

Township of James

Elk Lake



Emergency Response Plan

December 8th, 2004

(updated December 20, 2024)

Some appendices to this document (as indicated) are protected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and provisions of the Emergency Management Act and do not form part

BACKGROUND AND INFORMATION

Township of James (Elk Lake)

Centrally located in the District of Temiskaming, at the junction of Highway #560 and #65, the community of Elk Lake is 43 km southeast of the Trans-Canada Highway #11. The Township of James lies approximately 226 km north of North Bay.

The town is also situated where Bear Creek (Makobe River) flows into the Montreal River. The Township of James (Elk Lake) is surrounded by Smyth Township to the north. Willet Township to the south, Mickle Township to the West, and Tudhope Township to the East. The population of the Township of James (Elk Lake) is approximately 467.

The Township area is 9,324 hectares (23,040 acres). Latitude is 47 degrees 41 minutes north and Longitude is 79 degrees 50 minutes West.

Elk Lake is a widening of the Montreal River at the Town of Elk Lake, in the Township of James. The gently rolling local topography varies from 280 meters to 335 meters above sea level. There is a constriction of the Montreal River, at the Mountain Chutes, approximately 16 km downstream from the village.

History and Nature of Flooding in the Township of James

The Town of Elk Lake is susceptible to flood potential arising from heavy snowfall and late snow melt combined with deep frost and excessive rainy spring weather, and to a lesser degree, flash flooding created by spring and fall excessively heavy rains. In addition, flood potential in the town would be increased by the control of, or more particularly the possible failure. (however, route) of any of the dams on the Montreal River System (Indian Chutes, High Falls, Gowganda Lake, Duncan Lake and Stumpy Lake).

All sections of the town that are adjacent to Elk Lake and those areas closer to the outlet of Makobe (Bear Creek) and Moosehorn Creeks, including all main transportation routes in and out of the village, are susceptible to flooding.

Flooding greater than the one in 100 year flood occurred in 1926 and in 1960. The flood of 1960 is the highest level of flooding for which any records are available. For example, in 1960 the bridge crossing Elk Lake in the centre of the town was submerged under approximately 0.5 metres of rapidly flowing water, effectively dividing the community in two. The bridge at the northwestern end of the Fourth Street crossing the Makobe River was also taken out of service by the flood.

PREAMBLE

This plan has been prepared to provide general guidelines for the immediate response to an emergency. For this plan to be effective, everyone concerned must be made aware of its provisions and be prepared to carry out their individual, assigned responsibilities in an emergency.

Emergencies are defined as situations or impending situations caused by forces of nature, accidents, or intentional acts that constitute a danger of major proportions to life and property. They affect public safety, meaning the health, welfare, and property of people, as well as the environment and economic health of the Township of James. An emergency requires a controlled and coordinated response by several agencies.

Section 2.1 of the Emergency Management Act, R.S.O. 1990 Chapter E.9 as amended is the legal authority for establishing community emergency plans.

Aim

The aim of this plan is to make provision for extraordinary arrangements and measures that may have to be taken to protect health, safety, welfare and property of the inhabitants of the Township of James when faced with an emergency.

GENERAL INFORMATION FOR THE AREA

Utilities

Hydro One provides Hydroelectric Power to the Township of James, with line crews situated in New Liskeard, Kirkland Lake, and Timmins. All the residents in the Township of James have private septic systems. The Township of James also supplies approximately 231 residents/businesses with town water.

Medical and Health Care Services

The Township of James has a Medical Centre located on First Street, which provides patients with a nurse practitioner four days a week. Hospitals in Englehart, New Liskeard, and Kirkland Lake supply other medical services.

Communications

Northern Tel Limited Supplies Telephone and Internet services. The main radio stations are CJKL FM 101.5 of Kirkland Lake and CJTT FM 104.5 of New Liskeard. The area receives a local newspaper from Kirkland Lake three times a week

Request for Assistance: Provincial

If local resources are insufficient to control the emergency, assistance may be requested from Emergency Management Ontario (EMO) at any time without any loss of control or authority.¹

Municipal

Assistance may be requested from neighboring municipalities at any time. The request shall not be deemed that they assume authority and control of the emergency.

EMERGENCY NOTIFICATIONS

¹ EMO Day- 877.314.3723
EMO Night- 416.314.0472
OPP- 1.888.310.1122

Emergency Notification System

Upon receipt of a warning of a real or potential emergency, any member of the community control group may activate the system. The CCG will assemble at the designated Emergency Operations Centre to be determined at the time of emergency and manage the situation using this Emergency Plan. Where a threat of an impending emergency exists, the CCG will be notified and placed on stand-by. It is the responsibility of all control group officials to notify their staff and/or volunteer organizations and to assemble and manager the situation this emergency plan.

The Emergency Notification List and Procedure is attached as ANNEX A1 & A2 (Pg 6-7)

Action Prior to Declaration

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

Declaration and Termination of an Emergency

The Reeve of the Township of James is responsible for declaring that an emergency exists. This declaration is usually made in consultation with other members of the CCG and/or Council.

Upon such declaration the Reeve or Acting Reeve of the township will notify

- a) Community Control Group,
- b) Emergency Management Ontario (EMO)
- c) Town Council,
- d) Public,
- e) Neighboring Community Officials, as required,
- f) Media,
- g) Other persons, organizations, agencies, ministries, etc. as required.
- h) MP, MPP

