to support the Emergency Operations Control Group;
- Make arrangements with the O.P.P. or Police Representative for the dispatch of the ESM command post;
- Provide lists of resources, advisors and provincial or federal emergency response agencies;
- Recommend to the Emergency Operations Center Manager the activation of mutual aid when required;
- Act as the EOC Operations Officer;
- Alert and co-ordinate the response of radiological teams, and
- Maintain a log of all actions taken.

STANDING OPERATING PROCEDURES

On receipt of the warning of a real or potential emergency or disaster the Coordinator shall:

- a) Activate the Emergency Management Organization's emergency alert system;
- b) Report to the Emergency Operations Center;
- c) Activate the volunteer organization's emergency plans;
- d) Ensure the dispatch of the ESM post; and
- e) Alert and co-ordinate the response of the volunteer organizations as required.

TAB 5 PART 5 EOCG INDIVIDUAL RESPONSIBILITIES (Con't)

EMERGENCY SITE MANAGER – (ESM) or ALTERNATE

The responsibilities of the Emergency Site Manager during a real or potential emergency or disaster are:

- If not already on the scene, move to the emergency site and assume the management of the site;
- Establish liaison with the agency control officers;
- Assess the situation, establish an aim and determine the site operational plan;
- Establish a site layout;
- Establish telecommunications with the Emergency Operations Centre;
- Advise and continuously update the EOC Manager of the current emergency situations;
- Determine if resources are adequate or if additional resources are required;
- Action requests of agency control officers to obtain resources that are not held within their respective agencies;
- Continuously update the agency control officers of site operations;
- Request public information support as required;
- Take such action as is necessary to minimize the effects of the emergency or disaster; and
- Maintain a log of all actions taken.

STANDING OPERATING PROCEDURES

On appointment as the Emergency Site Manager;

- a) Assume the management of the emergency site;
- b) Assess the situation, establish an aim and determine the site operational plan;
- c) Co-ordinate site operations.

PUBLIC INFORMATION OFFICER or ALTERNATE

The Public Information Coordinator or Alternate is responsible to;

- Ensures that the EOCG is notified,
- Upon arrival at the EOC, reports to the CAO Clerk–Treasurer to be briefed on the emergency situation,
- Establish a communication link with the Site Media spokesperson (if one is appointed), the Community Inquiry Supervisor and any other Media Coordinator(s) (i.e. provincial, federal, private industry, etc.) involved in the incident, and will ensure that all information released to the media and the community is consistent and accurate.
- Ensure all media releases have been checked by The Mayor,
- Ensuring the Media centre is set up and staffed,
- Liaison with the EOCG to obtain up-to-date information for media releases, coordinate individual interviews and organize press conferences,
- Ensuring that the following are advised of the telephone number of the media centre;
 - (a) Media, (b) EOCG, (c) Switchboard (community & emergency services), (d) Site Media Spokesperson and/or Police Public Relations Officer, (e) Neighboring Communities, (f) Community Inquiry Advisor, (g) County of Renfrew, (h) Any other appropriate persons, agencies or businesses

TAB 5 PART 5 EOCG INDIVIDUAL RESPONSIBILITIES (Con't)

PUBLIC INFORMATION OFFICER or ALTERNATE

- Providing direction and regular updates to the Community Inquiry Supervisor, to ensure that the most accurate and up-to-date information is disseminated to the public,
- Ensuring that the Media releases are approved by the CAO Clerk–Treasurer (in consultation with the Mayor) prior to dissemination, and distributing of hard copies of the media releases to the Public Information Centre, the EOCG, Community 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.

STANDING OPERATING PROCEDURES;

- (a) Ensure EOCG are informed and report to EOC
- (b) Ensure media releases are approved by The Mayor and are accurate
- (c) Ensure Media Centre is open and operational.

SUPPORT AND ADVISORY STAFF RESPONSIBILITIES

ASSISTANT ADMINISTRATOR

The Assistant Administrator is responsible for;

- Assisting the CAO Clerk–Treasurer, as required
- Ensuring all important decisions made and actions taken by the EOCG are recorded,
- Upon direction from the CAO Clerk–Treasurer, notifying the required support and advisory staff of the emergency, and the location of the Emergency Operations Centre,
- Initiating the opening, operation and staffing of the switchboard at the community office, as the situation dictates, and ensuring operators are informed of EOCG member's telephone numbers in the EOC,
- Assuming the responsibilities of the Community Inquiry Supervisor,
- Arranging for printing of materials, as required,
- Coordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required
- Upon direction from the Mayor, ensuring that all Council are advised of the Declaration and the Termination of the Declaration of the emergency,
- Upon direction by the Mayor, arranging a special meeting(s) of Council, as required, and advising Council of the time, date, and location of the meeting,
- Procuring staff to assist, as required,
- Maintain log of all actions taken.

TAB 5 PART 5 EOCG SUPPORT AND ADVISORY STAFF (Con't)

PURCHASING OFFICER

- The provision of information and advice on financial matters as they relate to the emergency,
- The provision and securing of equipment and supplies not owned by the Community,
- Liaison, if necessary, with the Treasurer(s) of neighboring community,
- Liaison with purchasing agents of the neighbouring communities, if necessary,
- Ensuring that records of expenses are maintained for future claim purposes,
- Maintaining and updating a list of all vendors (including 24-hour contact numbers) who may be required to provide supplies and equipment during emergencies,
- Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency,
- Maintain a log of all actions taken.

PROPERTY MANAGER

- Opening and maintaining the Community Municipal Office,
- Providing security for the Community Municipal Office, as required,
- Providing identification cards to EOCG members and support staff,
- Coordinating the maintenance and operation of feeding, sleeping and meeting areas at the EOC, as required,
- Procuring staff to assist, as required.

LEGAL SERVICES ADVISOR

- The provision of advice to any member of the Emergency Operations Control Group on matters of a legal nature as they may apply to the actions of the Community in its response to the emergency, as required.

HUMAN RESOURCE COORDINATOR

- Coordinating and processing requests for human resources,
- Under the direction of the EOCG, coordinating offers of, and appeals for, volunteers,
- Selecting the most appropriate site(s) for the registration of human resources,
- Ensuring records of human resources and administrative detail, that may involve financial liability, are completed,
- When volunteers are involved, ensuring that a Volunteer Registration Form is completed by the volunteer (**blank form in ANNEX J # 1**), and a copy of the volunteer registration is retained for community records,
- Ensuring identification cards are issued to volunteers and temporary employees, where practical,
- Arranging for transportation of human resources to and from site(s),
- Arranging for food and accommodation for the volunteers,
- Obtaining assistance, if necessary, from Employment and Immigration Canada, as well as other government departments, public and private agencies and volunteer groups.
- Delegate the listing of volunteers when necessary and directing of volunteers.

TAB 5 PART 5 EOCG SUPPORT AND ADVISORY STAFF (Con't)

TRANSPORTATION COORDINATOR

- Coordinating the acquisition, distribution and scheduling of various modes of transport (ie; public transit, school buses, private taxi, aircraft and trucks as appropriate) for the purpose of transporting persons and/or supplies, as required, by members of the EOCG and the support and advisory staff,
- Procuring staff to assist, as required,
- Ensuring that a record is maintained of drivers and operators involved,
- Maintaining log of all actions taken.

