



Emergency Plan

September 30, 2015

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HISTORY OF OLIVER PAIPOONGE

Stretching from west of Thunder Bay to Kakabeka Falls, the Municipality of Oliver Paipoonge ranks, by area, among the largest municipalities in the Thunder Bay District. Established on January 1, 1998, through the amalgamation of the Township of Oliver and the Township of Paipoonge, Oliver Paipoonge is a region of startling contrasts. Within its 350 square kilometres, the municipality encompasses both vast stretches of pristine wilderness and one of the most beautiful natural phenomena's in Canada – Kakabeka Falls. Being one of Northern Ontario's greatest tourist attractions, the Falls, known as “Niagara of the North”, bolsters over 300,000 visitors per year.

Expanding industrial developments create exceptional opportunities for businesses and even broader lifestyle choices for the region's 5,732 residents.

Oliver Paipoonge still carries out its historic function as a farming community and a passageway for travel, as well as being a focal point for transportation, manufacturing, service and forestry industries. Favourable economic conditions and a safe, healthy environment make for the highest quality of life. Oliver Paipoonge is a caring community of energetic, high-spirited people. Festivals, parades, and a wide range of special-occasion activities blend with the natural attractions.

The combination of lush forests, spring-fed water and clear air creates a healthy environment for working and living.

Come and experience our many natural wonders and activities:

- Tubing down the Kaministiquia River
- Golfing at Whitewater Golf Course
- Visiting the Duke Hunt Historical Museum
- Forest tours
- Pick-your-own-fruit farms
- Founders' Museum and Pioneer Village
- Kayaking
- White Water Canoeing
- Salmon Fishing
- And Much More!

INTRODUCTION

Preamble

Municipal departments routinely respond to situations requiring fire, police, ambulance, and public works services; however, some situations may escalate beyond the scope of normal operations. These situations need to be dealt with via an emergency plan. The Municipality of Oliver Paipoonge Emergency Plan is a generic and flexible document, adaptable to any emergency situation.

While many emergencies could occur within the Municipality of Oliver Paipoonge, the most likely to occur are: forest fire, dangerous goods spill, severe snow storm, extended power outage during the winter, transportation accident (school bus, aircraft, train), severe windstorms or tornado, influenza (or other) pandemic and floods or any combination thereof.

The Municipality of Oliver Paipoonge Emergency Plan is a tool to assist emergency personnel in their response to such situations. In order to use this tool to its full potential, it is important that all personnel are aware of their roles and responsibilities within the response framework. To help increase this awareness, the Municipality of Oliver Paipoonge Emergency Plan provides for training, exercises, and evaluation. Oliver Paipoonge utilizes the Incident Management System (IMS).

Title

This document is the **Municipality of Oliver Paipoonge Emergency Plan**, herein referred to as the “Plan”.

Purpose

The purpose of the Plan is to provide a set of generic action guidelines to increase the Municipality’s ability to efficiently and effectively deploy services and resources to protect the property, health, safety, and welfare of the residents of the Municipality of Oliver Paipoonge during emergency situations.

Amendments to the Plan

Any amendments to the Municipality of Oliver Paipoonge Emergency Plan require an amending by-law approved by Municipal Council. The appendices do not form part of the Plan; proposals for amendments to the Plan or its appendices shall be submitted to the Community Emergency Management Coordinator (CEMC).

AUTHORITY

The Emergency Management and Civil Protection Act

The *Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9*, as amended, is the primary authority enabling passage of the by-law adopting the Plan. Important measures authorized under the legislation which form part of the Plan are:

- Expenditure of monies associated with the formulation and implementation of the Plan;
- Authorization for municipal employees to take appropriate action before formal declaration of an emergency;
- Procedures to be taken for safety and/or evacuation of persons in an emergency area;
- Designation of a Member of Council who may exercise powers and perform the duties of the Head of Council under the Plan during the absence or inability of the Head of Council to act;
- Establishment of committees and designation of employees to be responsible for reviewing the Plan, to train employees in their functions, and to implement the Plan during an emergency;
- Authorization to obtain and distribute materials, equipment, and supplies during an emergency; and,
- Authorization to attend to such other matters as is considered necessary or advisable for the implementation of the Plan during an emergency.