A municipal emergency may be declared/terminated at any time by

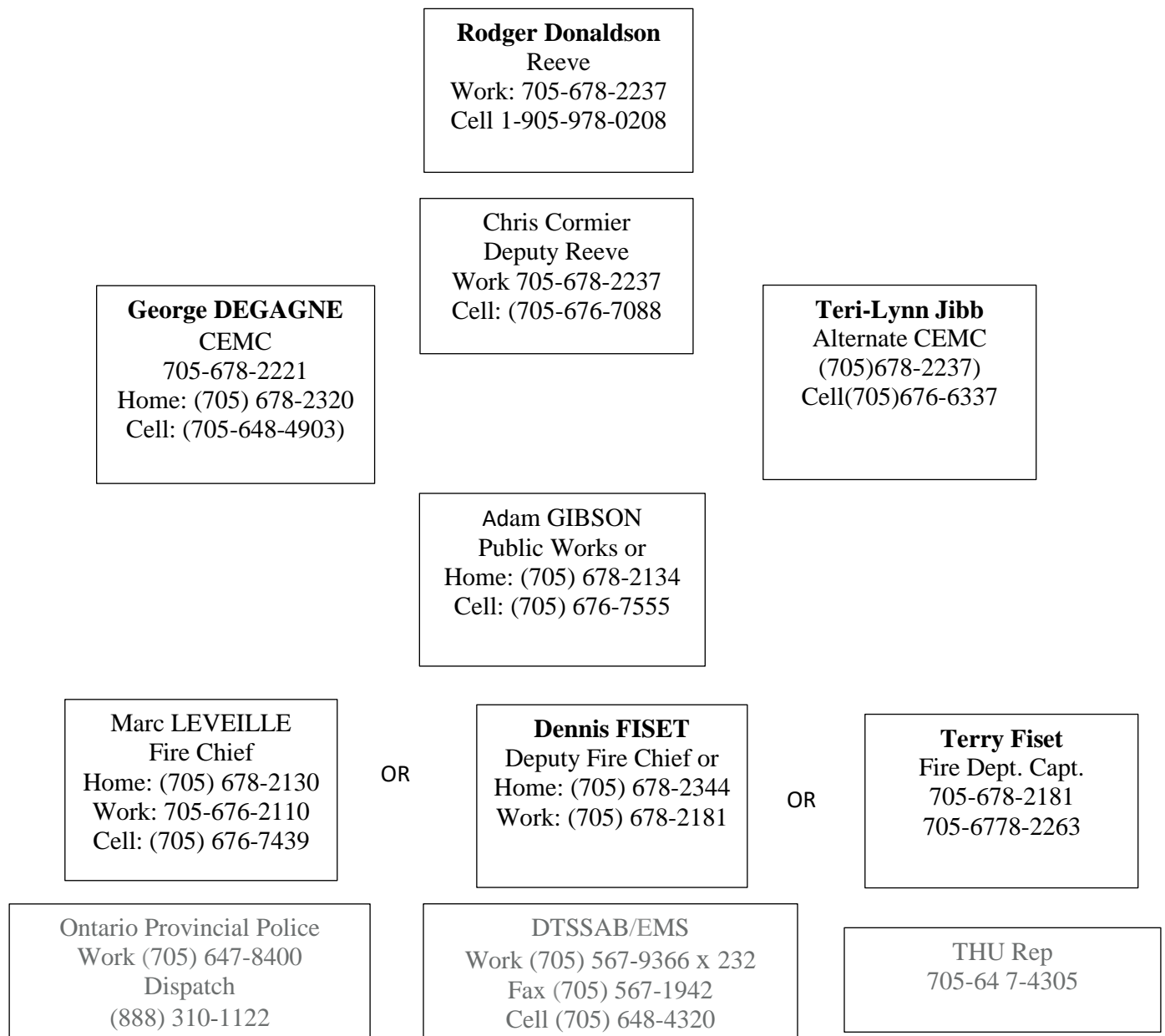
- a) The Reeve or Acting Reeve,
- b) Emergency Management Ontario
- c) A majority of Council.

Upon termination of a municipal emergency the Reeve or Acting Reeve will notify

- a) Community Control Group,
- b) Emergency Management Ontario,
- c) Town Council,
- d) Public,
- e) Neighboring Community Officials, as required,
- f) Media,
- g) Other persons, organizations, agencies, ministries, etc. as required.

ANNEX A-1 CONTACT LIST

Persons on the notification list (in **BOLD** writing) will be called in order, starting with the Reeve then the alternates beside.



Appointments

Appointments or replacements of personnel within the control group may be made by the Reeve. The Reeve may replace, for the duration of the emergency any personnel he finds unfit for service and can appoint a replacement if necessary.

EMERGENCY NOTIFICATION PROCEDURES

Upon activation, the notification process will be carried out at once by the Community Emergency Management Coordinator (CEMC), who will note the detail of the message (e.g. description of the emergency, instructions to remain on standby or assemble at the EOC, etc.). The CEMC will ensure this information is passed to and understood by each person called. Persons on the notification list will be called in order, starting with the Reeve.

If the primary person cannot be reached at any of the listed numbers, telephone the alternate. If neither can be reached, go on to the next appointment on the list. Once the end of the list has been reached, try again to reach those who were not available on the first attempt.

Note the exact time each person was reached.

Should an emergency occur or be impending, the contact should be made with the Emergency Management Ontario Duty Officer (24/7).

ANNEX A-2

Emergency Management Ontario

Provincial Operations Centre..... 416-314-0472 (24/7, 365 days a year)

Sarah Jacob - Field Officer.....

Grant Murphy-A/Team Lead..... 705-280-7685

Kevin Kerkhof-Field Officer..... 249-878-5920

EMERGENCY OPERATION CENTRE (EOC)

The Community Control Group will report to the designated Emergency Operations Centre. The Centre will be determined at the time of an emergency or the threat of an emergency. The location will be chosen based on geographical location of the emergency and/or the community which has the majority of the emergency. The possible Emergency Operations Centres are set out in Annex B.

The Operations Officer is responsible for the Emergency Operations Centre.

A list of facilities, equipment and supplies are set out in ANNEX B.

ANNEX B

Emergency Operations Centre (EOC)

The **Emergency Operations Centre** will be located at the **Municipal Office** which is located on 33 Third Street East.

The **alternate EOC** will be situated in the Elk Lake Public Library located on First Street.

EQUIPMENT

The equipment required for the Emergency Operations Centre is organized in a kit form. The kit is located in the Council Chambers Reception Area. The CEMC is responsible for inspecting the kit on a regular basis and for ensuring that kit contents are all in working order.

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

Item	Location
Fax Machine	Town Office
Television	Library
Telephones	Town Office
Walkie Talkies (3 sets)	Fire Department
Flip Charts (6 charts)	Eco Resource Centre

ANNEX C

**TOWNSHIP OF JAMES EVACUATION PLAN
EVACUATION ZONES FOR THE TOWNSHIP OF JAMES**

ZONE ONE (yellow)	Nativity Church – Rosedale Avenue (All Seasons) Capacity Size – 150 people OR
ZONE TWO (green)	Elk Lake Community Centre – Fourth Street (All Seasons) Capacity Size – 400 people – Elk Lake Legion & New Prospects Club (All Seasons) Capacity Size – 230 Elk Lake Lodge (6 cabins with 2 full washroom in each, sleeps 12 people to a cabin (72 people) Capacity Size – 200 (including cabins & centre) OR
ZONE THREE (purple)	H. Fiset & Sons Ltd. – First Street (All Seasons) Capacity Size – 1 Generator Elk Lake Public School – First Street (All Seasons) Capacity Size –

If the whole town needs to be evacuated they can go to Matachewan.
(see next page for the Evacuation Centres)

Contact Person: Janet Gore 705 565 2274 – Twp. Matachewan
705 565 2564

Or- The Town of Englehart
Englehart Arena 705 -544 – 2244)

AREA MAP

TRANSPORTATION

In case of evacuation school buses will be provided to transport residents to evacuation centers.