TELECOMMUNICATION COORDINATOR

- Activating the emergency notification system of the local amateur radio operations group,
- Initiating the necessary action to ensure the telephone system at the Municipal Office functions as effectively as possible, as the situation dictates,
- Ensuring that the emergency telecommunications centre is properly equipped and staffed, and working to correct any problems which may arise,
- Maintaining an inventory of community telecommunications equipment and facilities which could be used to augment existing telecommunications systems,
- Making arrangements to acquire additional telecommunications resources during an emergency,
- Maintain a log of all actions taken.

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(FROM THIS POINT ON)

TAB 6 PART 6 OTHER AGENCIES AND SERVICES

EMERGENCY MANAGEMENT ONTARIO

Phone 416 – 314 – 3723
Fax 416 – 314 – 3758

AREA OFFICER – SOUTHEASTERN AREA

Philippe Geoffrion Phone 613 – 828- 6689
 Fax 613 – 828 - 6690

POLICE SERVICES

OPP DUTY OFFICER ORILLIA Phone 705 – 329 – 6950
 Fax 705 – 329 – 6077

OPP LOCAL Phone 757 – 2600

OPP COMMUNICATION CENTRE 1 – 888 – 310 – 1122

THE COUNTY OF RENFREW

Title	Name	Business #	Home #	Pager/Cell #
WARDEN		735-7288 (429)		
Alternate # 1				
CHIEF ADMINISTRATIVE OFFICER				
	Norm Lemke	735-7288 (428)	638-3333	639-1036
Alternate # 1	James Kutschke	735-7288 (423)	735-4333	639-0750
EMERGENCY PREPAREDNESS CO-ORDINATOR				
		735-7288 (448)	687-2629	732-5078
Alternate # 1	James Kutschke	735-7288 (423)	735-4333	639-0750
DIRECTOR, COMMUNITY & SOCIAL SERVICES				
	David Anderson			
COUNTY ENGINEER				
			735-4296	639-0571
Alternate # 1	Rick O'Brien	732-4353 (405)	735-5671	639-0940
Alternate # 2	Steve Boland	732-4353 (411)	732-4387	639-3135
DIRECTOR, HUMAN RESOURCES				
	Bruce Beakley	735-7288 (427)	735-8138	639-0717

Fax for County of Renfrew Offices = 613 – 735 – 2081

TAB 6 PART 6 OTHER AGENCIES AND SERVICES

NEIGHBORING MUNICIPALITIES – AGREEMENTS ARE BEING DISCUSSED

1. Township of Madawaska Valley
2. Algonquins of Pikwakanagan
3. Township of Bonnechere Valley
4. Township of North Altona/Wilberforce
5. Township of South Altona
6. Township of Brudenell, Lyndoch and Raglan

TAB 6 PART 6 OTHER AGENCIES AND SERVICES (Con't)

RENFREW COUNTY DISTRICT SCHOOL BOARD / ADMINISTRATOR

- 1) The provision of any school (as appropriate and available) for use as an evacuation or reception centre,
- 2) Upon being contacted by the Community Services or Evacuation Coordinator or designate, providing Education (Board Member/Administrator) to coordinate and provide direction with respect to the maintenance, use and operation of the facilities being utilized as evacuee or reception center's,
- 3) In the event of an emergency during normal school hours, the principal(s) of the effected school(s) (until directed otherwise) is/are responsible for;
 - a) Implementing the school "Stay-Put" Emergency Plan, or
 - b) Implementing the school "Evacuation" Plan,as advised by the EOCG, depending on the nature and scope of the emergency.

Administration Office; 1270 Pembroke St. West, Pembroke.
Phone 735-0151 Fax 735-6315

RENFREW COUNTY CATHOLIC DISTRICT SCHOOL BOARD / ADMINISTRATOR

- 1) The provision of any school (as appropriate and available) for use as an evacuation or reception centre,
- 2) Upon being contacted by the Community Services or Evacuation Coordinator or designate, providing Education (Board Member/Administrator) to coordinate and provide direction with respect to the maintenance, use and operation of the facilities being utilized as evacuee or reception centers,
- 3) In the event of an emergency during normal school hours, the principal(s) of the effected school(s) (until directed otherwise) is/are responsible for;
 - c) Implementing the school "Stay-Put" Emergency Plan, or
 - d) Implementing the school "Evacuation" Plan,as advised by the EOCG, depending on the nature and scope of the emergency.

Administration Office 499 Pembroke St. West, Pembroke.
Phone 735-1031

LOCAL HOSPITALS BOARD AND ADMINISTRATOR

- 1) Implementing the hospital emergency plan,
- 2) Liaison with the Senior Health Service Representative and local ambulance representatives with respect to hospital and medical matters, as required,
- 3) Evaluating requests for the provision of medical teams/medical triage teams,
- 4) Liaison with Ministry of Health, as appropriate.

St. Francis Memorial Hospital	Barry's Bay	756-3044
Pembroke General Hospital	705 MacKay St., Pembroke.	732-2811
	No Charge – Dial	1-888-384-4485
	Automated Attendant	732-3675
Renfrew Victoria Hospital	499 Raglan St., N., Renfrew	432-4851
Children's Hospital of Eastern Ontario,	401 Smyth Rd., Ottawa.	1-613-737-7600
Poison Information	Ottawa	1-800-267-1373

TAB 6 PART 6 OTHER AGENCIES AND SERVICES (Con't)

SOCIAL SERVICES

Renfrew County Social Services			phone 613 – 735 – 7288	office
Renfrew County Red Cross		Office	phone 613 – 735 – 1157	office
			phone 613 – 639 – 4166	cell
			phone 613 – 735 – 6047	home
		Bill Sluiman	phone 613 – 628 – 2389	home
Salvation Army	Pembroke	Office	phone 613 – 735 – 5601	office
		Residence	phone 613 – 735 – 3687	home
	Renfrew	Office	phone 613 – 432 – 3771	office
		Residence	phone 613 – 432 – 6347	home
		Thrift store	phone 613 – 432 – 7721	store
St. Johns Ambulance	Pembroke	dispatch	phone 613 – 735 – 0772	office
	Renfrew	dispatch	phone 613 – 432 – 9055	office

MINISTRY OF NATURAL RESOURCES (MNR)

Pembroke	public inquiries	phone	613 – 732 – 3661
	Forest Fire Reporting	Pembroke	613 – 732 - 5541
		Haliburton	705 – 457 - 2107
		All other areas	1 – 800 – 853 – 4937

ONTARIO WORKS

	Pembroke Main Office	
	141 Lake Street	
	Pembroke, Ontario	613-732-2601
Killaloe Satellite Office	1 John Street	
	Killaloe, Ontario	613-757-0770
	K0J 2A0	613-757-0769 fax

HYDRO

Hydro 1 – (Former Township of Hagarty and Richards)		
	Service Inquires	No Charge – Dial 1-800-268-0626
	Emergency After Hours	No Charge – Dial 1-800-267-0198
		If busy call 613- 732-1337
Ottawa River Power Corporation	(Killaloe Village only)	
	Service Inquires	613-732-3687
283 Pembroke Street West	Emergency after Hours	613-735-0001
Pembroke Ontario		
K8A 6Y6		

ANNEX A EMERGENCY PUBLIC INFORMATION PLAN

- 1) Upon implementation of this emergency plan, it will be very 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.
- 2) In order to fulfil these functions during an emergency, the following positions will be established;
 - a. A Public Information Coordinator,
 - b. A Community Inquiry Supervisor.
- 3) The Media Information Centre will be located in/at Municipal Office, Village of Killaloe. In the event that this centre cannot be used, the secondary location will be either the Killaloe Fire Hall or the Round Lake Fire Hall. *(note; these locations should be near the primary and alternate EOC locations. Both locations should be equipped with extra telephone jacks for emergency use.)*
- 4) Depending on the nature of the emergency, it may be necessary to establish a media information area adjacent to the emergency site. This area, if established, will be staffed by a media spokesperson appointed by the Emergency Site Manager.
- 5) The Community inquiry Section is located in/at the Emergency Operation Centre (could be the Community Administration Office), under the supervision of the Assistant CAO Clerk-Treasurer.