Protection from Liability for Implementation of the Plan

Section 11 of the *Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9*, as amended, states:

- (1) No action or other proceeding lies or shall be instituted against a member of council, an employee of a municipality, a minister of the Crown or a Crown employee for doing any act or neglecting to do any act in good faith in the implementation or intended implementation of an emergency management program or an emergency plan or in connection with an emergency. 2002, c. 14, s. 14.
- (2) Subsection (1) does not relieve a municipality of liability for the acts or omissions of a member of council or an employee of the municipality referred to in subsection (1), and the municipality is liable as if subsection (1) had not been enacted and, in the case of a member of council, as if the member were an employee of the municipality. R.S.O. 1990, c. E.9, s. 11 (3).

Public Accessibility to the Plan

Section 10 of the *Emergency Management and Civil Protection Act* provides that an emergency plan must be available to the public during regular business hours at the municipal office.

The Plan will be made available to the public at the Municipal Office in hard copy format, and may be viewed on the municipal web site.

Freedom of Information and Protection of Privacy

Any personal information collected under the authority of the Plan shall be used solely for the purpose of planning, preparing and responding to emergencies as defined within the Plan and the release of any information under this Plan shall be made in conformity with the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M.56, as amended.

PLAN IMPLEMENTATION

Assembling the Municipal Emergency Control Group

On receipt of an official request from a member of the Municipal Emergency Control Group, Oliver Paipoonge Fire and Rescue Service shall implement the “Emergency Communications Plan” (see **Appendix A**).

Oliver Paipoonge Fire and Rescue Service – 911

Municipal Emergency Control Group members may be directed to report to the Emergency Operations Centre or be placed on standby. Upon being notified, it is the responsibility of all Municipal Emergency Control Group Members to inform their staff and volunteer organizations.

On receipt of instructions from a member of the Municipal Emergency Control Group, the CEMC will call out the Community Control Group. All members of the CCG will be called or their alternates if a CCG member 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 callout instruction will decide if this is to be a callout or standby. Ensure the instructions are explicit. Instructions will include:

a) This is an emergency call-out. Please attend the Emergency Operations Centre at _____.

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 CCG members who could supply more information.

Activation of the Plan

If requested to report to the Emergency Operations Centre the Municipal Emergency Control Group shall activate the Plan, be responsible for establishing an overall strategy to mitigate the risk to the community, provide the necessary support and resources to the operational agencies, and establish a communication plan for notification of the public and the media.

Action Prior to Activation

When an emergency exists but has not yet been declared to exist, community employees may take such action(s) under this emergency response plan as may be required to protect the property, health, safety and welfare of the residents of the Municipality of Oliver Paipoonge.

Actions of Emergency Response Agencies

Upon notification of an emergency, response agencies shall perform duties and responsibilities as outlined in the Plan, or shall place personnel on stand-by until further notice.