NOTIFICATION

In the event of an evacuation of the town, the town siren will be set off, along with local radio stations CJTT 104.5 FM, CJBB 101.3 FM, CJKL 101.5 FM or CBC Sudbury Radio. If needed, the Fire Department will be called out to notify the residents individually.

EQUIPMENT

Extra generators will be supplied by:

- 2 – Township of James
- 2 – H. Fiset & Sons

PRIORITY ACCESS FOR DIALING

Priority Access for Dialing (PAD) is a measure to identify telephone lines that are essential during emergencies, and temporarily protecting them should the telephone system become overloaded. Telephone numbers that are protected under PAD will maintain the ability to make outgoing calls. However, incoming service remains available to all users, even when PAD is implemented.

The phone numbers, which are protected under PAD, are set out in below

Priority Access Dialing (PAD)

In the event of an emergency, the numbers that are protected will be:

Phone Line: (705) 678-2477

Fax Line: (705) 678-2495

Also, if needed for communication, there is 3 sets of Hand Radios available at the Elk Lake Volunteer Fire Department to communicate from the Emergency Operations Centre to the Emergency Site Manager.

COMMUNITY CONTROL GROUP {CCG}

The emergency response will be directed and controlled by officials who are responsible for providing the essential services necessary to minimize the effects of an emergency on the municipality. This group is known as the **Community Control Group** which consists of the following officials:

- a) Reeve or Acting Reeve of the Township,
- b) Community Emergency Management Co-Coordinator (CEMC),
- c) Clerk-Treasurer of the Township/Operations Officer
- d) Police - OPP
- e) Fire - Chief & Deputy
- f) Public Works Foreman,
- g) Emergency Medical Services or alternate,
- h) Social Services Administrator, or alternate,
- i) Medical Officer of Health or alternate.

ANNEX A-1 CONTACT LIST

Persons on the notification list (in **BOLD** writing) will be called in order, starting with the Reeve then the alternates beside.

Rodger Donaldson Reeve Work: 705-678-2237 Cell 1-905-978-0208	George DEGAGNE CEMC 705-678-2221 Home: 705-678-2320 Cell: 705-648-4903	Adam GIBSON Public Works or Home: 705-678-2134 Cell: 705-676-7555	Marc LEVEILLE Fire Chief Home: 705-678-2130 Work: 705-676-2110 Cell: 705-676-7439
OR			
Chris Cormier Deputy Reeve Work 705-678-2237 Cell: 705-676-7088	Teri-Lynn Jibb Alternate CEMC Work:705-678-2237 Cell:705-676-6337	Dennis FISET Deputy Fire Chief or Home: 705-678-2344 Work: 705-678-2181	
THU Rep 705-647-4305			OR Terry Fiset Fire Dept Capt. 705-678 2181 705-6778-2263
Ontario Provincial Police Work 705-647-8400 Dispatch (888) 310-1122	DTSSAB/EMS Work 705-567-9366 x 232 Fax: 705-567-1942 Cell: 705-648-4320		

COMMUNITY CONTROL GROUP (CCG) CON'T

Additional personnel called or added to the Community Control Group may include:

- a) Interfor/Elk Lake Planning Mill Representative,
- b) Liaison Staff from Provincial Ministries,
- c) Any other officials, experts, volunteers or representatives deemed necessary by the Community Control Group.

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

SUPPORT AND ADVISORY STAFF CONTACT LIST

The following staff may be required to provide support, logistics and advice to the Community Control Group.

Canadian Red Cross
Monique Chartrand
705-563-2805

Chief Building Officer
Work: 705-563-2426

Hydro One
Emergency Line –
1-800-434-1235
Media (Hydro) 1-416-345-6868
Hydro Emerg .. Mgmt. –
1-416-603-4308

Ontario Clean Water Agency
(OCWA)
1-705-567-4201

Willard Bus Lines
705-563-2805

Solicitor
Kemp Petrie
Work: 705-647-7353

Insurance
Tench Insurance
Work: 416-941-9551
K.L. 705-567-3211

Electrician
Joedy Aitchison
Cell: 705-648-5170

Victim Services
Team Leader 1.888.825.6652
On Call 24/7 705.642.5491

EMERGENCY MANAGEMENT PROGRAM COMMITTEE

The emergency management program committee is the critical management team that oversees the development, implementation and maintenance of a community's emergency management program. The committee will meet twice a year. The CEMC will chair the meetings.

<i>Name</i>	<i>Position</i>	<i>Organization</i>	<i>Telephone Number</i>
Rodger Donaldson	Reeve	Township of James	705.678.2237
Chris Cormier	Deputy Reeve	Township of James	705.648.5675
Steve McIntyre	Councillor	Township of James	1.905.295.0008
Michael DeCarlo	Councillor	Township of James	705.622.9060
Michelle Fiset	Councillor	Township of James	705.678.2237
Myrna Hayes	Clerk/Treas, Ems Man.	Township of James	705.678.2237, 705.567.9366 X.232
Adam Gibson	Public Works	Township of James	705.678.2237
Teri-Lynn Jibb	AltCEMC	Township of James	705.678.2237
George DeGaegne	CEMC	Township of James	705.678.2320

OPERATING CYCLE

Members of the Community Control Group will gather at regular intervals to inform each other of the actions taken and problems encountered during an emergency or potential emergency. The Operations Officer will establish frequency of meetings and agenda items. Meeting will be kept as brief as possible. Thus allowing members to carry out their individual responsibilities. Maps and status reports will be available and kept up to date by the Operations Centre.