ANNEX B Emergency Operation Control Group

LIST OF EMERGENCY OPERATION CONTROL GROUP (Need more volunteers)

POSITION	NAME	WORK PHONE	HOME PHONE
1) MAYOR ALTERNATE	Janice Visneskie Isabel O'Reilly	757- 757-2300	757-2470 h.757-2209 cot.625-2797
<i>Alternate</i>	<i>Debbie or another council member</i>		
2) CAO CLERK–TREASURER ALTERNATE	Lorna Hudder Tracy Lapenskie	757-2344 757-2300	757-2851 757-0999
<i>Alternate</i>	<i>CAO from one of the joint municipalities and vice versa</i>		
3) FIRE CHIEF ALTERNATE	Jim Whelan <i>One of the Captains</i>	757-2515	757-2722
<i>Alternate</i>	<i>One of the Captains</i>		
4) WORKS SUPERINTENDENT ALTERNATE	Clifford Yantha <i>Grant Easton</i>	757-3023 757-3023	757-2407 756-0469
5) SOCIAL SERVICES (Lionettes) ALTERNATE <i>Alternate</i>	Lillis Ashford Lorraine Layman	____-____	757-2961 757-2514
6) EMERGENCY COORDINATOR ALTERNATE <i>Alternate</i>	Susan Sheridan Don Bohart <i>CEMC from one of the joint municipalities and vice versa</i>	757-2300 -	757-2876 757-2636
7) ONTARIO PROV Police ALTERNATE <i>Alternate</i>	Mark Mackisoc OPP Communication Centre	757-2600 (w) 1 – 888 – 310 –1122	757-0631
8) RED CROSS COORDINATOR ALTERNATE	Gordon Kennedy Bill Sluiman	735-1157 628-2389	639-4166 cell 639 3624 car ph.
9) MEDICAL OFFICER OF HEALTH ALTERNATE	Dr. Blair Voyvodic		757-2174
10) TRANSPORTATION ALTERNATE	Joe Holly <i>Steve Murray</i>	h 757-2730	sum.res.757-2611 756-3571
11) EVACUATION COORDINATOR ALTERNATE	Ernie Cybulski <i>Carl Kuehl</i>	757-3135 757-2022	756-2023 756-2023
12) HUMAN RESOURCES ALTERNATE	Kathy Marion	757-0172	

13) COMMUNITY EMERGENCY INFORMATION OFFICER ALTERNATE	Don Wrigglesworth	756-1337	
14) Emergency Shelter Contact ALTERNATE	Doug Welk (Contact) Bill Murray	757-2091 (w) 735-0151 (w)	757-3017 (h) 732-5116 (c) 732-1636 (h)
14) PURCHASING CLERK ALTERNATE	Lorna Hudder	757-2300	757-2851
		CAO from Joint Municipality	
15) RECORDING SECRETARY ALTERNATE	Kim Bozak	756-3006	757-2200
	????????????		

These contacts have to be contacted and confirmed

ANNEX C EMERGENCY OPERATION CONTROL GROUP NOTIFICATION LIST

NOTIFICATION SYSTEM

- 1) The notification system may be activated by any member of the EOCG,
- 2) Persons will be called in order,
- 3) If the primary person cannot be reached, telephone the alternate,
- 4) If neither can be reached, go on to the next person on the list,
- 5) Once the end of the list has been reached, try again to reach those who were not available on the first attempt,
- 6) Note the exact time each person was reached,
- 7) Depending on emergency the Emergency Response Coordinator could delegate this procedure to someone else, he/she is still responsible for the outcome,
- 8) Maintain log of all actions taken.

SAMPLE SCRIPT

I am (**insert caller's name**), and I am calling to inform you that the Emergency Operations Centre will be activated at (**insert date and time**) due to (**state the nature of the emergency**). As a member of the Emergency Control Group you should report to (**list the location whether primary/alternate EOC or other location at date/time.**) and report to the CEMC or Operations Officer. Please bring the following resources wit you (**list any required items, including a copy of the Emergency Response Plan, extra clothing, phone list**)

NOTE: The caller delivering this message **MUST** record the date and time **EACH** member (or alternate) of the ECOG was contacted.

ANNEX D EMERGENCY OPERATIONS CENTRE

a) Emergency Operations Centre

The Emergency Operations Centre will be located in the Killaloe, Hagarty and Richards Council Chambers, which is located in the Municipal Town Hall, 1 John Street.

The Alternate Emergency Operations Center (depending on the emergency) will be either the Killaloe Fire Hall located at 5 Civic Street or the Round Lake Fire Hall located at 2995 Round Lake Road.

b) Equipment

The equipment required for the Emergency Operations Centre is organized in a kit form. The kits will be stored in the Council Chambers storage closet. The Community Emergency Management Coordinator is responsible for inspecting the kit on a regular basis and for ensuring that the kit contents are in working order.

Additional equipment which is required for the Emergency Operations Centre is listed below:

Item	Location
Fax Machine	Municipal Town Hall Office
Telephones	1 in council chambers, 4 in Municipal Office 1 in Mayors office, 1 in Boardroom
Flip Charts	Storage Closet
Laptop	CAO office
Computers	3 in Municipal offices

ANNEX E RESOURCE LIST

Airports Champlain Airport Cobden 613-646-7922
 Pembroke & Area Airport Commission Petawawa 613-687-5300

Aircraft Charter, Rental & Leasing Service

Bradley Air Services Ltd. RapidedesJoachims 613-586-2374
 Carp Base 613-839-3340
 Madawaska Valley Air Service Barry's Bay 613-756-2703
 Pem-Air Ltd. Pembroke Petawawa 613-687-5579

Amateur Radio Emergency Service ARES

Les Thom h. 613-582-7372 office 613-582-3547 cell 613-638-0129 Radio VE3LKT
 Doug Chatsick h. 613-757-3294

Ambulances

Renfrew Renfrew County 911 dispatch
 Central Ambulance Communication Centre 613-432-8888 or 911
 Non emergency 1-800-267-5887
 Barry's Bay St. Francis Memorial Hospital 613-756-3090 or 911
 Pembroke General Hospital 613-732-2811
 Ambulance 613-735-3143 or 911
 Eganville Ambulance 613-735-3143 or 911

Bell Telephone

Chief of Emergency Crew Rick Massey office 613-722-6406
 Alternate Ed Valliquette office 613-628-2427
 Res. 613-432-2228

Bus Services (School Buses only)

Holly Bus Lines Killaloe 613-757-2730
 Cobden Bus Lines Cobden 613-646-2183
 Renfrew County Bus Lines Renfrew 613-432-3646
 Schauer Bus lines Eganville 613-628-1572
 Steve Murray Bus Lines Killaloe 613-756-3571

