



# **MUNICIPALITY OF NEEBING**

# **EMERGENCY RESPONSE PLAN**

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# TABLE OF CONTENTS

- General.....iii
- Foreword.....iv
- I. AIM.....5
- II. COMPOSITION, RESPONSIBILITIES AND POWERS OF THE COMMUNITY CONTROL GROUP .....5
- III. IMPLEMENTATION OF THE PLAN.....6
- IV. EMERGENCY ALERTING OF CCG.....6
- V. ROLES AND RESPONSIBILITIES OF THE COMMUNITY CONTROL GROUP (“CCG”).....7
  - 1 COMMUNITY CONTROL GROUP .....7
  - 2 MAYOR.....8
  - 3 ADMINISTRATIVE HEAD .....10
  - 4 O.P.P. DETACHMENT COMMANDER .....11
  - 5 FIRE CHIEF .....12
  - 6 SUPERIOR NORTH EMS CHIEF.....13
  - 7 PUBLIC WORKS FOREMAN.....14
  - 8 CEMC.....15
  - 9 MEDICAL OFFICER OF HEALTH.....16
  - 10 REPRESENTATIVE FROM THE THUNDER BAY DISTRICT SOCIAL SERVICES ADMINISTRATION BOARD .....17
  - 11 MINISTRY OF NATURAL RESOURCES AND FORESTRY DISTRICT MANAGER .....18
  - 12 PUBLIC INFORMATION OFFICER .....19
  - 13 ST. JOHN AMBULANCE CORPS SUPERINTENDENT .....20
  - 14 CANADIAN RED CROSS SOCIETY EXECUTIVE DIRECTOR .....20
  - 15 THE SALVATION ARMY REPRESENTATIVE.....21
  - 16 GENERAL MANAGER, LAKEHEAD REGION CONSERVATION AUTHORITY .....21
- VI. EVACUATION PROCEDURES.....22
- VII. PUBLIC INFORMATION GUIDE .....23
  - 1. EVACUATION.....23
  - 2. DANGEROUS GASES.....25
  - 3. TORNADO.....26
- APPENDICES TO THE NEEBING EMERGENCY PLAN .....28
  - APPENDIX “A”: EMERGENCY INTERNAL COMMUNICATIONS PLAN.....29
  - APPENDIX “B”: NEEBING HIRA.....31
  - APPENDIX “C”: 211 NOTIFICATION AND COMMUNICATION PROTOCOL .....33
  - APPENDIX “D”: NEEBING PLAN HOLDERS.....34
  - APPENDIX “E”: GLOSSARY.....35
  - NEEBING – CRITICAL INFRASTRUCTURE .....36
  - MUNICIPALITY OF NEEBING COMMUNITY CONTROL GROUP CALL-OUT .....37
  - RECEPTION CENTRES: .....38
  - PEOC CONTACT INFO.....39
  - EMERGENCY MEASURES RESOURCE LIST .....40

DECLARATION OF EMERGENCY .....49  
TERMINATION OF EMERGENCY.....50

## **General**

The Municipality of Neebing is comprised of the Geographic Townships of Blake, Crooks, Pardee, Scoble and Pearson and is located on both sides of Highway 61 between the City of Thunder Bay the Municipality of Oliver Paipoonge, and the Fort William First Nation, and the US Border. It has a population of approximately 2050 and an area of approximately 825 sq. km. Neebing has its own volunteer fire protection and prevention service, and first response team and is policed under contract (jointly with the Townships of Gillies, O'Connor and Conmee) by the Thunder Bay OPP Detachment. Secondary arterial roads include Highways 593, 595, 597 and 608. Neebing has enhanced 911 service.

If the evacuation of the population of Neebing is necessary, the primary reception municipality is the City of Thunder Bay.

The most probable emergencies to affect the Municipality are listed in the HIRA (Hazard Identification and Risk Analysis) which is attached as Appendix "B".

The LRCA (Lakehead Region Conservation Authority) is the lead agency in a flood. A copy of its Flood Warning System Manual is kept in the Emergency Operations Centre as well as the Municipal Office, and is to be utilized in the event of a flood or impending flood.

## **Foreword**

Emergencies are defined as situations, or the threat of impending situations, abnormally affecting the health, safety, welfare or property of the community, which by their nature or magnitude require a controlled and coordinated response by all agencies. These are distinct from routine operations carried out by municipal agencies, e.g. fire, police, or roads department, etc.

The Emergency Management and Civil Protection Act is the authority for the by-law formulating this emergency response plan. This plan prescribes procedures for and the manner in which municipal employees and other persons will respond to an emergency.

The Act states "Heads of Council 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/she considers necessary and are not contrary to the law to implement the emergency plan of the municipality and to protect the property and health, safety and welfare of the inhabitants of the emergency area." Accordingly, it is clear that the principal function of the Community Control Group, if assembled, is to assist the Head of Council in making and placing in effect any decisions and orders that are made to control and mitigate the effects of an emergency. All members of Council, Community Control Group, and members of responding agencies should read the plan, know where their copy is kept and be familiar with their duties in the event of an emergency.

In addition to this Emergency Plan, each responding department/agency will also have its own emergency plan or standard operating procedures, call-out and resource list.

### **Community Emergency Management Program Committee:**

The Community Emergency Management Program Committee ("CEMPC") is comprised of the Mayor, Administrative Head, Community Emergency Management Co-Ordinator ("CEMC") and Fire Chief. This group will approve the emergency plan's content and review the municipal emergency plan annually making recommendations for updates or amendments to Council for approval.

# EMERGENCY PLAN FOR THE COORDINATION OF SERVICES IN THE EVENT OF A REAL OR IMPENDING EMERGENCY

## I. AIM

To establish a general plan of action for the coordinated response in the event of an emergency, or impending emergency, in order to preserve life, health and property.

## II. COMPOSITION, RESPONSIBILITIES AND POWERS OF THE COMMUNITY CONTROL GROUP

All emergency operations shall be directed and controlled by the Community Control Group who will assemble at the Emergency Operations Centre. The Municipal Community Control Group is comprised of the following persons or their alternates:

- Mayor
- Administrative Head
- Fire Chief
- CEMC
- Working Roads Foreman

The following agency resource persons, or their alternates are invited to the Emergency Operations Centre to participate with the Municipal Community Control Group as and when required, depending on the emergency:

- OPP Detachment Commander
- Chief of Superior North Emergency Services
- Field Officer – Amethyst Sector, Office of the Fire Marshal and Emergency Management
- District Manager, Ministry of Community & Social Services
- Medical Officer of Health

In the case of a forest fire, flood or drought:

- District Manager, Ministry of Natural Resources and Forestry

In the case of a flood:

- Manager - Lakehead Region Conservation Authority

Where the Coast Guard is sought – access is through the PEOC.