ANNEX L

Program Committee Members

Rodger Donaldson	Reeve/Spokesman	1
Chris Cormier	Deputy Reeve	2
Steve McIntyre	Information Officer	3
Michael DeCarlo	Councillor	4
Michelle Fiset	Councillor	5
Denis Fiset	Deputy Fire Chief	
Adam Gibson	Public Works Foreman	
Myrna Hayes	Clerk/Treasurer	
Teri-Lynn Jibb	Alt. CEMC	
George Degagne	CEMC	

Community Control Group

Rodger Donaldson	Reeve/Spokesman	1
Chris Cormier	Deputy Reeve	2
Steve McIntyre	Information Officer	3
Teri-Lynn Jibb	Alt. CEMC	
George Degagne	CEMC	
Lorrie Hughes Jobson	Inquiry supervisor Water works	
Myrna Hayes	Myrna Hayes	

RESPONSIBILITIES

Group Responsibilities

The actions or decisions which the members of the Community Control Group are likely to be responsible for including, but are not limited to:

- a) Advising the Reeve if the declaration or termination of an emergency is recommended
- b) Activate notification system,
- c) Advising the Reeve of need to designate *all* or part of the Township as an emergency area,
- d) Determining the need to establish advisory group(s) and/or sub-committees,
- e) Determining if location and composition of the CCG are appropriate and the set-up of the Emergency Operations Centre and evacuations centers.
- f) Ensuring records are taken; reports prepared and assist in evaluation of the Emergency Plan.
- g) Ensuring that an Emergency Site Manager (ESM) is appointed.
- h) Dispersing persons not directly connected with the operations as their presence may hinder, the efficient functioning of the operation.
- i) Co-coordinate and direct the service and ensuring that any actions necessary for the mitigation of the effects of the emergency area taken, provided they are not contrary to law.
- j) Establishment of a reporting, registration, and inquiry centre for information concerning all aspects of the emergency.
- k) Ensuring that pertinent information regarding the emergency is promptly forwarded to the Public Information Coordinator and Citizen Inquiry Supervisor, for dissemination to the media and public.
- l) Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary.
- m) Calling out and mobilizing their emergency service, agency and equipment, as required.
- n) Arranging for services and equipment from local agencies not under community control,
- o) Determining if additional volunteers are required and if appeals for volunteers are warranted.
- p) Discontinuing utilities or services provided by public or private concerns. i.e. hydro, water.
- q) One member to act as a liaison officer and one to act as an evacuation co-coordinator when evacuating.
- r) Ordering, coordinating and/or overseeing the evacuation of buildings and persons within the "Emergency Area" which are considered to be in danger.
- s) Arrangements for accommodations for any residents who are in need of assistance due to displacement as a result of the emergency.
- t) Determine if additional transport is required for evacuation or transport of persons and/or supplies.
- u) Establishment of a system to ensure balanced distribution and recording of casualties to hospitals.
- v) Notifying the services, agencies or groups under their direction of the termination of the emergency.
- w) Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Operations Officer within one week of the termination of the emergency, as required.
- x) Participating in the debriefing following the emergency

REEVE OR ACTING REEVE

The actions or decisions which the Reeve or Acting Reeve are likely to be responsible for include, but are not limited to:

- a) Declaring and terminating an emergency within the Township of James with the assistance from the control group.
- b) Notifying the Solicitor General of Ontario and Provincial Operations Centre Duty Officer (EMO) of the declaration and termination of the emergency.
- c) Chairing the meetings of the Community Control Group.
- d) Ensuring the members of council are advised of the declaration and termination of an emergency and are kept informed of the emergency.
- e) Authorizing expenditure of money required to deal with the emergency.

COMMUNITY EMERGENCY MANAGEMENT COORDINATOR

The Community Emergency Management Coordinator (CEMC) is responsible for:

- a) Activating and arranging the Emergency Operations Centre.
- b) Activating the emergency notification system through the Ontario Provincial Police as well as activating the emergency response plan upon declaration.
- c) Advising the Reeve on Policies & Procedures.
- d) Ensuring that security is in place for the EOC and registration of CCG members.
- e) Ensuring that all members of the CCG have necessary plans, resources, supplies, maps and equipment.
- f) Providing advice and clarification about the implementation details of the Emergency Response Plan.
- g) Supervising the Public Information Coordinator.
- h) Ensuring liaison with community support agencies (i.e. Ambulance, Canadian Red Cross)
- i) Ensuring that the operating cycle is met by the CCG and related documentation is maintained and kept for future reference.

Clerk Treasurer

The actions or decisions which the Clerk/Treasurer is likely to be responsible for include, but are not limited to:

- a) Activating the emergency notification system through the Ontario Provincial Police as well as activating the emergency response plan upon declaration.
- b) As the Operations Officer (within individual municipal boundaries), coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings.
- c) Approving, in conjunction with the Reeve, major announcements and media releases prepared by the Public Information Co-coordinator, in consultation with the Community Control Group.
- d) Calling out additional town/township staff to provide assistance, as required.
- e) The provision of information and advice on financial matters as they relate to the emergency.
- f) Liaison, if necessary, with the staff of neighboring municipalities.
- g) Ensuring that records of expenses are maintained for future claim purposes.
- h) Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency.
- i) Liaison with purchasing agents of local and neighboring municipalities, if necessary.
- j) Assuming the role of Human Resources Officer:
 - Coordinate and processing requests for human resources.
 - Under the direction of the Community Control Group, 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. which may involve financial liability, are completed.
 - When volunteers are involved, ensuring that a Volunteer Registration Form is completed and a copy of the form are retained for town records.
 - Ensuring identification cards are issued to volunteers and temporary employees, where practical.
 - Obtaining assistance, if necessary from Employment and Immigration Canada, as well as other government departments, public and private agencies and volunteer groups.
- k) Ensure a follow up report is prepared within one week of the termination of the emergency.
- l) Liaison with the Community Emergency Management Coordinator.

POLICE REPRESENTATIVE

The actions or decisions which the Police Representative is likely to be responsible for include, but are not limited to:

- a) Activating the emergency notification system and ensuring all members of the Community Control Group are notified.
- b) Notification of necessary emergency and community services, as required.
- c) The establishment of a site command post with communications to the Emergency Operations Centre.
- d) Establishing an ongoing communications link with the senior police official at the scene of the emergency.
- e) The establishment of an inner perimeter within the emergency area.
- f) The establishment of an out perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel.
- g) The provision of traffic control to facilitate the movement of emergency vehicles.
- h) Alerting persons endangered by the emergency and coordinating evacuation procedures.
- i) The direction of evacuee centers. As required.
- j) Liaison with the Social Services Officer regarding the establishment and operation of evacuation and reception centre.
- k) The protection of life and property and the provision of law and order.
- l) The provision of police services in evacuation centers, morgues and other facilities as required.
- m) Notifying the coroner of fatalities.
- n) Liaison with other community, provincial and federal police agencies as required.