Caterers Restaurant

Dels Dinner Killaloe 613-757-2854
 Dixie Lee Barry's Bay 613-756-2074
 Generations Family Rest. Barry's Bay 613-756-0692
 Golden Sands Golden Lake 613-625-2525
 Country Rose Restaurant Eganville 613-628-2468
 Granary Restaurant Eganville 613-628-2723
 Coffee M&G Coffee & Food Services Arnp. 613-623-2505 1-800-267-5874
 Killaloe Sunshine Café Killaloe 613-757-0404

Chemicals / Hazardous Material

Canutec Ottawa 613-996-6666
 Spills Action Centre North York 416-325-3000
 Environmental Emergencies (spills) Tor. 416-346-1971

Clergy

Anglican Rev. Barry' Bay & Combermere 613-756-3821
 Rev. Eganville 613-628-2029
 Baptist Killaloe 613-757-2145
 Rev. Eganville 613-628-1581
 Presbyterian Rev. Scotch Bush 613-649-2529

ANNEX E RESOURCE LIST (Con't)

Roman Catholic Msgr.		St. Hedwigs	613-756-2243
Rev.		St. Lawrence	613-756-2037
Deacon Dr. R. McDonald		St. Hedwigs	613-756-1214
		Barry's Bay	
Rev.		Combermere	613-756-3713
Rev. Grant Neville		Brudenell	613-757-2443
Msgr. R.L. Borne		Eganville	613-628-2020
Rev. George Olson		Round Lake Centre	613-757-2077
Rev.		Wilno	613-756-2344
Rev.		Griffith & Edmonds	613-333-5516
Rev. Grant Neville		Killaloe	613-757-2443
United	Rev.	Eganville	613-628-2455
	Rev.	Golden Lake	613-628-2115
Lutheran Eastern Canada Synod-			
	Rev.	Eganville	613-628-2155
Evangelical	Rev.	Killaloe	613-757-2069
Pentecostal	Rev.	Quadeville	613-758-2368
Wesleyan	Rev.	Palmer Rapids	613-758-2261

Custom Authorities

Canada Custom & Excise		Pembroke	613-732-7421
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Doctors

Dr. Ingo Tiedje	Killaloe	613-757-2095 office	613-757-2719 res.
Dr. Micheal Petrini	Eganville	613-628-2523 office	613-628-3461 res.
Dr. Raymond Dawes	Barry's Bay	613-756-2320 office	613-756-1986 res.
Dr. Joseph Cybulski	Barry's Bay	613-756-2002 office	613-756-3443 res.
Dr. Blair Voyvodic	Killaloe	613-???-???? office	613-757-2174 res.
Dr. Bruce Harris	Barry's Bay	613-756-3795 office	613-

Excavating Contractors

Tony Zomers Construction		Eganville	613-628-2331
Selle R.J.		Douglas	613-649-2688
Buckwalt Excavating		Cobden	613-646-7742
Siegel		Pembroke	613-732-8867
Trader Leonard		Barry's Bay	613-756-2642
Walsh Construction		Barry's Bay	613-756-0350

Funeral Homes

O'Reilly's	Barry's Bay	613-756-2003 office	613-756-3411 res.
Laundry	Eganville	613-628-2334 office	613-628-2334 res.
Zummach's	Killaloe	613-757-2555 office	613-757-2088 res.

Grocers (Local)

Barry's Bay	Barry's Bay	613-756-7097
Greenfield's Valu-Mart	Barry's Bay	613-756-2023
Eganville Freshmart	Eganville	613-628-2616
Ron Nelson's Foods	Eganville	613-628-2215
Killaloe Freshmart	Killaloe	613-757-2035
Round Lake Vari.&Groc.	Killaloe	613-757-2162
Centre Food Market	Round Lake	613-757-3458

ANNEX E RESOURCE LIST (Con't)

Grocers (Wholesale)

National	Pembroke	613-732-4012
	Ottawa	613-741-4756
Quattrocchi	Smith's Falls	1-800-267-7970
Valley Distributors	Pembroke	613-732-9911

Health Services

Canadian Red Cross	Pembroke	off. 735-1157 Gord Kennedy c.639-4166 Bill Sluiman h.628-2389
Victorian Order of Nurses	Pembroke	off. 732-9993

Hospitals

St. Francis Hospital	Barry's Bay	613-756-3044
Pembroke General	Pembroke	613-732-2811
Renfrew Victoria	Renfrew	613-432-4851
Poison information	Ottawa	1-800-267-1373

Hotel/Motel

Best Western	Pembroke	613-735-0131
Pembroke Heritage Inn	Pembroke	613-735-6868
Renfrew Inn	Renfrew	613-432-8109
Mountain View Motel	Barry's Bay	613-756-2757
Pine Tree	Eganville	613-628-2832
Motel Killaloe	Killaloe	613-757-2610
Golden Sands Vacation Land	Golden Lake	613-625-2525
Annie Inn	Killaloe	613-757-0950

Interpreters

Ukrainian	Steve Swrjeski	613-757-2150 res.
Polish (local)	B.L. Burchat	613-757-2712 res.

Ministry of Transportation

Renfrew County Engineer	off. 613-732-4353	
Renfrew County Roads Department	Pembroke	613-732-4353 office
Patrol Supervisor	613-732-3863 off.	613-639-0960 night

Private Contractor J.&P. Levesque Bros. Bancroft off.613-332-5533 24 hr. 1-800-727-5612
Area Maint. Supervisor 613-332-5533

Morgues

Killaloe Curling Club	613-757-2953
Eganville Curling Club	613-628-2453
Eganville Community Arena	613-628-2613
Sherwood-Bay Arena	613-756-2075

Radio Station

Killaloe - Homegrown Community Radio 102.9 FM	off. 613-757-0657 fax 757-0818
E-mail stationmanager@chcr.org	
Pembroke Star 96 Mgr. Al Kennedy, office 613-735-9670	res. 613- news 735-8355

Cable TV

Deep River 613-584-1974 pager 613-735-9757

Rentals

Chairs	Sherwood Bay Arena	Barry's Bay	613-756-2075
Tables	Sherwood Bay Arena	Barry's Bay	613-756-2075

ANNEX E RESOURCE LIST (Con't)

Schools

Renfrew County Catholic District School Board	613-735-1031 office
Renfrew County District School Board	613-735-0151 office
Killaloe Killaloe Public	613-757-2091 office
St. Andrews	613-757-2330 office 1st call Donna Lorbetskie Cust. 613-757-3477
Wilno St. Mary's	613-756-2617 office
Round Lake St. Casimir's	613-757-2291 office

Television Station

Pembroke	A Channel	Pembroke	613-735-1036 night 613-735-1036 ext. 2246
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Toilets – Portable

KB Septic Pumping	Pembroke	613-732-4926
P&G Sewage Disposal	Deep River	613-584-4011
McGraths Plumbing	Barry's Bay	613-756-3480
George's Septic Pumping	Eganville	613-628-1978

ANNEX F EVACUATION PLAN

AIM

The aim of the Evacuation Plan is to effectively evacuate and care for the inhabitants of The Township of Killaloe, Hagarty, Richards Community.

EVACUATION TASKS AND CONSIDERATIONS

The following key tasks must be considered during any emergency;

- ✓ Assessment of the threat,
- ✓ Coordination of activities,
- ✓ Determine who is to be evacuated,
- ✓ Transportation considerations,
- ✓ Alerting the public,
- ✓ Care of evacuees, Evacuation Centres
- ✓ Returning evacuees to their homes.