Note: All members of the Municipal CCG and the relevant agency resource persons must be notified when the plan is activated. Not all of the agency resource persons have to be present for the CCG to function. Additional personnel may be required, depending on the nature of the situation, such as: persons to act as scribes, a dangerous goods expert, a person from OPG, a person from Union Gas, community resource personnel from agencies such as the Canadian Red Cross, St. John Ambulance, or the Salvation Army, etc.

### **III. IMPLEMENTATION OF THE PLAN**

It is the responsibility of the first responding municipal agency at the scene of an emergency to assess the situation and to recommend whether this plan should be implemented. If the size or seriousness of the emergency appears beyond the capability or responsibilities of that agency, the plan shall be put into effect. Any member of the Community Control Group, upon realizing the magnitude of an emergency or impending emergency warrants the plan's implementation, may do so. Once the emergency exists, municipal employees may take such action(s) under this emergency plan as required to protect lives and property of the community even though an emergency has not been declared under the Act.

### **IV. EMERGENCY ALERTING OF CCG**

On receipt of instructions from a member of the CCG, the OPP will call out the CCG. All members of the CCG will be called, or alternates members cannot be contacted. In the event telephone service is out, the police will contact the CCG by the most effective means. Whichever member of the group gives the call-out instruction will decide if this is to be a call-out or standby. Ensure the instructions are explicit. Instructions will include:

(a) This is an emergency call-out. Please attend the Emergency Operations Centre at _____ Fill in the blank as appropriate: Primary: Neebing Municipal Office 4766 Highway 61 Secondary: Fire Hall #5, 920 Highway 608 (9.2 km from Highway 61) Outside Neebing: Rosslyn Fire Hall, 3436 Rosslyn Road, Oliver Paipooonge
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**OR**

(b) This is an emergency standby call only. Please remain by your telephone until further notice (etc.). The standby call may also be made by one of the Community Control Group members who could supply more information.
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Should the magnitude of an emergency be so extensive that communications are disrupted and it is apparent to the CCG members that a disaster has occurred, they are to proceed to the EOC immediately.

## **V. ROLES AND RESPONSIBILITIES OF THE COMMUNITY CONTROL GROUP ("CCG")**

### **1 COMMUNITY CONTROL GROUP**

#### **1.1 Regular Responsibilities – Emergency Situations**

The CCG shall always undertake the tasks set out below.

- a) Appoint a Site Manager.
- b) Take such action as is necessary to minimize the effects of an emergency or disaster on the municipality or its inhabitants.
- c) Direct, co-ordinate and supply administrative and logistic support to all municipal departments, agency resources and community resources, in controlling the emergency or disaster. This includes contacting, as necessary, community resources and agency resources.
- d) Establish an information center for issuance of accurate releases to the news media and for issuance of authoritative instructions to the general public.
- e) Share (internally) information on the emergency and important action taken by members and by agency and community resources via an appropriate display, such as, for example, a flip chart. Pages must be retained for record purposes.
- f) Members of the CCG will gather at regular intervals or business cycles to inform each other of actions taken and problems encountered. Frequency of meetings and agenda items will be established by the Administrative Head in consultation with the Mayor and CEMC. Meetings will be kept as brief as possible to allow members to carry out their individual responsibilities.
- g) Members of the CCG must ensure all personnel are, and remain, accounted for at all times during the emergency. When the emergency is over, ensure that they are advised of the termination of the emergency, and ascertain that no responders are left behind. Each agency should have a list of its personnel working during the emergency and use it as a "check-off list", both during and at the termination of the emergency;
- h) Each member of the CCG shall, individually, maintain his or her own log of all actions taken.



## 1.2 As-Required Responsibilities – Emergency Situations

The responsibilities of the CCG and those described for individual CCG and responding agency and community resource persons will vary depending on the type and magnitude of the event. On an as needed basis, the CCG shall undertake the tasks set out below.

- a) Be prepared to authorize the expenditure of municipal funds which are required for the preservation of life and health.
- b) Take initiative on any action required which isn't covered in the emergency plan.
- c) Be aware that communications usually are the first thing to break down in an emergency. Ensure the CCG members communicate well within the group, to/from their department/agency, use maps when applicable or any other means to assist in sharing of information.

### **2 MAYOR**

Note: Under the Emergency Management and Civil Protection Act, in the municipality only the "Head of Council" may declare an emergency. Normally the "Head of Council" declares the emergency terminated; however, under the Act, the municipal council or the Premier of Ontario may declare the termination of an emergency.

## 2.1 Regular Responsibilities – Between Emergencies

The Mayor shall always undertake the tasks listed below.

- a) Participate as a member of the CEMPC to conduct the annual Emergency Plan review.
- b) Maintain competency through training, as required, to be able to appropriately handle emergency situations.
- c) Keep current on hazard identifications in the community.

## 2.2 Regular Responsibilities – Emergency Situations

The Mayor shall always undertake the tasks listed below.

- a) Consult with members of the CCG and decide if a state of emergency should be declared.
- b) Declare an emergency under the Emergency Management and Civil Protection Act if warranted.
- c) Appoint a Public Information Officer (which is usually, but may not be, the Administrative Head).
- d) Ensure Office of the Fire Marshall and Emergency Management (“OFMEM”) has been notified by fax of the declaration of an “Emergency” via the Provincial Emergency Operations Centre (“PEOC”).
- e) Approve news and public announcements.
- f) If an “Emergency” has been declared, terminate the “Emergency” at the end of the situation and ensure the PEOC is notified by fax.
- g) Keep an individual log of all action taken.

## 2.3 As-Required Responsibilities – Emergency Situations

The responsibilities of the Mayor may vary depending on the type and magnitude of the event. On an as needed basis, the Mayor shall undertake the tasks set out below.

- a) Order an evacuation of people in the danger zone from a potentially life-threatening or health-threatening situation if warranted and in consultation with the applicable experts in the CCG.
- b) Request assistance from neighbouring municipalities for evacuation and reception centers if applicable.
- c) Update Council on the emergency as required.
- d) Assist the Administrative Head with the application for any Disaster Recovery Assistance funding from other orders of government.