FIRE REPRESENTATIVE

The actions or decision which the Fire Representative is likely to be responsible for include, but are not limited to:

- a) Activating the emergency notification system through the Ontario Provincial Police.
- b) Providing the Community Control Group Information and advice on fire fighting and rescue matters.
- c) Establishing an ongoing communication link with the Senior Fire Official at the scene of the emergency.
- d) Informing the Mutual Aid Fire Coordinator and/or initiating mutual aid arrangements for the provision of additional firefighting manpower and equipment, if needed.
- e) Determining if additional or special equipment is needed and recommending possible sources of supply, i.e. breathing apparatus, protective clothing, etc.
- f) Providing assistance to other community departments and agencies and being prepared to take charge of or contribute to non-firefighting operations if necessary, i.e. rescue first aid, casualty collection, evacuation, etc.
- g) Providing an Emergency Site Manager, if required.
- h) Providing 6 Walkie Talkies (in total) for communication between EOC and the Emergency Site.
- i) Providing blankets, trauma kits, barricading the Emergency Site, if required

Township of James Fire Department

The Elk Lake Fire Department consists of 20 volunteer firefighters. The Fire Department is located on Lot 370 Third Street, beside the Township of James Municipal Office and the O.P.P. Station. All of the volunteer firefighters carry pagers; full time dispatchers are out of Timmins at 1-800-806-6648. The Township of James is equipped with Fire Hydrants
- 2008 - Kenworth Truck and 1995 Freightliner Truck

Elk Lake Fire Department Inventory

18 - Sets of Bunker Gear c/w boots and helmets with visors.

8 - Complete breathing apparatus

18 - 30-minute oxygen bottles for breathing apparatus

2 - Mobile 2-way radios in trucks

3 sets - Hand held Walkie Talkies

2 - 300 GPM portable volume pumps c/w 2 ½ suction hoses and gas cans. 10hp Briggs & Stratton Engine, Honda TGX610 / 1 8hp motor/ pump.

18 - Man, Down Alarms

20 - Pagers & Base Station connected to 24/7 dispatch out of Timmins

1 - Manual Extrication Rescue Kit c/w Jaws, Air Chisels, Bars Jacks and Blocking

1- Hydraulic powered Extrication unit c/w Jaws/scissors/expansion bars.

2 - Large First Aid Kit c/w Back Board, Neck Braces, Blankets

5- Standard First Aid Kits

350' - 5/8 Safety Rope

1000' -4" High Volume Hose

4,450' - 2 ½ Double Jacket Hose

2000' - 1 ½ Double Jack Hose

Multiple ABC Extinguishers variety of sizes.

2 - Firefighting Thermal imaging cameras

Multiple - Ladders, generators, First Aid Kits, AED -Defibrillator (Zoll), First Aid Rescue Trailer. Large rescue Trailer loaded with tools rescue equipment, (Extrication Equipment)

Multiple Sanitizing equip.. - Nitrile gloves, face masks, Honeywell self contained personal masks, sanitary wipes, disinfection sprays, etc.

A more extensive list of equipment and supplies is available upon request.

ROAD SUPERINTENDENT/PUBLIC WORKS FOREMAN

The actions or decisions which the Public Works Manager is likely to be responsible for include, but are not limited to:

- a) Activating the emergency notification system through the Ontario Provincial Police.
- b) Providing the Community Control Group with information and advice on technical matters.
- c) The provision of technical assistance.
- d) The construction, maintenance and repair of town streets.
- e) The provision of equipment for emergency pumping operations.
- f) Liaison with Fire Representative concerning emergency water supplies for fire fighting purposes.
- g) The provision of emergency potable water supplies and sanitation facilities to the requirements of Medical Officer of Health.
- h) Discontinuing any public works services or utility to any consumer as required and restoring these services when appropriate.
- i) Liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions.
- j) Providing public works equipment as required by any other emergency services.
- k) Maintaining liaison with flood control, conservation and environmental agencies and being prepared to take preventative action.
Providing an Emergency Site Manager if required.
- a) Coordinating the acquisition, distribution and scheduling of various models of transport
- b) (i.e. school buses, trucks,) for the purpose of transporting persons and/or supplies as required.
- c) Ensuring that a record is maintained of drivers and operators involved.

EMERGENCY HEALTH SERVICES REPRESENTATIVE

The actions or decisions which the Medical Officer of Health Representative is likely to be responsible for include, but are not limited to:

- a) Liaison with all members of the ECG) on areas of mutual concern.
- b) Ensuring the hospitals and access centers are informed as appropriate for these organizations to implement their Emergency Plan as necessary.
- c) Liaison with Ontario Ministry of Health, Public Health Branch.
- d) Coordinating the response to disease related emergencies or anticipated emergencies such as epidemics according to Ministry of Health policies.
- e) Depending on the nature of the emergency, assigning the Site Manager, and informing the ECG
- f) Establishing an ongoing communications link with senior health officials at the scene of the emergency.
- g) Providing advice and instruction on any matters which may adversely affect the health of the public.
- h) Liaison with voluntary and private agencies as required for augmenting and coordinating the public health resources.
- i) Providing authoritative instructions on health and safety matters to the public through the Emergency Information Office.
- j) Ensuring the coordination of all efforts to prevent and control the spread of disease during an emergency.
- k) Monitoring water supplies, including approval of sources advice on treatment methods, monitoring to prevent pollution of selected sources and sampling of the distribution system.
- l) Monitoring waste disposal including advice on the disposal of all sanitary waste, body waste and garbage including the disposal of liquid waste. The Health Unit can approve methods and site for sewage disposal during emergency situations;
- m) Liaison with other health related services, as required on medical/health matters.
- n) Monitoring food sanitation including ensuring the sanitary control of food supplies at the point of supply, during distribution, packaging and processing, providing advice on potentially unsafe or contaminated foods and providing advice on mass feeding including storage, food handling, personal hygiene and refusal disposal.
- o) In the event of mass casualties, the Health Unit will monitor the situation to ensure early and sanitary disposition of human remains to minimize the spread of disease.
- p) Liaison with Senior Ontario Works Officers on areas of mutual concern regarding the health services in evacuee centres.
- q) Liaison with Senior Public Works Office regarding the need for potable water and sanitation facilities.
- r) Ensuring public health inspection of emergency sites, where necessary and evacuee centre to ensure safe water, safe food and the control and prevention of health hazards
- s) Liaison with the District Coroner and coordinate resource support as needed.
- t) Continuing delivery of mandated public health programs and services to ensure continuity of care and public health protection as resources permit.