ASSESSMENT OF THE THREAT

The following factors must be considered in assessing the threat of any emergency;

- ✓ Options available, ie; evacuation, sheltering and/or other protective measures,
- ✓ Factors that may make an evacuation difficult (ie; severe weather, topography, density of persons in evacuation area – apartment buildings, etc.), large number of inhabitants who are unfamiliar with the area such as tourists and language barriers,
- ✓ The time required to safely evacuate inhabitants vs. the time remaining before the impact of the emergency is expected
- ✓ The availability, suitability and capability of evacuation centers and associated equipment to handle the expected number of evacuees.

When determining the area to be evacuated, the following must be considered;

- ✓ The area of potential danger given the emergency situation
- ✓ The approximate number of persons to be evacuated
- ✓ Special assistance requirements (sick, aged, infirmed and nursing home residents)
- ✓ Transportation assistance available
- ✓ Duration of evacuation.

The following logistical considerations may be encountered in evacuation situations;

- ✓ Transportation out of area may be difficult (congestion can occur on major routes, bridges etc.).
- ✓ Families may be separated during the evacuation, possibly resulting in emotional trauma and evacuation problems.

ANNEX F EVACUATION PLAN (Con't)

- ✓ Individuals may refuse to leave because they fail to perceive any threat, fear for the security of their property, or are worried about absent family members. In such instances, instruct these individuals as to the severity of the problem and the need for evacuation. It should be stressed that these people should not expect to be rescued if they remain there.
- ✓ Adverse weather conditions, especially in combination with rough terrain, may negatively affect evacuation procedures.
- ✓ People unfamiliar with the area (ie; tourists, visitors) may have difficulty evacuating.
- ✓ Evacuation of large congregations of inhabitants (ie; community centers, church, schools) may be difficult.
- ✓ Evacuated buildings must be searched for persons remaining on the premises and all potential utility hazards must be eliminated by the utility companies in the evacuated buildings (ie; turn off gas, water and hydro). Utility companies must also restore services at the termination of the emergency.

In the event that the evacuation of an area would expose the population to hazardous toxic fumes, it may be necessary to implement a sheltering plan. The people in the affected area will be advised to remain in their homes, schools, place of business, etc. and follow these steps;

- ✓ Close all windows and doors.
- ✓ Turn off furnace (or turn down to 15 c during the winter), air-conditioning and fans.
- ✓ Close drapes, curtains and put moist towels at base of doors to act as air seal.
- ✓ Have portable lights and battery-operated radio at hand.
- ✓ Listen to local radio station for information on the emergency.
- ✓ Obtain tap water for future use – fill pails, tubs, etc.
- ✓ Move to the central basement part of the building to minimize any impacts of the emergency.
- ✓ After the toxic cloud has passed and outside air is safe, go outside and increase the ventilation rate of the building immediately.

COORDINATION OF ACTIVITIES

Coordination of evacuation/sheltering will be handled by (ie; police or an evacuation coordinating committee – please complete as appropriate in your community), who will ensure residents are taken to safety or sheltered with minimum delay and confusion in the event of an emergency. This will be done under the overall direction of the Emergency Operations Control Group.(If an evacuation Coordinating Committee is responsible, representatives should be clearly identified at this point in the plan, with a brief description of their roles). A representative from Township . of Killaloe, Hagarty, Richards is to attend the receiving community to be part of the receiving Emergency Operation Control Group.

_____ will accompany evacuees to help them settle in the
Name community leader(s)
evacuee center. (Appropriate interpreters should also accompany evacuees.) Coordination between
_____ and receiving community and Name community
other key agencies (ie; MNR, Police, Community Services, Health Officials) is essential.
A list of evacuees to be transported must be prepared by _____ in
Name person
conjunction with all coordinating agencies.

ANNEX F

EVACUATION PLAN (Con't)

DETERMINE WHO IS TO BE EVACUATED

Depending on the nature and scope of the emergency, the following information will be used to assist in determining who is to be evacuated;

- 1) _____ Population (total) _____
 - Day population _____
 - Night population _____
 - Weekday population _____
 - Weekend population _____
 - Special occasion _____ Occasion _____
- 2) School No. of Students _____ No. Staff _____
- 3) Hospitals/Health care facilities No. Patients _____ No. Staff _____
Institutions/Old age facilities No. Patients _____ No. Staff _____
- 4) Daycare centers No. Children _____ No. Staff _____
- 5) Tourist/Recreational facilities No. Attendees _____
- 6) Commercial/Industry Estimate No. People _____
- 7) Special populations requiring special assistance;
 - ⇒ Elderly No. of People _____
 - ⇒ Disabled/Challenged No. of People _____
 - ⇒ Special illnesses No. of People _____
 - ⇒ Respiratory problems No. of People _____
 - ⇒ Pregnant/Delivering Moms No. of People _____
 - ⇒ Special/ seasonal events No. of People expected _____

ANNEX F EVACUATION PLAN (Con't)

ALERTING THE PUBLIC / PUBLIC WARNING

The **EMERGENCY OPERATIONS CONTROL GROUP** is responsible for alerting the public of an existing or impending emergency or arranging for notification through the media as required. In the first moments of an emergency and at times requiring immediate pre-emergency evacuations, this responsibility falls to the _____.

Notification may encompass a warning that an emergency exists followed by instructions on the appropriate action to take (ie; evacuation, sheltering, etc.). The initial alert may advise the public where additional information can be obtained, ie; radio, television information lines.

Alerting messages, information circulars, etc. will be provided. To ensure all members of the public receive notification and information on procedures, the following mechanisms are available; (delete/add as applicable).

- 1 How to warn:
 - door to door/verbal/handwritten
 - radio/T.V.
 - sirens
 - public address system
- 2 Warning should be:
 - accurate
 - consistent
 - clear
 - repeated
 - prior notice
- 3 Tell the community:
 - what to take (toiletries, clothing, medication)
 - where to go
 - route to take/transportation
 - lock doors
 - turn off utilities etc.
 - what to do about pets and livestock

Care of Evacuees

Evacuees need the following basic care;

- Accommodation, sleeping areas
 - feeding
 - clothing
 - registration and inquiry
 - personal services
 - language
 - counseling
 - recreation
 - funds
 - Communications
 - First Aid / Health Services
 - Recreation for children, special assistance for elderly, handicapped.
- Determine who will look after evacuees and outline their roles.

ANNEX F EVACUATION PLAN (Con't)

The following facilities in this community are designated as evacuee centers; (list centers and number of evacuees each can handle). Acknowledgement/agreements need to be made prior to an emergency.

Primary

-- Killaloe Public School Killaloe 757-2091 756-2295 Principal

Secondary

-- St. Casimirs School Round Lake 757-2291 732-9426 Principal

-- St. Mary's School Wilno 756-2617 756-2153 Principal

Others

1. St. Andrews School Killaloe 757-2330 757-3477 Custodian Donna Lorbetskie

2. St. Andrews Parish Killaloe 757-2443

3. St. Casimir's Church Round Lake 757-3312

4. St. Mary's Church Wilno 756-2344

Evacuation Coordinator _____ phone _____

Is responsible for

Evacuee Centre Manager(s) 1 _____ phone _____

2 _____ phone _____

Is responsible for
Feeding Coordinator _____ phone _____

Is responsible for
Clothing Coordinator _____ phone _____

Is responsible for
Registration and Inquiry Canadian Red Cross . phone _____

Community Coordinator _____ phone _____

Is responsible for
Personal Services Coordinator _____ phone _____

Is responsible for
First Aid/Health services Rep. _____ phone _____

Is responsible for
Recreation Coordinator _____ phone _____

TRANSPORTATION CONSIDERATIONS

Transportation Mode	Owned by	Phone #	# Units	Contract #
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Buses

Boats

Snow machines

All terrain vehicles

4x4 Vehicles

Health Van/Vehicle

Vehicle rental companies

Taxi companies

ANNEX F EVACUATION PLAN (Con't)

RETURNING EVACUEES TO THEIR HOMES

Once the emergency is terminated and it is safe for evacuees to return home, a re-entry plan must be prepared. Some of the tasks that should be considered include;

- 1) ensure evacuees are notified that the emergency is terminated and can return home.
- 2) Determine if any work must be done before residents can re-enter homes- ie;
 - ⇒ Switch utilities back on,
 - ⇒ Test drinking water
 - ⇒ Check extent of water/smoke damage.
- 3) Determine if basic food stuff or clothing is required (ie; if hydro has been turned off or if houses have been damaged) and arrange for supplies to be sent to the community, with the returning evacuees.
- 4) Make transportation arrangements for those requiring assistance to return home.
- 5) Prepare list of people to be transported.
- 6) Ensure registration and inquiry services are available for a period of time after the emergency is over to provide people with post emergency information.