### **3 ADMINISTRATIVE HEAD**

#### **3.1 Regular Responsibilities – Between Emergencies**

The Administrative Head shall always undertake the actions listed below.

- a) Participate as a member of the CEMPC to conduct the annual Emergency Plan review, and undertake the electronic update of this plan for change of duties and out-of-town agencies, names, telephone numbers, etc.
- a) Maintain competency through training, as required, to be able to appropriately handle emergency situations. Maintain competency to be able to act for the CEMC at the EOC until the CEMC arrives.
- b) Have and maintain an up-to-date inventory of supplies and equipment required for the EOC with one copy in the EOC, and ensure the supplies and equipment are always in the EOC.

#### **3.2 Regular Responsibilities – Emergency Situations**

The Administrative Head shall always undertake the actions listed below.

- a) Serve as advisor to the Head of Council on administrative matters and provide for the safety of municipal records.
- b) Ensure that all members of the CCG have been called out.
- c) Carry out any necessary administration in connection with the emergency.
- d) Conduct "business cycles" in the EOC (see duties of the CCG).
- e) Conduct the duties of the CEMC until he or she arrives.
- f) Maintain an individual log of all action taken.

#### **3.3 As-Required Responsibilities – Emergency Situations**

The responsibilities of the Administrative Head may vary depending on the type and magnitude of the event. On an as needed basis, the Administrative Head shall undertake the tasks set out below.

- a) Where appointed as such, act as the Emergency Information Officer and arrange for the establishment of a public information service to provide specific information to people who may be affected by the emergency.

- b) Maintain liaison with all agency resources and community resources, as required.
- c) Arrange for welfare centers, in the municipality, to provide immediate welfare services until social service agencies arrive.
- d) Arrange for the assistance from community resources and agency resources to assist the Ministry of Community and Social Services in carrying out the welfare function.
- e) Notify the City Manager in Thunder Bay of an impending evacuation or of actual evacuation orders as soon as possible if residents will be evacuated to Thunder Bay.
- f) Apply for any Disaster Recovery Assistance funding which may be available from other orders of government following the termination of a declared emergency.

#### **4 O.P.P. DETACHMENT COMMANDER**

##### **4.1 Regular Duties – Emergency Situations**

The OPP Detachment Commander shall undertake the tasks set out below.

- a) Activate the department's emergency alert system.
- b) Call out the CCG as per page two.
- c) Keep the CCG apprised of the emergency situation.
- d) Maintain an individual log of all actions taken.

##### **4.2 As-Required Responsibilities – Emergency Situations**

The responsibilities of the OPP Commander may vary depending on the type and magnitude of the event. On an as needed basis, the OPP Commander shall undertake the tasks set out below.

- a) If appropriate, appoint an on-site Police Coordinator.
- b) Seal off the emergency area in the event such action is necessary.
- c) Control traffic to facilitate the movement of emergency and evacuation vehicles.
- d) Conduct the evacuation of buildings and areas authorized by the Head of Council.

- e) Provide security and prevent looting in emergency or evacuation areas and reception centers.
- f) Arrange for additional police assistance, if required.
- g) Advise the Coroner in the event of fatalities and perform whatever additional responsibilities maybe necessary under the Coroners Act and other statutes.

## **5 FIRE CHIEF**

### **3.1 Regular Responsibilities – Between Emergencies**

The Fire Chief shall always undertake the tasks listed below.

- a) Participate as a member of the CEMPC to conduct the annual Emergency Plan review.
- b) Maintain competency through training, as required, to be able to appropriately handle emergency situations.
- c) Keep current on hazard identifications in the community.

### **3.2 Regular Responsibilities – Emergency Situations**

The Fire Chief shall always undertake the tasks listed below.

- a) Activate the Neebing Emergency Service Call-Out System.
- b) Keep the CCG updated on the emergency situation;
- c) Maintain an individual log of all actions taken.

### **3.3 As-Required Responsibilities – Emergency Situations**

The responsibilities of the Fire Chief may vary depending on the type and magnitude of the event. On an as needed basis, the Fire Chief shall undertake the tasks set out below.

- a) If warranted, requisition the E.M.O. command post vehicle from Thunder Bay Fire Rescue.

- b) Set up an on-site command post, either in existing facilities or in the E.M.O. command post vehicle, if it has been requisitioned from Thunder Bay Fire Rescue.
- c) Conduct firefighting operations.
- d) Direct and/or assist rescue operations.
- e) Activate the Fire Mutual Aid System, if required.
- f) Appoint an on-site Emergency Services Coordinator.
- g) In the event of a dangerous goods spill:
  - i. Ensure the Ministry of the Environment and Climate Change and CANUTEC are contacted for any assistance required;
  - ii. Make available the applicable portion(s) of the book entitled "2016 Emergency Response Guidebook" to the CCG.
- h) Should a CBRN or HUSAR team ever be required, initiate the request.

<b>6 SUPERIOR NORTH EMS CHIEF</b>
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6.1 Regular Duties – Emergency Circumstances

The Superior North EMS Chief shall always undertake the tasks set out below.

- a) Activate the department's emergency alert system and emergency plan.
- b) Maintain an individual log of all actions taken.

6.2 As-Required Responsibilities – Emergency Situations

The responsibilities of the Superior North EMS Chief may vary depending on the type and magnitude of the event. On an as needed basis, the Superior North EMS Chief shall undertake the tasks set out below.

- a) Follow the provisions of the Tiered Service Agreement, where applicable.
- b) Assume responsibility for triage and evacuation of casualties from the emergency site.
- c) Assume responsibility for additional resources of ambulances, personnel and communications equipment via Central Ambulance Communications Centre in Thunder Bay, using ambulance radio frequencies OR by calling 911 for ambulance dispatch.

- d) Provide and co-ordinate all transport requirements for the movement of casualties.
- e) Keep the Medical Officer of Health informed at regular intervals of all ambulance service activities and also the CCG, if the Medical Officer of Health is not in the EOC.

## **7 PUBLIC WORKS FOREMAN**

### **7.1 Regular Responsibilities – Between Emergencies**

The Public Works Foreman shall always undertake the tasks set out below.

- a) Maintain competency through training, as required, to be able to appropriately handle emergency situations.
- b) Keep current on hazard identifications in the community.

### **7.2 Regular Responsibilities – Emergency Circumstances**

The Public Works Foreman shall always undertake the tasks set out below.

- a) Activate the department's emergency alert system.
- b) Provide assistance in cleanup operations and repair damages where there is a municipal responsibility.
- c) Provide flashers and barricades.
- d) Act as liaison with local and provincial utilities.
- e) Maintain an individual log of all action taken.