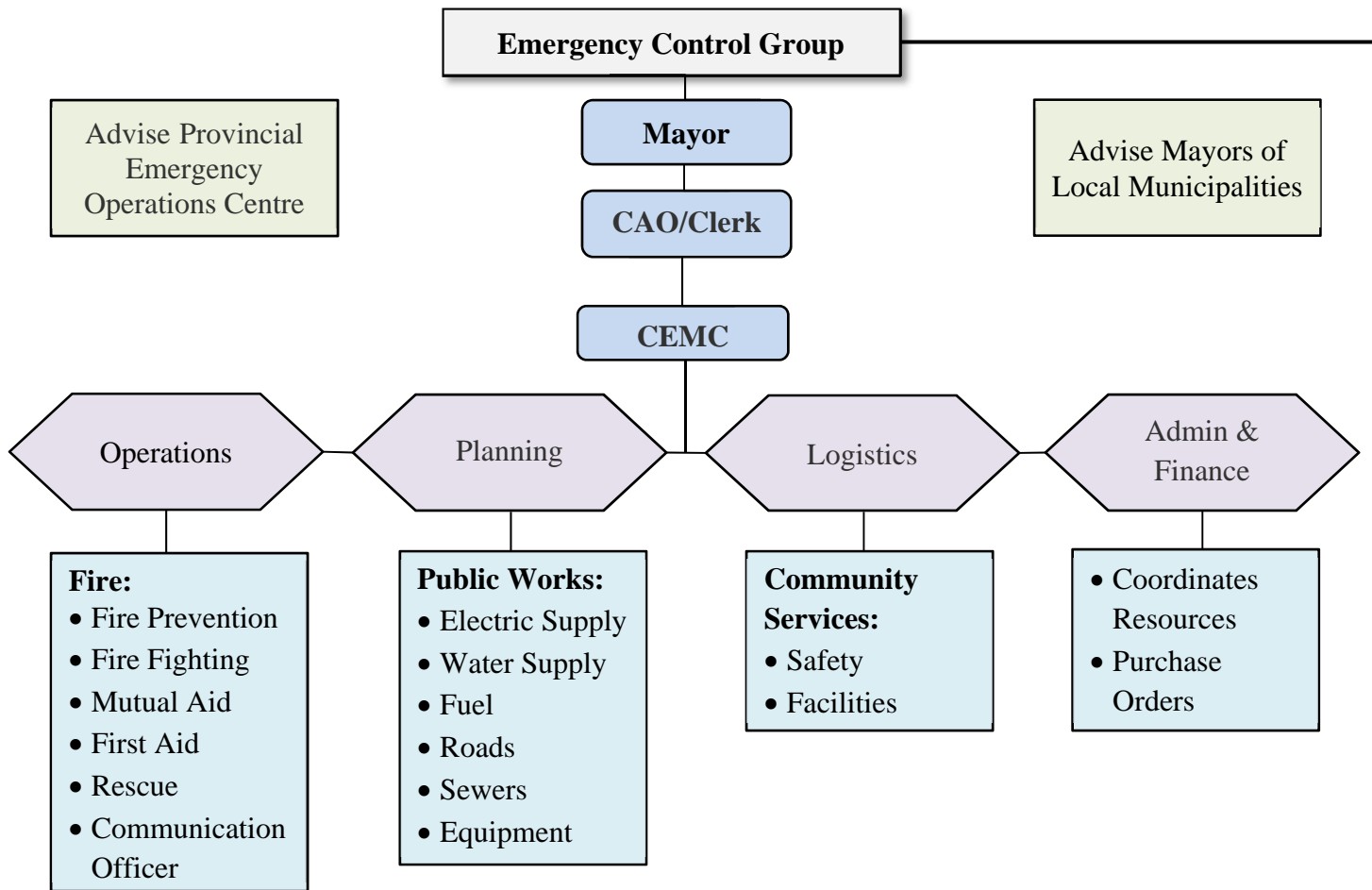
Each agency responding to the emergency shall report to the incident commander for assignment.

Chain of Command

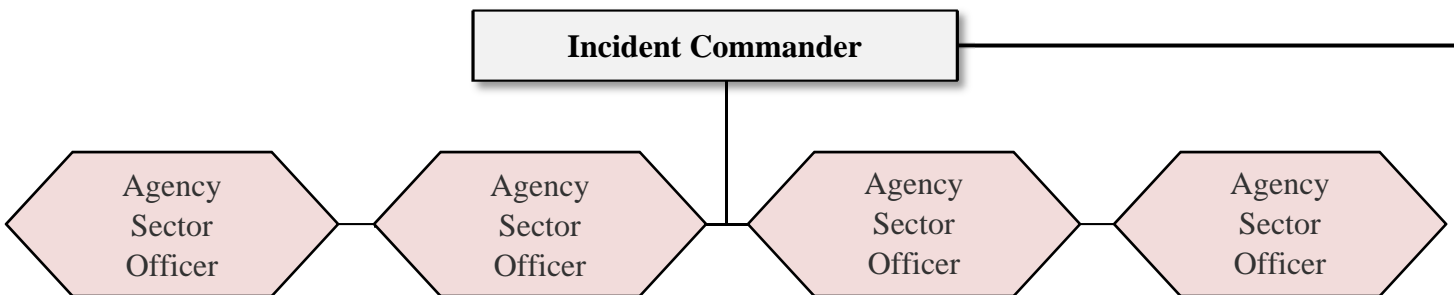
Each agency responding to the emergency shall operate within their organizational structure. For purposes of strategic direction all sector officers will take direction from the incident commander. Tactical direction will be established at the sector officer level and tasks completed from that direction. See chart on page 10.