ANNEX G (B) TERMINATION OF AN EMERGENCY

I _____ Mayor of the Township of Killaloe, Hagarty and Richards.

Declare that an emergency exists in the area(s) of (use Street names or boundaries)

In the community of (name community) _____

due to (briefly explain emergency situation ie: forest fire, toxic spill, flood) _____

Further information on second page if required. Is there a second page? yes no

Dated this _____ day of _____ of year _____
Day month year

Signature of Mayor or in his/her absence Alternate

Name of signing authority as above PRINT OR TYPE

HAGARTY & RICHARDS

ROAD NAMES

AND

MAPPING

VILLAGE OF KILLALOE

ROAD NAMES

AND

MAPPING

1. VOLUNTEER APPLICATION FORM

PLEASE PRINT OR TYPE Date; _____

My name is family name _____

Given name _____

Middle name _____

Address Apartment _____

Street _____

Community _____

Province _____ Postal code _____

Phone Home Phone _____ Fax _____

Work Phone _____ Fax _____

In case of emergency please contact the following on my behalf;

Name _____

Relationship _____

Phone _____ Fax _____

Address Apartment _____

Street _____

Community _____

Province _____

Postal code _____

I (print) _____ give consent allowing my name to be forwarded to The Ontario Provincial Police for a name check / criminal record.

I understand any information found will be kept confidential YES NO

Signed by _____

Print _____.

TAB 7 PART7 ANNEX J

2. EVACUATION MUTUAL AID AGREEMENT

CURRENTLY UNDER REVIEW

EGANVILLE

ALGONQUINS of PIKWAKANAGAN

BARRY'S BAY

RENFREW COUNTY DISTRICT SCHOOL BOARD

RENFREW COUNTY CATHOLIC DISTRICT SCHOOL BOARD

TAB 7 PART 7 ANNEX J

3. AMENDMENTS TO THIS EMERGENCY PLAN

DATE AMENDED	NAME INDIVIDUAL – TITLE	SECTION/PARTICULARS
1. February 14, 2000.	Bill Sluiman	Emergency Plan Contractor Prepare 1 st Draft (present)
2. July 24, 2000.	Bill Sluiman	Emergency Plan Contractor Prepare 2 nd Draft (present)
3. August 29, 2000	Bill Sluiman	Emergency. Plan Contractor Prepare 3 rd Draft (present)
4. September 26, 2000	Bill Sluiman	Emergency. Plan Contractor Prepare FINAL Draft (present)
5. November 1, 2000	Bill Sluiman	Emergency Plan Contractor Finished Presentation
6. June 14, 2004	Susan Sheridan	Community Emergency Management Coordinator Review/Amend/Spell Check
7. September 22, 2004	Susan Sheridan	Community Emergency Management Coordinator Review and Approval
8. October 5, 2004	Susan Sheridan	By-Law 33-2004 –Approved by Council
9. November 22, 2004	Susan Sheridan	Community Emergency Management Coordinator Review/Amend/Spell Check
10. January 4, 2006	Susan Sheridan	Community Emergency Management Coordinator Review/Amend/Spell Check
11. October 6, 2006	Susan Sheridan	Community Emergency Management Coordinator Review/Amend/Spell Check
12. December 12, 2006	Susan Sheridan	Community Emergency Management Coordinator Review/Amend/Spell Check
13.		

ANNEX K

The CORPORATION of the TOWNSHIP of KILLALOE – HAGARTY – RICHARDS

DISTRIBUTION LIST

NAME	ORGANIZATION	# OF COPIES	DATE
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1st Draft

Don Bohart, Bob Shulist, Carl Kuehl, Sue Sheridan

2nd Draft

Isabel O'Reilly, Janice Visneskie, Susan Sheridan, Jim Whelan, Hiliary Kutchkoskie, Clifford Yantha, Carl Kuehl, Bob Shulist, Don Bohart, Cy Morris, Bill Sluiman.

3rd Draft

Mayor Janice Visneskie, Councilors Carl Kuehl, Bob Shulist, Cy Morris, Don Bohart, Bill Sluiman.

FINAL DRAFT

Mayor Janice Visneskie, Deputy Mayor Isabel O'Reilly, Councillors Cy Morris, Bob Shulist, Carl Kuehl,

Chairperson Don Bohart, Fire Chief Jim Whelan, Deputy Fire Chief Clifford Yantha, Bill Sluiman

Returned Copies: Cy Morris, Kathy Lampi

New and updated copies to: Emergency Preparedness Committee Members – Stanley Pecoskie, Debbie Peplinskie, Isabel O'Reilly, Lorraine Layman, Lillis Ashford, OPP rep Mark Mackisoc, Doug Welk, Don Bohart.

Updated copies to: Emergency Preparedness Committee Members

Annex L - Township of Killaloe, Hagarty and Richards 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 Township of Killaloe, Hagarty and Richards, and to define the roles and responsibilities of the Township departments and supporting agencies during a hazardous materials emergency.

2. Authority:

This plan is published as Annex 1 to the *Township of Killaloe, Hagarty and Richards Emergency Plan*, as authorized by By-Law 33-2004; and the *Emergency Management Act, R.S.O. 1990*.

3. Hazardous Materials Emergency – Definition:

A hazardous materials emergency is defined as an incident wherein the lives or property and residents of the Township of Killaloe, Hagarty and Richards 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 or by the Township of Killaloe, Hagarty and Richards Emergency Operation Control Group with or without the declaration of an emergency by the Head of Township of Killaloe, Hagarty and Richards Council. This plan may be activated through notification of the Chief of Township of Killaloe, Hagarty and Richards Fire Department, by any participating response or by a designated Township of Killaloe, Hagarty and Richards Emergency Control Group member.

5. Agency/Individual Roles and Responsibilities:

Township of Killaloe, Hagarty and Richards 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

Township of Killaloe, Hagarty and Richards Road Department

- 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

Township of Killaloe, Hagarty and Richards Police Service

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

Emergency Management Ontario

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

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 areas
- ensure disposal of contaminants in accordance with pertinent regulations
- assist in identification of responsible parties

Emergency Information Officer

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

Local Utilities – Hydro, Water/Sewage (Hydro One, OCWA)

- perform disconnect operations as required
- provide advise and assistance to the Works Superintendent

6. Training and Supplies:

- Each participating agency 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 as listed in Appendix 1 to this document. Procurement of additional supplies required during a hazardous materials emergency will be the responsibility of the CAO Clerk-Treasurer of the Township of Killaloe, Hagarty and Richards expense.
- Additional claims for costs and/or damages will be forwarded to the CAO Clerk-Treasurer of the Township of Killaloe, Hagarty and Richards 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 Township of Killaloe, Hagarty and Richards will initially reimburse any eligible costs incurred by any responsible public sector agency, and will act to recover all such costs from the responsible party(ies). All eligible claims must be submitted within 30 days of the occurrence to the CAO Clerk-Treasure, Township of Killaloe, Hagarty and Richards.