### **7.3 As-Required Responsibilities – Emergency Circumstances**

The responsibilities of the Working Roads Foreman may vary depending on the type and magnitude of the event. On an as needed basis, the Working Roads Foreman shall undertake the tasks set out below.

- a) Provide municipal equipment and personnel as necessary.
- b) Arrange on a local basis for the procurement of special equipment e.g. heavy duty cranes, pumps, etc..

- c) Liaise with Ministry of Transportation Officials and obtain necessary resources from them when warranted.
- d) Arrange for disconnection of utilities which represent a hazard and keep a list of local suppliers and location of equipment in the event of an emergency.
- e) Advise the CCG when sustained damage to structures exceed safe limits.
- f) Provide assistance in search and rescue of trapped and injured people.
- g) Restore, and obtain assistance in restoring, essential services.

## **8 CEMC**

### **8.1 Regular Responsibilities – Between Emergencies**

The CEMC shall always undertake the tasks set out below.

- b) Participate as a member of the CEMPC to conduct the annual Emergency Plan review, and coordinate (or assist with) the electronic update of this plan for change of duties and out-of-town agencies, names, telephone numbers, etc.
- c) Maintain competency through training, as required, to be able to appropriately handle emergency situations.
- d) Keep current on hazard identifications in the community.
- e) Monitor the requirements of the Municipality's Emergency program and facilitate compliance with legislative requirements.
- f) Coordinate or assist with an emergency exercise in the municipality each year.

### **8.2 Regular Responsibilities – Emergency Circumstances**

The CEMC shall always undertake the tasks set out below.

- a) Advise the OFMEM of any declared "Emergency" via fax to the PEOC as soon as possible, and liaise with Emergency Management Ontario during the emergency.
- b) Contact the Lakehead Amateur Radio Club and/or the Amateur Radio Emergency Service and arrange for the Club to either be on standby or to have members attend and assist in communication functions if communications may be a problem.



- c) Act as a resource person for equipment, advisors, volunteer, provincial and federal agencies.
- d) Act as advisor to the Mayor.
- e) Notify the PEOC via fax at the termination of a declared emergency.
- f) Conduct a debriefing session, following the termination of the emergency, with all members of the CCG and other persons as directed by the CCG.
- g) Keep an individual log of all actions taken.

## **9 MEDICAL OFFICER OF HEALTH**

Note: When the emergency circumstances are solely focused on a health issue, such as in the case of a pandemic, the Medical Officer of Health's role would increase significantly, and the other roles in the E.O.C. would diminish to an extent.

### **9.1 Regular Responsibilities – Emergency Circumstances**

The Medical Officer of Health shall always undertake the tasks set out below.

- a) Activate the Health Unit's emergency alert systems.
- b) Provide and disseminate public information on any health hazards.
- c) Coordinate all community health and medical services that may be required and liaise with other essential services.
- d) Provide advice on public health matters to the CCG.
- e) Maintain an individual log of all actions taken.

### **9.2 As-Required Responsibilities – Emergency Circumstances**

The responsibilities of the Medical Officer of Health may vary depending on the type and magnitude of the event. On an as needed basis, the Medical Officer of Health shall undertake the tasks set out below.

- f) Provide for mass immunization, if required.
- g) Oversee water quality and arrange for an alternate supply of potable water, if required.

- h) Provide advice to the Mayor on the evacuation of buildings and area for health reasons.
- i) Notify other agencies and senior levels of government about health related matters.
- j) Arrange for counselling for victims, families of the deceased, and emergency responders for Critical Incident Stress.

<b>10 REPRESENTATIVE FROM THE THUNDER BAY DISTRICT SOCIAL SERVICES ADMINISTRATION BOARD</b>
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10.1 Regular Responsibilities – Emergency Circumstances

The Representative of TBDSSAB shall always undertake the tasks set out below.

- a) Activate the Board's emergency alert system.
- b) Assist community resource personnel, in the provision of social and community services.
- c) Maintain an individual log of all actions taken.

10.2 As-Required Responsibilities – Emergency Circumstances

The responsibilities of the TBDSSAB Representative may vary depending on the type and magnitude of the event. On an as needed basis, the TBDSSAB Representative shall undertake the tasks set out below.

- a) According to the nature of the emergency, ensure the survival and well-being of people during and following an emergency by coordinating with the community resource personnel and recognized and approved volunteer groups, for:
  - i. **Emergency clothing** to provide adequate protection from the elements;
  - ii. **Emergency lodging** to provide adequate temporary accommodation for the homeless;
  - iii. **Emergency feeding** to sustain those without food or adequate food preparation facilities; and
  - iv. **Individual and family services** to assist and counsel individuals and families in need and to provide special care to unattached children and dependent adults.

- b) Assist community resource personnel in the registration and inquiry services to reunite families and to collect information and answer queries concerning the safety and whereabouts of missing persons.

<b>11 MINISTRY OF NATURAL RESOURCES AND FORESTRY DISTRICT MANAGER</b>
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11.1 Regular Responsibilities – Emergency Circumstances

The MNRF District Manager shall always undertake the tasks set out below.

- a) Issue the preliminary alert to municipal officials in a forest fire, flood or drought situation.
- b) Maintain an individual log of all actions taken

11.2 As-Required Responsibilities – Emergency Circumstances

The responsibilities of the MNRF District Manager may vary depending on the type and magnitude of the event. On an as needed basis, the MNRF District Manager shall undertake the tasks set out below.

- a) Provide for forest fire fighting or flood control as per MNRF policy.
- b) Recommend evacuation, if warranted.
- c) Determine the safe evacuation routes in conjunction with municipal officials and the OPP.
- d) On completion of the fire or flood emergency, authorize the return of the residents if they have been ordered evacuated.

## **12 PUBLIC INFORMATION OFFICER**

### **12.1 Regular Responsibilities – Emergency Circumstances**

The Public Information Officer shall always undertake the tasks set out below.

- a) Arrange for the dissemination of special information (such as emergency responders to report to a location or go on standby for call-out as the case may be; citizens to refrain from using telephones so emergency communications will remain open; provide information on health hazards as prepared by the Medical Officer of Health, etc.).
- b) Schedule press conferences on a regular basis.
- c) Give timely and accurate information to 211.
- d) Gather information from emergency services and prepare releases for the approval of the Mayor prior to all press conferences.
- e) Maintain an individual log of all actions taken.