Flow Chart
Oliver Paipoonge Emergency Operation Control Group

EMERGENCY OPERATIONS CENTRE (EOC)



EMERGENCY SITE(S)



***** Examples of agencies that may be required are Police, Ministry of Natural Resources and Forestry, Canadian Red Cross, Medical Officer of Health, etc.**

EMERGENCY OPERATIONS CENTRE (EOC)

The Emergency Operations Centre shall be established at:

Oliver Paipoonge Municipal Office
4569 Oliver Road
Murillo

Alternate EOC Locations:

Kakabeka Fire Hall
24 Rupert Street
Kakabeka Falls

OR

Roslyn Library
3405 Roslyn Road
Roslyn

The first arriving Municipal Emergency Control Group members are responsible for setting up the Emergency Operations Centre. The Community Emergency Management Coordinator (CEMC) is responsible for maintaining a level of preparedness within the Emergency Operations Centre by updating all print material and equipment. For a layout of the Emergency Operations Centre and equipment and supplies required, see **Appendix D** and **Appendix E**.

Media Centre

In the Emergency Operation Centre as well as the alternate Centres, the media centre will be established as follows:

Oliver Paipoonge Municipal Complex – Lunch Room or the Murillo Library
Rosslyn Library – Rosslyn Community Hall
Kakabeka Falls Fire Hall – in the lunch room or another location as deemed necessary by the size or type of incident.

The Emergency Information Officer (EOI) is responsible for setting up and maintaining the media centre.

Communications

Each responding agency is responsible for establishing its own telecommunication link with its Municipal Emergency Control Group representative.

Emergency Operations Centre Message Traffic

Due to the high volume of message traffic that will occur during the response to an emergency, a procedure must be used to effectively manage the handling of these messages. A hierarchy of all messages to and from the Emergency Operations Centre shall be in accordance with the following designations:

Critical is any message with implications of imminent death or serious injury to any person or groups of persons. Emergency alerts or immediate action directives are included in this category. Emergency messages take priority over all other traffic and should be used only when absolutely required.

Priority is assigned to important messages with a specific time limit or may result in a significant impact. It also includes those official messages not covered in the “emergency” category.

Routine covers most administrative or non-critical messages that are not time limited, including routine logistics support.

It is the responsibility of the originator of the message to designate the message according to the above hierarchy. The line(s) dedicated to incoming calls to the Emergency Operations Centre shall be operated by support staff under the direction of the Administrator – EOC Manager, and shall be responsible to ensure that all messages are properly classified and routed to their intended recipients. The message form is shown in **Appendix F**.

Command Post

The incident commander shall establish a temporary command post at the emergency site. The temporary command post shall be replaced by a mobile or fixed command post as determined by the incident commander and the agency with proprietary interest. All inter-agency communications shall be channeled through this command post and a direct link will be established with the Emergency Operations Centre.

Dissemination of Decisions by the Municipal Emergency Control Group

Decisions by the Municipal Emergency Control Group shall be transmitted to the incident commander through their agency representative. The Administrator – EOC Manager or alternate shall coordinate this function.

Evacuation

Refer to pages 40 to 42 for the Emergency Evacuation Procedures.

Request for Assistance

Assistance may be requested from the Province of Ontario at any time without any loss of control or authority. Assistance also may be requested from neighbouring municipalities and/or the private sector as required.