8. Recovery

Recovery procedures will be implemented in accordance with the Township of Killaloe, Hagarty and Richards Recovery Plan. The CAO Clerk-Treasurer of the Township or the Township of Killaloe, Hagarty and Richards Emergency Control Group (in declared emergencies) will determine when the response phase has terminated and if recovery measures are required.

1. Aim:

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

2. Authority and Custodian:

This plan is published as Annex M to the *Township of Killaloe, Hagarty and Richards Emergency Plan*, as authorized by By-Law 33-2004; and the *Emergency Management Act, R.S.O. 1990*. The custodian of this plan shall be the Works Superintendent of the Township of Killaloe, Hagarty and Richards who is responsible for the annual review, revision and testing of the plan.

3. Flood Emergency – Definition:

A flood emergency is defined as a incident wherein the lives or property of the Township and residents of Killaloe, Hagarty and Richards 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 Works Superintendent or by the Township of Killaloe, Hagarty and Richards Emergency Control Group with or without the declaration of an emergency by the Head of Township of Killaloe, Hagarty and Richards Council. This plan may be activated through notification of the Works Superintendent of Township of Killaloe, Hagarty and Richards Road Department, by any participating response or by a designated Township of Killaloe, Hagarty and Richards Emergency Control Group member.

5. Agency/Individual Roles and Responsibilities:

Township of Killaloe, Hagarty and Richards Road Department

- serve as lead agency
- provide incident commander, if required
- identify flood sensitive areas and vulnerable populations/infrastructure
- provide labour for flood control and dyking activities
- maintain inventory of flood control supplies at selected locations
- provide road closure signage and barricades

Township of Killaloe, Hagarty and Richards Fire Department

- assist in evacuations

- perform rescue operations
- provide pumping resources

Township of Killaloe, Hagarty and Richards Police Service

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

Emergency Management Ontario

- provide advice, assistance and liaison with the PEOC

Emergency Information Officer

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

Local Utilities – Hydro, Water/Sewage (Hydro One, OCWA)

- perform disconnect operations as required
- provide advice and assistance to the Works Superintendent

Renfrew County Public Health Department (to be discussed)

- monitor water quality in affected areas
- issue boil water advisories
- provide health amenities to evacuees

6. Training and Supplies:

- Each participating agency for defining and providing the training required by its own staff in performing its emergency roles at its own cost.
- Procurement of additional supplies required during a hazardous materials emergency will be the responsibility of the CAO Clerk-Treasurer of the Township of Killaloe, Hagarty and Richards expense.
- Additional claims for costs and/or damages will be forwarded to the CAO Clerk-Treasurer of the Township of Killaloe, Hagarty and Richards for consideration and resolution.

7. Recovery

Recovery procedures will be implemented in accordance with the Township of Killaloe, Hagarty and Richards Recovery Plan. The CAO Clerk-Treasurer of the Township or the Township of Killaloe, Hagarty and Richards Emergency Control Group (in declared emergencies) will determine when the response phase has terminated and if recovery measures are required.

**Annex N - Township of Killaloe, Hagarty and Richards
Forest Fire/Bush Fire 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 Township of Killaloe, Hagarty and Richards, and to define the roles and responsibilities of the Township departments and supporting agencies during a Forest/Bush fire emergency.

2 **Authority and Custodian:**

This plan is published as Annex to the *Township of Killaloe, Hagarty and Richards Emergency Plan*, as authorized by By-Law 33-2004; and the *Emergency Management Act, R.S.O. 1990*. The custodian of this plan shall be the Fire Chief or his/her designate, Township of Killaloe, Hagarty and Richards Fire Department, who is responsible for the annual review, revision and testing of the plan.

3. **Forest/Bush Fire Emergency – Definition:**

A forest/bush fire emergency is defined as an incident wherein the lives or property and residents of the Township of Killaloe, Hagarty and Richards are threatened by a

4. **Notification and Implementation:**

This plan may be implemented in whole or in part, as required by the Fire Chief or his/her designate or by the Township of Killaloe, Hagarty and Richards Emergency Control Group with or without the declaration of an emergency by the Head of Township of Killaloe, Hagarty and Richards Council. This plan may be activated through notification of the Fire Chief of Township of Killaloe, Hagarty and Richards Fire Department, by any participating response or by a designated Township of Killaloe, Hagarty and Richards Emergency Control Group member.

5. **Agency/Individual Roles and Responsibilities:**

Township of Killaloe, Hagarty and Richards Fire Department

- serve as lead agency
- provide incident commander if required
- perform containment operations and fire suppression
- assist in evacuations
- perform rescue operations

Township of Killaloe, Hagarty and Richards Road Department

- perform dyking operations and protection of sewers and watercourses
- provide road closure signage and barricades
- maintain agreements with private contractors for site cleanup and remediation and disposal of contaminants

Township of Killaloe, Hagarty and Richards Police Service

- assist in evacuations and rescue operations

- provide security for perimeter and evacuation zones

Ministry of Natural Resources

- provide advise, assistance

Emergency Management Ontario

- provide advise, assistance and liaison with the PEOC

Emergency Information Officer

- develop and issue emergency evacuation information
- develop public education strategies for vulnerable populations

Local Utilities – Hydro, Water/Sewage (Hydro One, OCWA)

- perform disconnect operations as required
- provide advise and assistance to the Works Superintendent

6. Training and Supplies:

- Each participating agency for defining and providing the training required by its own staff in performing its emergency roles at its own cost.
- Procurement of additional supplies required during a hazardous materials emergency will be the responsibility of the CAO Clerk-Treasurer of the Township of Killaloe, Hagarty and Richards.
- Additional claims for costs and/or damages will be forwarded to the CAO Clerk-Treasurer of the Township of Killaloe, Hagarty and Richards for consideration and resolution.

7. Recovery

Recovery procedures will be implemented in accordance with the Township of Killaloe, Hagarty and Richards Recovery Plan. The CAO Clerk-Treasurer of the Township or the Township of Killaloe, Hagarty and Richards Emergency Control Group (in declared emergencies) will determine when the response phase has terminated and if recovery measures are required.

**Annex O - Township of Killaloe, Hagarty and Richards
Tornado Response Plan**

1. Aim:

The aim of this plan is to provide the procedures to be followed in the event of a Tornado emergency affecting the Township of Killaloe, Hagarty and Richards, and to define the roles and responsibilities of the Township departments and supporting agencies during a Tornado emergency.

2. Authority:

This plan is published as Annex O to the *Township of Killaloe, Hagarty and Richards Emergency Plan*, as authorized by By-Law 33-2004; and the *Emergency Management Act, R.S.O. 1990.*

3. Tornado Emergency – Definition:

A Tornado emergency is defined as an incident wherein the lives or property of the Township and residents of Killaloe, Hagarty and Richards are threatened by the effects of a Tornado:

- (a) Wind or severe weather damage
- (b) Infrastructure failure

4. Notification and Implementation:

This plan may be implemented in whole or in part, as required by the Works Superintendent or by the Township of Killaloe, Hagarty and Richards Emergency Control Group with or without the declaration of an emergency by the Head of Township of Killaloe, Hagarty and Richards Council. This plan may be activated through notification of the Works Superintendent of Township of Killaloe, Hagarty and Richards Road Department, by any participating response or by a designated Township of Killaloe, Hagarty and Richards Emergency Control Group member.