### **12.2 As-Required Responsibilities – Emergency Circumstances**

- a) Arrange for media facilities and support near the EOC.
- b) Appoint a Citizen Inquiry Officer and telephone for a Citizen Inquiry Hot Line.

### **13 ST. JOHN AMBULANCE CORPS SUPERINTENDENT**

The St. John Ambulance Corps Superintendent shall always undertake the tasks set out below.

- a) Activate the agency's emergency alert system.
- b) Provide first aid.
- c) Establish first aid posts as required and in all designated reception centres.
- d) Assist Superior North EMS or Central Ambulance Communication Centre by providing ambulance service as lead time and resources permit;
- e) Assist Red Cross and Social Service agencies in operating the reception centres;
- f) Maintain an individual log of all actions taken.

### **14 CANADIAN RED CROSS SOCIETY EXECUTIVE DIRECTOR**

The Canadian Red Cross Society Executive Director shall always undertake the tasks set out below.

- a) Activate the Society's emergency alert system.
- b) Take the lead role with registration and inquiry at reception and evacuation centres.
- c) Operate an inquiry bureau.
- d) Support emergency or disaster operations.
- e) Assist St. John Ambulance at first aid posts established at reception centres, if required.
- f) Assist with other Social Services activities as requested.
- g) Maintain an individual log of all actions taken.

## **15 THE SALVATION ARMY REPRESENTATIVE**

The Salvation Army Representative shall always undertake the tasks set out below.

- a) Notify its Community Relations and Development Director and activate its emergency alert system.
- b) Operate in co-operation with the representatives of TBDSSAB for provision of supplies such as bedding and/or clothing.
- c) Direct and co-ordinate the emergency feeding requirements for workers at the site and for victims located in reception centers.
- d) Provide and co-ordinate clergy assistance.
- e) Keep the CCG apprised of the emergency situation.
- f) Maintain an individual log of all actions taken.

## **16 GENERAL MANAGER, LAKEHEAD REGION CONSERVATION AUTHORITY**

The General Manager, Lakehead Region Conservation Authority ("LRCA"), in the event of a flood situation, shall always undertake the tasks set out below.

- a) Activate the LRCA's Flood Warning Plan.
- b) Issue a preliminary flood "Advisory" in a potential flood situation to municipal officials and to the media.
- c) Issue a flood "Warning" in a flood situation to municipal officials and to the media.
- d) Advise municipal officials when alerted of a dam or bridge breach or a potential failure.
- e) Provide technical flood data.
- f) In the event of the declaration of a local emergency and after depletion of municipal resources, and at the request of the Mayor, recommend to the MNRF that a Provincial Flood Emergency be declared.
- g) Cancel flood Advisory/Warning as the situation warrants.
- h) Maintain an individual log of all actions taken.

## **VI. EVACUATION PROCEDURES**

- a) Neebing is large enough that it is unlikely that the entire Municipality would have to be evacuated. In the event that only a small portion of Neebing is ordered evacuated, reception centres in the safe areas of the Municipality will be utilized.
- b) In an evacuation whereby the residents of the Municipality are required to leave Neebing, the reception municipalities are listed below. Their selection will be dictated by the nature of the emergency and the safety of the evacuation routes.

**THUNDER BAY** - Primary

**OLIVER PAIPOONGE** - Secondary (if there is a problem evacuating to Thunder Bay or routes to Thunder Bay are not accessible)

**GRAND MARAIS** - Second Alternate (if residents have to be evacuated south)

- c) The evacuation routes are:
  - 1. **Primary** – Highway 61, North to Thunder Bay (unless unsafe to travel and then route(s) would be decided upon by the CCG and broadcast by the electronic media and the Neebing Facebook Notification system).
  - 2. **Secondary** - Highways 593, 595, 597 and 608 west and north to Highway 588 and then north to Highway 17 and east to Thunder Bay.
  - 3. **Second Alternate** – Highway 61 south to Grand Marais.
- d) The Administrative Head or Public Information Officer, if designated by the Mayor, will use the Neebing Facebook Notification system to assist in alerting residents, explaining the mode of travel and evacuation route. Evacuees will be encouraged to stay with friends or family, wherever possible, rather than using reception centres. Environment Canada's Alert Weather Radio will also be utilized.
- e) The Public Information Guide in this plan outlines the information that should be provided in the event of an evacuation. Samples can be modified to meet the current situation.
- f) On evacuation orders by the Mayor, and provided it is safe to do so, the Neebing Emergency Services, assisted by the OPP., will alert the residents by going door to door to ensure all citizens have been notified.
- g) The Mayor, time permitting, will give a brief interview to the media to verify for residents the authenticity of the evacuation order and to provide reassurance to residents.

## VII. PUBLIC INFORMATION GUIDE

Each household is responsible for its own evacuation plan. All residents of Neebing will be given information on creating the evacuation plan and keeping supplies required at the ready, in case of emergency.

It is extremely important not to panic in emergency circumstances. Pre-planning and information will help keep everyone calm.

### 1. **EVACUATION**

If an evacuation is anticipated, the public will be warned by the OPP.

On becoming aware of an evacuation *warning*, residents are requested to turn on, as available, radios, televisions, computers, or other telecommunication facilities to local stations, or the Neebing Facebook Notification System, for announcements and/or instructions.

#### **When evacuation becomes necessary and is ordered:**

The Municipality is not equipped to transport residents who do not have their own transportation. Neighbours will be encouraged to assist neighbours in that regard.

Residents who are physically unable to move, or who do not have transportation, are requested to phone the broadcasted numbers and/or contact via email or social media the broadcasted agencies. It will be recommended that they place a large white cloth (such as a bedsheet or towel) into the door of their residence, facing the street or road. Where the door cannot be seen from the road, the cloth should be affixed to a fencepost, tree, rock or other feature that is visible from the road. While it may not be possible for agencies to undertake door-to-door checks, if it is possible, having the white cloth readily visible provides a clear sign to responders that persons within the dwelling need assistance.

The Municipality will attempt to arrange transportation for those that cannot transport themselves through volunteers and service agencies.

Residents who have their own transportation are asked to follow specific instructions. If instructions have not as yet been provided, they should monitor telecommunications devices and the Neebing Facebook Notification System for further information.

Residents relying on public reception centres for accommodation are reminded that pets are not permitted in either of these facilities. Personal home emergency plans should make arrangements for alternate accommodations and/or pet care.