SOCIAL SERVICES DIRECTOR

The Social Services Director is responsible for

Roles & Responsibilities - General

- The DTSSAB CEMC / Alternate CEMC (or designate) will participate as a member of the Emergency Control Group and attend at the Emergency Operations Centre (once activated).
- Coordinate response with appropriate members of the Community Control Group and/or Support and Advisory Group on required logistics, supplies, and/or advice.
- Liaison with the Ministry of Community & Social Services (MCSS), Ministry of Children's Services (MOC), Ministry of Municipal Affairs & Housing (MMAH) and the Ministry of Health (MOH) as required.
- Continued delivery of mandated DTSSAB programs and services.
- Activation of the DTSSAB's Emergency Response & Business Continuity Plans as appropriate.

Roles & Responsibilities - Emergency Evacuation Centres

- Once one or more pre-designated evacuation centre(s) have been opened by the ECG, ensure that a representative of the District School Board Ontario Northeast (DSBONE) and Conseil Scolaire Catholique (CSC) are notified of the facilities that are required as evacuee centre(s). Ensure that staff/volunteers at school facilities take direction from the Board representative(s) with respect to its/their maintenance, use and operation.
- Overall supervision, coordination and staffing of the operation of all shelters that have been designated and opened by the Emergency Control Group.
- Ensure the provision of registration and inquiry services (at designated shelters) for evacuees, victims, volunteers, and pets.
- Ensure the provision of childcare services for children at the evacuation centre(s) and the children of staff involved in the emergency response. Liaise with Police Fire & Rescue and Children's Aid Society regarding the care of children separated from their families as a result of the emergency.
- Assist in the distribution of supplies (clothing, food, personal items) where and applicable and available for individuals evacuated to emergency centre(s).
- Arranging pastoral care and emotional support. Liaise with the Medical Officer of Health regarding the psycho-social response.
- Make arrangements for meals for the staff and registered volunteers at the EOC and evacuation centre(s).
- Liaison with the Medical Officer of Health on areas of mutual concern regarding operations in evacuee centre(s).
- Coordinate overall response with any agencies (Canadian Red Cross, Salvation Army, Service Clubs etc.) that are involved in providing support services to evacuees, victims, and volunteers.
- Maintain detailed documentation on decisions made, actions taken and expenses incurred,
- Assist with the recovery process and the restoration services as soon as deemed appropriate.
- Prepare and submit a final report containing a review of the operation of evacuation centres including recommendations on possible alterations to the Emergency Response Plan.

EMERGENCY MEDICAL SERVICES (EMS) DIRECTOR

The Emergency Medical Services Director is responsible for:

Roles & Responsibilities – General

- The DTSSAB CEMC / Alternate CEMC (or designate) will participate as a member of the Emergency Control Group and attend at the Emergency Operations Centre (if activated).
- Coordinate response with appropriate members of the Community Control Group and/or Support and Advisory Group on required logistics, supplies, and/or advice.
- Liaison with the Ministry of Community & Social Services (MCSS), Ministry of Children's Services (MOC), Ministry of Municipal Affairs & Housing (MMAH) and the Ministry of Health (MOH as required).
- Continued delivery of mandated DTSSAB programs and services .
- Activation of the DTSSAB's Emergency Response & Business Continuity Plans as appropriate.

Roles & Responsibilities - Emergency Medical Services

- Ensuring the emergency medical services are present at the emergency site.
- Depending on the nature of the emergency, assigning a representative to be present at the emergency site(s) and communicating such with the ECG.
- Establishing ongoing communications with the designated senior EMS official at the emergency site(s).
- Advising the ECG if other or additional means of transportation is required for the evacuation of victims.
- Enacting mutual aid protocols with other EMS providers as required and appropriate.
- Ensuring for the provision of basic first aid at evacuation centre(s),
- Liaison with the Ministry of Health CACC, receiving hospitals and Medical Officer of Health as required.
- Maintain detailed documentation on decisions made, actions taken and expenses incurred, Assist with the recovery process and the restoration services as soon as deemed appropriate.
- Prepare and submit a final report containing a review of the operation of emergency medical services including recommendations on possible alterations to the Emergency Response Plan.

SUPPORT AND ADVISORY STAFF

The following staff may be required to provide support, logistics and advice to the community.
Control Group:

- a) Administrative Assistants/Deputy Clerk
- b) Solicitors
- c) Chief Building Officials
- d) Insurance Providers
- e) GPS/GIS

The Support and Advisory Staff contact list is attached in below

SUPPORT AND ADVISORY STAFF CONTACT LIST

The following staff may be required to provide support, logistics and advice to the Community Control Group.

Canadian Red Cross
Monique Chartrand
705-563-2805

Chief Building Officer
Work: 705-563-2426

Hydro One
Emergency Line –
1-800-434-1235
Media (Hydro) 1-416-345-6868
Hydro Emerg .. Mgmt. –
1-416-603-4308

Ontario Clean Water Agency
(OCWA)
1-705-567-4201

Willard Bus Lines
705-563-2805

Solicitor
Kemp Petrie
Work: 705-647-7353

Insurance
Tench Insurance
Work: 416-941-9551
K.L. 705-567-3211

Electrician
Joedy Aitchison
Cell: 705-648-5170

Victim Services
Team Leader 1.888.825.6652
On Call 24/7 705.642.5491

Area Volunteers Support (Not under Municipal Control)

Contact Name	Title	Number: Work	Number: Home	Function
H.Fiset & Sons (Jerome Fiset)	Manager	705.678.2181	705.678.2368	Equipment: trucks, Bulldozer, grader, welder
Interfor (ELPM)	Manager	705.678.2110		Equip.: trucks, loader etc.
Mathieu Forest Equip	Owner	705.678.2399		Equip. trucks, loaders

INDIVIDUAL RESPONSIBILITIES

Administrative Assistant

The Administrative Assistant is responsible for:

- a) Assisting the Clerks, as required.
- b) Ensuring that all important decisions made by the Community Control Group are recorded.
- c) Upon the direction of the Clerk, notifying the required support and advisory staff of the emergency and the location of the Emergency
- d) Assuming the responsibilities of Citizen Inquiry Supervisors for individual municipalities.
- e) Arranging for printing of materials, as required.
- f) Coordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required.
- g) Upon direction by the Reeve, ensuring that all councils are advised of the declaration and termination of the emergency.
- h) Upon direction by the Reeve arranging a special meeting(s) of council, as required and advising members of council of the time date and location of the meetings.
- i) Assuming the role of telecommunications coordinator by ensuring the telephone systems functioning, the telecommunications centre is fully equipped and staffed. maintain an inventory of communications equipment, and make arrangements to acquire telecommunications resources.
- j) Procuring staff to assist as required.
- k) Any other duties as assigned.
 - Note - In the event that the Township does not employ an administrative assistant/deputy clerk/treasurer any employee or member of council may be appointed to fulfill these responsibilities.