5. Agency/Individual Roles and Responsibilities:

Township of Killaloe, Hagarty and Richards Road Department

- serve as lead agency
- provide incident commander, if required
- identify flood sensitive areas and vulnerable populations/infrastructure
- provide road closure signage and barricades

Township of Killaloe, Hagarty and Richards Fire Department

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

Township of Killaloe, Hagarty and Richards Police Service

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

Emergency Management Ontario

- provide advise, assistance and liaison with the PEOC

Emergency Information Officer

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

Local Utilities – Hydro, Water/Sewage (Hydro One, OCWA)

- perform disconnect operations as required
- provide advise and assistance to the Works Superintendent

Renfrew County Public Health Department

- monitor water quality in affected areas
- issue boil water advisories
- provide health amenities to evacuees

6. Training and Supplies:

- Each participating agency for defining and providing the training required by its own staff in performing its emergency roles at its own cost.
- Procurement of additional supplies required during a hazardous materials emergency will be the responsibility of the CAO Clerk-Treasurer of the Township of Killaloe, Hagarty and Richards expense.
- Additional claims for costs and/or damages will be forwarded to the CAO Clerk-Treasurer of the Township of Killaloe, Hagarty and Richards for consideration and resolution.

7. Recovery

Recovery procedures will be implemented in accordance with the Township of Killaloe, Hagarty and Richards Recovery Plan. The CAO Clerk-Treasurer of the Township or the Township of Killaloe, Hagarty and Richards Emergency Control Group (in declared emergencies) will determine when the response phase has terminated and if recovery measures are required.

CRITICAL INFRASTRUCTURE TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS

Sector	Type of Critical Infrastructure	Component	Location	Owner/Operator	Priority
Transportation	Highways & Roads	Bridges	Cameron St, Mill St (Killaloe) Tramore Road (Hagarty) Turners Road (Hagarty)	County of Renfrew	1
	Airports/Aviation		7 Jack Chute Road	Nav Canada	3
	Snow Removal	Trucks w/Plow: Sand & Salt facilities	16370 Highway 60	Township of Killaloe, Hagarty and Richards	2
Continuity of Government Services	Municipal Government	Town Hall	1 John Street, (Killaloe)	Township of Killaloe, Hagarty and Richards	1
	Court House		47 Mill Street (Killaloe)	Township of Killaloe, Hagarty and Richards	3

CRITICAL INFRASTRUCTURE TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS

Sector	Type of Critical Infrastructure	Component	Location	Owner/Operator	Priority
Public Safety & Security	Emergency Operations Centre	Emergency Operations Centre	Town Hall Council Chambers (primary) Road Yard (alternate)	Township of Killaloe, Hagarty and Richards	1
	Evacuation Center	Killaloe Public School	100 Queen Street	Renfrew County Board of Education	3
	Fire Fighting Services	Fire Stations & Equipment	5 Civic Street (Killaloe) 2995 Round Lake Rd	Township of Killaloe, Hagarty and Richards	1
	Police Services	Police Station, facilities, equipment, communications	15368 Highway 60	Ontario Provincial Police	1
	Medical Centre	Office, Equipment Supplies	45 Mill Street	Township of Killaloe, Hagarty and Richards	1
	Pharmaceuticals	Pharmacy, equipment, supplies	7 Lake Street (Killaloe)	Private Sector	2
	Health Centre	Office, Equipment Supplies	49 Mill St (Killaloe)	Private Sector	3

CRITICAL INFRASTRUCTURE TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS

Sector	Type of Critical Infrastructure	Component	Location	Owner/Operator	Priority
Food & Water	Water Treatment	Water Treatment Plant	226 Water Street (Killaloe)	Township/Ontario Clean Water Agency	1
	Wastewater & Sewage Treatment	Sewage Treatment Plant	113 Keetch Street (Killaloe)	Township/Ontario Clean Water Agency	1
	Water Distribution	Water Main Pipe	Downtown core village Queen, Lake, North,	Township/Ontario Clean Water Agency	1
		Pumping Station	57 Henry Street (Killaloe)	Township/Ontario Clean Water Agency	1
	Food Production, Processing, distribution	Food Production, Processing, distribution	2371 Mountain View Road	Stephano's Bakery/Private Sector	3
	Food Store	Supermarket	186 Queen street Killaloe	Killaloe Freshmart Private Sector	1
Electricity	Electrical Transmission & Distribution	Transformer Station	Mill Street	Ottawa River Power Corporation	1
		Transmission Lines	Village of Killaloe	Ottawa River Power Corporation	1
		Transmission Lines	Hagarty & Richards	Hydro One	1

CRITICAL INFRASTRUCTURE TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS

Sector	Type of Critical Infrastructure	Component	Location	Owner/Operator	Priority
Telecommunications	911 Communications	911 Facilities	Backup	Township	1
	Telephone (wire lines)	Bonnechere Foreign Exchange	Round Lake Centre	Bell Canada	1
		Switching Equipment	40 Roche Street (Killaloe)	Bell Canada	1
	Mail Delivery	Post office	172 Queen St	Canada Post	3
		Post Office	2581 Round Lake Rd	Canada Post/Greg & Shelley Lapenskie	3
	Killaloe Cable	Cable system	30 Water Street (Killaloe)	Garry Keith/Private Sector	3
	Radio Station	Building, tower, equipment	7 Lake Street (Killaloe)	Private Sector	2

CRITICAL INFRASTRUCTURE TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS

Sector	Type of Critical Infrastructure	Component	Location	Owner/Operator	Priority
Financial Institutions	Canadian Imperial Bank of Commerce	Bank, information technology, equipment	157 Queen St (Killaloe)	Private Sector	1
	Insurance Companies	Insurance, information technology, equipment	165 Queen St (Killaloe)	Private Sector	3
Gas/Oil Companies	Oil Industry	Bulk Station	14 Henry St (Killaloe)	Private Sector	2
	Gas Industry	Service Stations	81 Queen St (Killaloe)	Private Sector	2
			15123 Hwy 60 (Killaloe)	Private Sector	2
			Round Lake	Private Sector	2

HISTORY

FUTURE

IDENTIFIED HAZARD	HISTORY			FUTURE		
	Low	Medium	High	Low	Medium	High
Flood	*					*
Dam Burst	*				*	
Bush Fire/Forest Fire		*				*
Tornado (chance of wind damage)			*			*
Hazardous Material Spill						
-Transportation			*			*
-environmental - airborne						*
- water						*
Air Crash - Private		*		*		
- Military	*			*		
- Commercial	*				*	
Ice Storm			*			*
Hydro (power) Outage			*			*
Medical (including terrorist toxic gas)				*		
Water Plant	*			*		
Sewage - Environmental	*			*		
Earthquake				*		
Nuclear (AECL)				*		
Telecommunication Failure				*		
Epidemics -Animal, Human, Plant				*		
Industrial - Explosion				*		
- Structural collapse				*		
Other - Special Events > 700 People				*		
-General Camping 1,000 People				*		
-Church Dinners > 1,000 People				*		