### Tasks prior to leaving the home:

For safety, peace of mind, and comfort, the following actions are recommended in case of an evacuation:

- (a) Secure the home;
- (b) Carry identification (driver's licence, birth certificate, medical alert, etc.);
- (c) Carry sufficient money to meet contingencies;
- (d) Take 1 blanket or sleeping bag per person;
- (e) Take 1 air mattress per person, if available;
- (f) Take appropriate clothing for the season, and carry one change of clothes;
- (g) Take outerwear: a raincoat, windbreaker or parka, depending on the season;
- (h) Take enough ready-to-eat food to last at least 12 hours;
- (i) Take a thermos bottle of hot beverage;
- (j) Take a flashlight with spare batteries;
- (k) Take any prescription drugs as required (carry the prescription itself, if possible);
- (l) Take soap, a small towel, and any personal basic toiletries or hygiene articles;
- (m) Take Kleenex or similar tissue paper; and
- (n) Take a pass-time activity, such as a book, magazine, game, etc.

**Adults with small children should include items of special needs as required, such as:**

- (o) Infant formula in thermos bottle;
- (p) Disposable diapers; and
- (q) Toys.

**Persons with pets or livestock should:**

- (r) Where the pets or livestock will remain in place, put out sufficient food and water for 72 hours if possible;
- (s) Where the family's personal emergency plan provides for transport of animals to shelters or other care givers, follow that plan, provided it does not cause conflict with instructions from the E.O.C. ; and
- (t) Follow instructions provided from the E.O.C. in terms of notifying appropriate agencies when pets or livestock are left in place, so that they can be accommodated when it is safe to do so.

## **Evacuation Notes:**

1. All evacuees with private vehicular transportation are asked to check on neighbours who do not have transportation, and to include them in the private vehicle if at all possible. If there is room in a vehicle, watch for residences who have placed white cloths at the street or on the front door indicating that assistance is required.
2. Residents will be asked to register at Registration Centres in the reception community, so that inquiries by relatives and friends can be answered as quickly as possible.
3. An Emergency Public Information Service will be established in the reception community.
4. Where applicable, arrangements will be made with the local stores and gasoline outlets to remain open during an evacuation as long as conditions permit.

## **2. DANGEROUS GASES**

### **If an Emergency related to dangerous gas is called:**

1. Go inside.
2. Tightly close all doors, windows and exterior openings.
3. Turn off forced air heating or ventilation systems.
4. Turn on radio, television, computers, and/or other telecommunication devices, including monitoring the Neebing Facebook Notification System, as available, for instructions.
5. Stay in upper portion of building. If necessary, seal yourself in one room and seal all windows and doors with wet cloths.
6. Do not go into the basement.
7. Move quickly, but do not run if moving through gas.
8. Soak cloth in water and breathe through it, if breathing becomes difficult.
9. Evacuation areas will be determined by wind direction.
10. Each household is responsible for its own evacuation plan.

**If you are in your car:**

1. Close all windows.
2. Shut off ventilation.
3. Continue driving away from the area and do not drive through the gas cloud. This may cause the car engine to stall, creating significant danger.

**If you are walking:**

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

### **3. TORNADO**

#### **Weather Watches and Warnings**

Environment Canada issues weather watches and warnings when anticipated weather poses a threat to public safety. This information is relayed to the public by radio, television and Environment Canada's website and other information.

Public Safety Canada will also have relevant information.

A severe weather watch is issued up to six hours in advance to alert the general public that, for a specified portion of Ontario, there is a high potential for dangerous thunderstorm weather, which may be accompanied by a tornado.

A severe weather warning is issued as closely as possible in advance to alert the public that severe thunderstorms or tornadoes are imminent in the warning area -- i.e., a severe thunderstorm is in progress or expected to occur within two hours.

#### **Tornado Safety Hints**

A personal tornado awareness program should include:

- being aware of the weather, knowing the radio, social media or television stations which broadcast up-to-the-minute weather information
- knowing the name by which Environment Canada refers to your forecast region when they issue weather watches and warnings
- reviewing personal household emergency plans of action

## **When a Tornado Threatens**

1. Stay away from your windows, doors and outside walls. Protect your head.
2. For maximum safety, go down to the basement or seek shelter under a stairway or sturdy table, or in a closet. Prop a table or large piece of furniture against a wall to form a triangular form of "tunnel" within which to lie down.
3. Try to reach the centre of the house or the side away from the storm.
4. Avoid buildings with large areas of unsupported roof, including arenas, barns or supermarkets.
5. If caught in such a building, seek out the lowest floor, an inside hallway or small interior windowless room, or get under something sturdy. Prop a table or large piece of furniture against a wall to form a triangular form of "tunnel" within which to lie down.
6. If caught in the open, try to determine the tornado's direction of travel and move at right angles to it. If you cannot avoid the storm, find a ditch, ravine or other depression and lie flat. Do not remain in your car. Many people have been killed trying to ride out a tornado in their cars.
7. If no shelter can be found, hang on to the base of a small tree or shrub.
8. Remember that damaged and weakened structures, fallen debris, downed hydro wires, and gas leaks are potential dangers after a storm has passed.

**APPENDICES  
TO THE  
NEEBING EMERGENCY PLAN**

## **APPENDIX "A": EMERGENCY INTERNAL COMMUNICATIONS PLAN**

A. Timely and accurate information is of utmost importance during an emergency. Sharing of information is critical for a coordinated response. Each department and position/person listed in the Emergency Plan must know his or her role in the Emergency Plan and his or her role in their everyday duties. This includes how he or she communicates on a regular basis and how he or she communicates when the normal lines of communication are out of service.

B. Upon implementation of the Emergency Plan, ensure the following is carried out to facilitate communication and an effective response:

- CCG:
- i) Information to the public is provided only through the Public Information Officer.
  - ii) Share information verbally and by easy-to-see group messages (on things such as flipcharts or display boards) with other CCG members.
  - iii) Initiate and ensure two-way communication with your department and your department head at the site, via the best available method e.g., land line, telephone, cellular telephone, radio, fax, runner, ham radio.
  - iv) Create timely, accurate and appropriate information for the public for dissemination by the Public Information Officer. (Approved and signed by the Mayor).
  - v) Prepare public education bulletins for the public concerning health, safety or security as needed, for distribution to the public by the Public Information Officer via the media, handout, etc.
  - vi) If reception centres are set up, provide as much information as possible to those centres, via maps, telecommunications, hard copies and by CCG members in person.
  - vii) Time permitting, the Mayor should give live media coverage initially or at a public meeting to give authority for the emergency. (This enables the public to be better able to believe the situation, rather than consider it a hoax of some kind.)
  - viii) Liaise with mutual aid, corresponding municipal, provincial, federal and industrial counterparts.
  - ix) When official requests are made for provincial or federal help, communicate by the most secure and effective means

via the PEOC. Otherwise there could be a breakdown of communications and unneeded costs to the municipality.