Solicitors

The Solicitor for the Township of James is responsible for:

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

Chief Building Officials

The Chief Building Official is responsible for:

- a) Assist with the evaluation of building structural integrity.

INDIVIDUAL RESPONSIBILITIES

Insurance Providers

The Insurance Providers for the Township of James are responsible for:

- a) The provision of advice to any member of the Community Control Group on matters of an insurance nature as they may apply to the actions of the Township of James (Elk Lake) in its response to the emergency, as required.

Elk Lake Community Forest

The Elk Lake Community Forest named in this plan is responsible for:

- a) Providing GPS/GIS services if needed,
- b) Fire Coordination and Management.

OTHER AGENCIES

In an emergency, many agencies may be required to work with the Community Control Group. Such agencies are detailed below:

Provincial Operations Centre Duty Officer Emergency Management Ontario

The representative of the POC Duty Officer (EMO) is responsible for:

- a) Coordinating Provincial/Federal resources upon the community's request.
- b) Co-ordinate the response of other provincial agencies, and of the federal government if necessary.
- c) Send staff to the community to provide advice and liaison.
- d) Providing information of financial assistance following termination of the emergency.

Elk Lake Medical Centre (705-678-2215)

The Elk Lake Medical Centre is responsible for:

- a) Liaison with the Medical Officer of Health and local ambulance.
- b) Evaluating requests for the provision of medical site teams/medical triage teams.
- c) Liaison with the Ministry of Health.

Provincial Operations Centre Duty Officer - Office of the Fire Marshal

The Representative of the Office of the Fire Marshal is responsible, under the Fire Protection and Prevention Act, 1997 for:

- a) Liaison with local fire departments for fire protection and provide advice and assistance.
- b) Fire Suppression activities.

Ministry of Natural Resources

The Representative of the Ministry of Natural Resources is responsible for:

- a) Fire protection of the lands in the Township of James as set out in current Fire Management Plan.
- b) Flood control advice and information
- c) The provision of firefighting and flood control equipment, as required.

OTHER AGENCIES CON'T

Temiskaming Health Unit

The representative of the Temiskaming Health Unit is responsible for:

- a) Monitoring the water supplies in conjunction with the Ministry of Environment and Energy. This includes the approval of sources, advice on treatment methods monitoring the prevent pollution of selected sources and sampling of the distribution system to ensure potable supply.
- b) Food sanitation including ensuring sanitary control of food supplies at the point of supply, during distribution, packaging and processing, providing advice on potentially unsafe or contaminated foods, and providing information on mass feeding including storage, food handling, personal hygiene and refuse disposal.
- c) Evacuation Centres - in the event of a mass evacuation to a central location, the Health Unit will monitor the provision of sanitary facilities, the safety of water supply and the food service system.
- d) Waste Disposal in conjunction with the Ministry of Environment and Energy garbage including advice on the disposal of all sanitary waste, body waste and garbage including the disposal of liquid waste.
- e) In the event of mass casualties, the Health Unit will monitor the situation to ensure early and sanitary disposition of human remains in order to minimize the spread of disease.
- f) Information on advice on pest control, personal sanitation, emergency cleanups and disinfections, waste disposal and food and water safety will be provided to the public as required.
- g) The Health Unit will provide any needed immunization.
- h) The Health Unit will provide advice to the public and to local physicians with regards to health consequences, both acute and long term, of exposure to spills of toxic chemicals.
- i) Issuing orders to mitigate or eliminate health hazards.
- j) Liaison with Ministry of Health, as appropriate.

Elk Lake Planning~ Mill/Interfor

The Representative of Elk Lake Planning Mill/Interfor is responsible for the following items within the boundaries of Elk Lake Planning Mill/Eacom property and/or right of way.

Please see ANNEX I for ELPM/Interfor Emergency Response Plan.

ELPM/INTERFOR EMERGENCY RESPONSE PLAN

- a) Activating the company emergency alerting system.
- b) Arrange for security within the emergency or disaster area.
- c) Arrange for sealing off the emergency or disaster area.
- d) Arrange for the protection of lives, public and private property.
- e) Acting as liaison with public police, fire department, medical services, ambulances, Community Control Group, etc.
- f) Operating from identifiable command location.
- g) Maintaining communications with the corporate emergency control group and the municipal control group.
- h) Maintaining a log of all action taken.

PUBLIC UTILITIES

Hydro One Services Company

- a) The Representative of the Hydro One Services Co. is responsible for the following items:
- b) Provide advice and information to the Community Control Group
- c) Coordinate emergency procedures and actions through the Community Control Group.
- d) Discontinue public electrical power service to any consumer when authorized by the Community Control Group and where it is considered necessary in the interest of public safety.
- e) Calling out sufficient staff to survey the site of the emergency and check the area and buildings for safety.
- f) Provide alternative supplies of electrical power as able when requested by the Community Control Group.
- g)

Northern Telephone Limited, Telecommunications

The representative of Northern Telephone is responsible for the following items:

- a) Provide advice and information to the Community Control Group. Coordinate emergency procedures and actions through the Community Control Group.
- b) Discontinue public telephone service to any consumer when authorized by the
- c) Community Control Group, and where it is considered necessary in the interest of public safety.
- d) Initiating Priority Access for dialing for the Emergency Area.
- e) Calling out sufficient staff to survey the site of the emergency.

Employment Agencies

At the request of the designated Emergency Operations Officer, the agencies below shall provide, if possible, volunteers or employees and complete the necessary administration of the program, as required.

- Job Connect
- Human Resources Development Canada
- Ontario Works

PLAN MAINTENANCE AND REVISION

Annual Review

This plan should be reviewed annually by the Emergency Management Program Committee and where necessary revised by a meeting(s) of the Community Control Group.

Each time this 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 plan to Council each time. It is the responsibility of the Emergency Management Committee to make revisions to the annexes and minor administrative changes, with a quorum of members.

It is the responsibility of each person, agency, service and department named within this emergency plan to notify the Emergency Management Committee forthwith, of any revisions of any revisions to the annexes, or administrative changes.

Testing the Plan

An annual exercise as required under the Act will be conducted in order to test the overall effectiveness of this emergency plan and provide training to the Community Control Group. Revisions to this plan should incorporate recommendation stemming from such exercises.

Internal Procedures

Each service involved with this emergency plan will prepare functional emergency procedures or guidelines outlining how it will fulfill 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.