- x) Ensure the Public Information Officer is in place and appoint further, as needed: a Communications Officer, a Citizen Inquiry Officer and a Site Media Officer. Make sure all the resources they need are available and that their duties are clear and being carried out in a timely and accurate manner.
- xi) Utilize the Services of 211.
- xii) Update the Neebing Facebook Notification System at regular and frequent intervals, noting the time of the latest notification.

## **APPENDIX "B": NEEBING HIRA**

A HIRA (Hazard Identification and Risk Analysis) is regularly conducted for Neebing. The most serious emergency risks are listed below and are scored both for probability of occurrence and potential consequence. The number on the left is the probability and the number on the right is the potential consequence. The reviews do not include only Neebing, but take into account emergencies in similar Municipalities in the District of Thunder Bay.

### **Scoring**

<b>Probability of Occurrence</b>	<b>Consequence</b>
1 - No incidents in the last 15 years	1 - Negligible
2 - Last incident 5-15 years ago	2- Limited
3 - One incident in the last 5 years	3- Substantial
4 - Multiple incidents in the last 5 years	4 - High

#### **3/4 Large Fire (Forest Fire or Grass Fire):**

Both the risk and consequences are high and the most probable cause of a large Municipal evacuation. Evacuation can be caused by smoke from a forest fire. Forest fires have caused a partial (Phase I) evacuation from Terrace Bay (twice), Schreiber, Pays Plat, Gillies and a complete evacuation (Phase II) from Beardmore and Caramat.

**3/3 Severe Winter Storm (Snow or Ice):** Residents could be at risk being unable to obtain medical needs and possibly food and fuel. Police, fire and ambulance could be prevented from attending emergencies. Many roads could be closed or impassable.

**1/4 Extended Power Outage during the Winter:** This is very real concern. It would be difficult to look after every resident who doesn't have a source of heat which isn't dependent on electricity. Public education and encouraging family emergency plans can greatly mitigate this problem.

**4/3 Dangerous Goods Spills (road):** Many dangerous goods listed in the Emergency Response Guidebook are transported through the Municipality on Highway 61. Some of these products listed in the Dangerous Goods Act require an evacuation or in-place protection within several kilometers. Currently there no local hazmat teams, so the Municipality may have to wait many hours for expert assistance. The most common dangerous goods routinely transported through Neebing on its other highways and roads are diesel fuel, gasoline and propane.



- 4/3** Severe Windstorms or Tornado Severe windstorms can be nearly as devastating as tornados. During the late 1980's such a storm with wind shear caused a major blow down of nearly all trees in an area approximately a quarter of a km. wide from near the Black Sturgeon River east to nearly the Pic River, a few kilometers. north of Hwy. 17. All large trees were either broken off or uprooted. We have all seen areas of blow down in the woods. This type of severe storm can cause major damage to any homes, businesses and power/telephone lines in its path. Such a loss of communications causes its own concerns.
- 3/3** Transportation Accident (aircraft, bus, school bus): Aircraft crash – initial outside help could be slow due to distance or remoteness. School bus – likely local children would be involved. Any transportation accident – could be multi causalities /deaths.
- 2/4** Influenza (or other) Pandemic: General consensus among world health organizations is that it is a matter of when, not if, the next worldwide influenza pandemic occurs. According to history we are overdue for a worldwide influenza pandemic. The last major one was in 1918 and some 20,000,000 people worldwide died from flu and related symptoms. With global travel, spread today would be quicker. The 2003 SARS alert reinforced this. Emergency planners from the various medical/emergency departments met regularly on SARS during the 2003 outbreak. Organizations are recommended to have business continuity plans to enable core service operations to continue at a 50% staffing level.

## APPENDIX "C": 211 NOTIFICATION AND COMMUNICATION PROTOCOL

# **211** 211 Notification and Communication Protocol To be inserted in emergency plan

### Purpose

This information sheet provides an overview of municipal and 211 (service in Ontario) responsibilities in the event of an emergency event.<sup>1</sup>

2-1-1 is an easy to remember phone number available throughout Ontario to support residents, municipalities, businesses and others. 211's Information & Referral professionals are available 24/7/365 to provide live answer information about Ontario's community, social, health and government services. During the response to and recovery from emergency events, 211 supports communities by providing authoritative, non-emergency information to residents (e.g. road closures, the location of evacuation centres, services, safety precautions etc.) 211 alleviates the burden of non-emergency calls to 911 and allows emergency responders to focus on response. 211 providers welcome opportunities to participate in municipal emergency exercises and training.

211 also maintains an extensive database of community, social, health and government services at [www.211ontario.ca](http://www.211ontario.ca) or [www.211north.ca](http://www.211north.ca).

### Responsibilities

#### 1. Municipality, city, town or county:

- Prior to an emergency event, provide 211 with the names and contact information of Community Emergency Management Coordinators (CEMCs), Emergency Information Officers (EIO) and others authorized to notify 211 and invoke the assistance of 211. [Form provided.]
- Notify 211 when an event has occurred by dialling 211 or one of the contact numbers provided by the 211 contact centre in your region. [211 contact list provided.]
- Maintain a line of communication with 211 throughout the event providing authoritative, accurate information that can be relayed to the public. This can be done by phone or email.
- Inform residents that they can call 211 for non-emergency information. This can be done through street signs, press releases, the media and other means.
- Inform 211 when the emergency event ends.

#### 2. 211 (service in Ontario):

- The 211 staff person who receives notification of an emergency event will document the information using a form that captures what, where, who, when etc. and the name and contact information of the person providing the information.
- Answer non-emergency calls from the public 24/7/365. Ensure the network of 211 service providers in Ontario is notified, can access the most current information about the event and is available to provide support if needed.
- Track the nature of calls received and convey relevant information to the EIO, CEMC or designated person.
- Prepare an After Action Report and submit it to the municipality.

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<sup>1</sup> An emergency event may be declared or undeclared e.g. weather, health alert, fire, industrial or road accident, infrastructure failure etc.

## **APPENDIX "D": NEEBING PLAN HOLDERS**

### Part One: Paper (hard) copies:

<b>Copy No.</b>	<b>Holder</b>	<b>Full Copy or Public Portion only?</b>
1a-e	Emergency Operations Center (E.O.C.) Main Bin (5 copies)	Two Full Three Public only
2	E.O.C. Bin #2 - Mayor	Full
2a	Mayor	Full
3	E.O.C. Bin #3 – C.E.M.C.	Full
3a-c	CEMC and each of 2 alternates (3 copies)	Full
4	E.O.C. Bin #4 – Information Officer	Full
4a	Administrative Head/Municipal Office	Full
5	E.O.C. Bin #5 – Working Roads Foreman	Full
5a	Working Roads Foreman	Full
6	E.O.C. Bin #6 – Fire Chief	Full
6a	Fire Chief	Full
7	E.O.C. Bin #7 – First Spare	Public only
8	E.O.C. Bin #8 – Second Spare	Public only
9	E.O.C. Bin #9 – Third Spare	Public only
10a-f	Members of Council (6 copies)	Full
11a-b	OPP Commander & Communications Center (2 copies)	Full
12	Chief, Superior North Emergency Management Services	Public only
13	District Manager, Ministry of Natural Resources & Forestry	Public only
14	Manager – Lakehead Region Conservation Authority	Public only
15	Manager – Thunder Bay District Social Services Administration Board	Public only
16	Medical Officer of Health	Public only
17	Director – Lakehead District School Board	Public only
18	Director – Thunder Bay District Catholic School Board	Public only
19	Division Manager – St. John Ambulance	Public only
20	Branch Manager – Canadian Red Cross	Public only
21	Captain – Salvation Army	Public only

### Part Two: PDF (electronic) copies:

<b>Copy No.</b>	<b>Holder</b>	<b>Full Copy or Public Portion only?</b>
22	Neebing Website	Public only
23	Amethyst Sector Field Officer – Ontario Fire Marshal and Emergency Management (OFMEM)	Full
24	Ontario Fire Marshal and Emergency Management (annual filing requirement)	Full

**APPENDIX “E”: GLOSSARY**

AAR	After-Action Report (prepared after the event to document tasks and make recommendations for improvement)
ARES	Amateur Radio Emergency Services
Available Resources	Resources assigned to an incident, checked in, and available for a mission assignment. Normally located in a “staging area”.
CACC	Central Ambulance Communications Centre
CANUTEC	Canadian Transport Emergency Center (operated by Transport Canada)
CCG	Community Control Group
CEMC	Community Emergency Management Co-Ordinator
CEMPC	Community Emergency Management Program Committee
CI	Critical Infrastructure
Emergency	A situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.
Emergency Information Center	A facility designated and equipped from which information release is co-ordinated (i.e. press releases, public queries, media briefings, monitoring, etc.
EMO	Emergency Management Ontario
EOC	Emergency Operations Center – a facility from which incident management support is co-ordinated. Neebing’s primary EOC is the Municipal Office. Its secondary/alternate EOC is Fire Hall Number 2, and its third alternate is the Rosslyn Fire Hall.
HIRA	Hazard Identification and Risk Analysis
Incident Action Plan	An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may be oral or written and may have several stages or phases over operational periods.
Information Officer	A person assigned to interface with the public and media or with other agencies with incident-related information requirements.
LARC	Lakehead Amateur Radio Club
LRCA	Lakehead Region Conservation Authority
MA	Ministry of Municipal Affairs (Ontario)
MNRF	Ministry of Natural Resources and Forestry (Ontario)
MOECC	Ministry of Environment and Climate Change (Ontario)
NES	Neebing Emergency Services
NFBNS	Neebing Facebook Notification System
OFMEM	Office of the Fire Marshal and Emergency Management (Ontario)
Operational Period	The time scheduled for executing a given set of operation actions, specified in the Incident Action Plan.

OPG	Ontario Power Generation
OPP	Ontario Provincial Police
PEOC	Provincial Emergency Operations Center
PERT	Provincial Emergency Response Team
Resources	Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained.
SNEMS	Superior North Emergency Management Services
TBDSSAB	Thunder Bay District Social Services Administration Board

**NEEBING – CRITICAL INFRASTRUCTURE**

The following are the most important infrastructures in Neebing and are listed in rank order:

1. Municipal Infrastructure: roads; buildings; records; vehicles; dry hydrants; and helipads. Bridges are especially critical if persons would be trapped if the bridge were unavailable.
2. Non-Municipal Public Safety and Security Assets: buildings, records, vehicles, etc. of police, fire, ambulance services
3. Hydro Grid
4. Highways 61, 593, 595, 597 and 608
5. Telecommunication Links
6. Canada/US Border Port of Entry



THE CORPORATION OF THE

# Municipality of Neebing

4766 Highway 61

Neebing, Ontario P7L 0B5

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Erika Kromm,  
Treasurer/Deputy Clerk

Councillors  
Roger Shott  
Brian Wright  
Curtis Coulson  
Bill Lankinen  
Mike McCooeye  
Erwin Butikofer  
Mayor Ziggy Polkowski

## DECLARATION OF EMERGENCY

(I)(We) \_\_\_\_\_ hereby declare an emergency  
(Mayor)

in accordance with the Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9, s.4.(1)  
due to the emergency described as:

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---

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For the Emergency Area described as:

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Signed \_\_\_\_\_

Title \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ at \_\_\_\_\_ A.M/PM

**In the Municipality of Neebing**

Fax to Provincial Emergency Operations Centre Duty Officer @ 416-314-0474 when completed



THE CORPORATION OF THE  
**Municipality of Neebing**

4766 Highway 61  
Neebing, Ontario P7L 0B5  
TELEPHONE (807) 474-5331  
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Curtis Coulson  
Bill Lankinen  
Mike McCooeye  
Erwin Butikofer  
Mayor Ziggy Polkowski

**TERMINATION OF EMERGENCY**

(I)(We) \_\_\_\_\_ hereby declare an emergency  
(Mayor)

terminated in accordance with the Emergency Management and Civil Protection Act, R.S.O. 1990,  
c.E.9, s.4.(1) due to the emergency described as:

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

For the Emergency Area described as:

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

**Signed** \_\_\_\_\_

**Title** \_\_\_\_\_

**This** \_\_\_\_\_ **day of** \_\_\_\_\_ **20** \_\_\_\_\_ **at** \_\_\_\_\_ **A.M/PM**

**In the Municipality of Neebing**

Fax to Provincial Emergency Operations Centre Duty Officer @ 416-314-0474 when completed