MATACHEWAN

Emergency Operations Centre & Emergency Information Centre

Town Hall - 1 Moyneur Avenue

- Communications Equipment
- Backup Generator
- Kitchenette Emergency
- 1 washroom
- 2 Fire Trucks
- Extra Generator
- Medical Supplies
- 2 Showers & 2 Washrooms

Emergency Operations Centre (Alternate)

Fire Hall - 80 Matheson Street North

*Emergency Evacuation Centre (Primary) *(All Season)*

Recreation Hall- 283 Moyneur Avenue

- Capacity 200
- Backup Generator
- Full Kitchen
- 2 washrooms
- 5 toilets

Emergency Evacuation Centre (Secondary)*(Seasonal)

Young Davidson Multifunctional Complex Rye Street

- Capacity 510 (50 all season)
- Full Kitchen
- 2 washrooms
- 5 toilets

Emergency Evacuation Centre (Alternate) - (All Season)

Royal Canadian Legion, Branch 386 Capacity 40

- *Other Facilities*

Nursing Station - 80 Matheson Street North

- *Emergency Medical Personnel*

Medical Supplies

Water Treatment Facility -394 Bernard Street

- Emergency Generator

EMERGENCY INFORMATION PLAN ANNEX E

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

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

*Community Information Coordinator; **Deputy Clerk 705-678-2237***

*Community Spokesperson - **Reeve -1-905-978-0208 or 678-2237***

*Citizen Inquiry Supervisor. **Teri-lynn Jibbv 705-678-2237 or 705-576-6337***

The local Emergency Information Centre (EiC) will be located in the Municipal Office (downstairs) located on 33 Third Street. Depending on the nature of the emergency, it may be necessary to establish a media information area adjacent to the emergency site as decided by the Community Control Group. This area is established, will be staffed as determined by the Community Spokesperson.

The Emergency Information Officer for the Township of James is Council Member with Clerk and Deputy Clerk preparing the press releases.

Duties

During local emergencies it is the responsibility of municipalities to provide emergency information to the media and public. Rules and procedures governing the dissemination of this information should be established prior to the onset of an emergency. Key to the planning process is the designation of an Emergency Information Officer (EIO). This person, and any staff deemed necessary, is responsible for the dissemination of all information about the emergency.

Typical duties may include:

- ▶ Giving interviews on behalf of the Township of James Council,
- ▶ Issuing news releases and arranging media briefings as required communicating "key messages" to the public;
- ▶ Posting emergency information;
- ▶ Answering media and public inquiries,
- ▶ Monitoring media, correcting inaccuracies and controlling rumors.

GLOSSARY OF TERMS ANNEX K

Community - A political body/organization, within a defined boundary, having authority to adopt and enforce laws and provides services and leadership to its residents.

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

Community Emergency Management Coordinator (CEMC) - An individual officially designated by a community who is responsible and accountable for the communities emergency management program. The Community Emergency Management Coordinator must be by definition a municipal employee, as per the *Municipal Act*.

Community Emergency Management Program Committee (CEMPC) - The community emergency management program committee is the critical management team that oversees the development, implementation and maintenance of a community emergency management program.

Community Emergency Response Volunteers (CERV) Ontario -The Community Emergency Response Volunteers Ontario is a province-wide network of neighborhood-based, multi-functional teams of volunteers trained in basic emergency management principles and skills.

Consequence - The outcome of an event or situation expressed qualitatively or quantitatively, being a loss, injury, disadvantage or gain.

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

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

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

Emergency - A situation or an impending situation caused by forces of nature an accident and an intentional act or otherwise that constitutes a danger of major proportions to life or property. These situations could threaten public safety, public health, the environment, property, critical infrastructure and economic stability.

Emergency Management - Organized and comprehensive program and activities taken to deal with actual or potential emergencies or disasters. These include mitigation against preparedness for, response to and recovery from emergencies or disasters.

Emergency Management Ontario (EMO) - EMO is an organization within the Ministry of Public Safety and Security, government of the Province of Ontario. EMO is responsible for monitoring, coordinating and assisting in the development and implementation of emergency management programs in Ontario.

Emergency Management Program Committee - A management team to oversee the development implementation and maintenance of an emergency management program.

Emergency Operations Centre (EOC) - The EOC is a facility where the Community Control Group assembles to manage an emergency.

Emergency Response Plan - A risk based plan developed and maintained to respond to an emergency. This include s steps to guide the response effort, identifies persons equipment, and resources for activation in an emergency and outlines how they will be coordinated.

Emergency Response Organization - Group or organization with staff trained in emergency response that are prepared and may be called upon to respond as party of the coordinated response to an emergency.

Emergency Site Manager - Public sector official (usually fire, police ambulance, or public works) at the site, in charge of coordinating resources and developing actions to resolve the emergency.

Emergency Response - Coordinated public and private response to an emergency.

Evacuee Centre -A facility to provide shelter, food and other services to a group of people who have been evacuated from an area.

Hazard Identification - The process of defining and describing a hazard, including its physical characteristics, magnitude and severity, probability and frequency, causative factors and locations/areas affected.

Hazardous Material - A substance (gas, liquid or solid) capable of creating harm to people, property and the environment, e.g. materials which are flammable, toxic, etc.

Municipality- Municipality means a city, town, village and township and includes a county, district and regional municipality

Partnership Toward Safer Communities (PTSC) Program - A program developed and implemented by Emergency Management Ontario and Canadian Association of Fire Chiefs for joint community/industry emergency management program cooperation and integration where hazardous facilities exist.

Probability - The likelihood of something happening.

Reception Centre - Usually located outside the impact zone of the emergency, the reception centre is a place to which evacuees can go to register receive assistance for basic needs, information and referral to a shelter if required.

Recovery Plan - A risk-based emergency plan that is developed and maintained to recover from an emergency or disaster.

Risk Assessment - Identification of risks to public safety, public health, the environment property critical infrastructure and economic stability from natural, human-caused and technological sources/activities and evaluation¹ of the importance of the activity to the continued operation of the community. The vulnerability of the community to each activity should also be evaluated.

Shall - Indicates a recommendation or that which is advised but not required.

Should - Indicates a recommendation or that which is advised but not required.

Terrorism - It is the unlawful and intentional use of force against persons or property to intimidate or coerce a government, a civilian population or any segment thereof, in the furtherance of political or social objectives.

Threat - Any event that has the potential to disrupt or destroy critical infrastructure or any element thereof. Threat includes accidents, natural hazards as well as deliberate attacks. (OCIEP)

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

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