The Corporation of the Municipality of Oliver Paipoonge Declaration of Emergency

DECLARATION OF AN EMERGENCY

Authority to Declare

The *Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9*, as amended, Section 4(1) states:

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

Notification to the Minister of Public Safety and Correctional Services

Under the *Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9*, as amended, states the Mayor must immediately notify the Minister of Public Safety and Correctional Services through the Duty Officer at Emergency Management Ontario of the declaration of an emergency.

Upon declaring an emergency, the Mayor will further notify:

1. Council Members
2. Public
3. Neighbouring community officials, as required
4. Local members of Federal and Provincial Parliaments

See **Appendix J** for the Declaration of Emergency Form.

The Corporation of the Municipality of Oliver Paipoonge

Termination of Emergency

TERMINATION OF AN EMERGENCY

The Mayor or alternate or Council as a whole or the Premier of Ontario can officially declare the termination of the emergency at any time and shall notify:

1. Minister of Public Safety (Emergency Management Ontario)
2. Municipal Council
3. Public and Neighbouring Communities
4. Local MP's and MPP's
5. Duty Officer (Notice of termination faxed to 1-416-314-6220 or 1-416-314-0474)

See **Appendix K** for the Termination of an Emergency Form.

COMMUNITY CONTROL GROUP

Community Control Group

Emergency response operations will be directed and controlled by the following officials or their alternates at an Emergency Operations Centre (EOC):

- Mayor
- CAO/Clerk
- Community Emergency Management Coordinator
- Alternate Community Emergency Management Coordinator
- Scribe
- Fire Chief
- Public Works Superintendent
- Community Services Supervisor
- Emergency Information Officer
- Oliver Paipoonge Detachment Thunder Bay Police Services
- OPP Detachment Commander

Not all members of the Community Control Group have to be present for the EOC to function and it therefore may function with only a limited number of persons depending upon the emergency. In addition, an emergency does not have to be declared to have the group meet.

Other Municipal staff, government officials, and outside experts may be called by the Administrator to join the Community Control Group for resource and advisory purposes. These individuals do not have to be appointed by council as their invitation is specific to their expertise.

NOTE: All members of the Community Control Group (CCG) must be notified when the plan is activated. Not all of the CCG members have to be present for the CCG to function. Additional personnel may be required (scribes, a dangerous goods expert, a person from Ontario Power Generation (OPG), etc.).

COMMUNITY EMERGENCY MANAGEMENT PROGRAM COMMITTEE

Community Emergency Management Program Committee

Consists of the following:

a) Community Control Group:

- Mayor
- CAO/Clerk
- Community Emergency Management Coordinator
- Alternate Community Emergency Management Coordinator
- Scribe
- Fire Chief
- Public Works Superintendent
- Community Services Supervisor
- Emergency Information Officer
- Oliver Paipoonge Detachment Thunder Bay Police Services
- OPP Detachment Commander

b) Other Agencies as required:

- Canadian Red Cross
- EMS (Superior North Emergency Medical Services)
- Environment of Canada Weather Office
- Lakehead Amateur Radio Club
- Medical Officer of Health
- St. Johns Ambulance
- Salvation Army
- Thunder Bay Fire Services/CEMC

Government and Other Agencies as Required

EMERGENCY MANAGEMENT ONTARIO (EMO)

Amethyst Sector (Thunder Bay, Kenora, Rainy River)

MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING - ODRAP

IN CASE OF A FOREST FIRE, FLOOD OR DROUGHT:

Ministry of Natural Resources

IN CASE OF FLOOD:

Lakehead Region Conservation Authority

Ontario Power Generation

COMMUNITY CONTROL GROUP (CCG) DUTIES

1. Individually maintain a log of all actions in the Emergency Plan Service Log.
2. Take such actions as is necessary to minimize the effects of an emergency or disaster in the Municipality or its inhabitants.
3. Direct, co-ordinate and supply administrative and logistic support to all municipal departments and volunteer organizations in controlling the emergency or disaster.
4. Be prepared to authorize the expenditure of municipal funds which are required for the preservation of life and health.
5. Establish an information centre for issuance of accurate releases to the news media and for issuance of authoritative instructions to the general public.
6. Take initiative on any action required which isn't covered in the emergency plan.
7. Share information on the emergency and important action taken by you and your agency.
8. Share information on the emergency and important action taken by you and your agency with other members of the Community Control Group via a written flip chart type of device and retain the pages for record purposes.
9. The responsibilities of the Community Control Group and those described for individual CCG members and responding agencies will vary depending on the type and magnitude of the event.
10. Be aware that communications usually are the first thing to break down in an emergency. Ensure the Community Control Group communicate well within the group, and to/from their department/agency. Use maps when applicable or any other means to assist in the sharing of information.
11. Members of the Community Control Group will gather at regular intervals to inform each other of actions taken and problems encountered. Frequency of meetings and agenda items will be established by the CAO in consultation with the Mayor and the Community Emergency Management Committee. Meetings will be kept as brief as possible to allow members to carry out their individual responsibilities.
12. Ensure all personnel have been accounted for and advised of the termination of the emergency in order that no workers are left behind. Each agency should have a list of its personnel working during the emergency and use it as a "check-off" list at the termination of the emergency.
13. Debriefing to be held within one (1) week.

MAYOR'S DUTIES

1. MAINTAIN A LOG OF ALL ACTIONS TAKEN.
2. Consult with members of the Community Control Group (CCG) and decide if a state of emergency should be declared.
3. Declare an emergency under the *Emergency Management Act*, if warranted.
4. Order an evacuation of people in the danger zone from a potentially life-threatening situation, if warranted, and in consultation with applicable experts in the CCG.
5. Appoint a Public Information Officer (PIO).
6. Ensure Emergency Management Ontario has been notified by fax of the declaration of an "Emergency" via the Provincial Emergency Operations Centre.
7. Approve news and public announcements.
8. Request assistance from neighbouring municipalities for evacuation and reception centres, if applicable.
9. Update Council on emergency as required.
10. If an "Emergency" has been declared, terminate the "Emergency" at the end of the situation and ensure the Provincial Emergency Operations Centre (PEOC) is notified by fax.
11. Attend debriefing sessions, as required.

NOTE: Under the *Emergency Management 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.

CAO/CLERK DUTIES

1. MAINTAIN A LOG OF ALL ACTIONS TAKEN.
2. Serve as an advisor to the Head of Council on administrative matters and provide for the safety of municipal records.
3. Ensure that all members of the Community Control Group (CCG) have been called out.
4. Carry out any necessary administration in connection with the emergency.
5. Ensure the volunteers/staff are called out.
6. Maintain liaison with all supporting agencies, as required.
7. Notify the City Manager in Thunder Bay of an impending evacuation or an actual evacuation order as soon as possible if residents are to be evacuated to Thunder Bay.
8. Have and maintain an up-to-date inventory of supplies and equipment required for the Emergency Operations Centre with one copy at the EOC and ensure the supplies and equipment are always in the EOC.
9. Conduct “business cycles” in the EOC – refer to CCG Duties.
10. Apply for ODRAP (Ontario Disaster Relief Assistance Program) funding which may be available following the termination of a declared emergency.
11. Update the local names, telephone numbers, etc. electronically for this plan. Ensure hard copies are distributed to local plan holders.
12. Attend debriefing sessions, as required.

COMMUNITY EMERGENCY MANAGEMENT COORDINATOR DUTIES

1. MAINTAIN A LOG OF ALL ACTIONS TAKEN.
2. Liaise with Emergency Management Ontario during the emergency (notify the Community Officer as soon as possible).
3. Act as a resource person for equipment, advisors, volunteer, provincial and federal agencies.
4. Act as advisor to the Mayor.
5. Notify the Provincial Emergency Operations Centre via fax at the termination of a declared emergency.
6. Conduct debriefing sessions within one (1) week, following the termination of the emergency, with all members of the Community Control Group (CCG) office staff and persons as directed by the CCG.
7. Coordinate/assist with an emergency exercise in the municipality each year.
8. Update this plan annually for change of duties and out-of-town agencies, names, telephone numbers etc.
9. Have and maintain an up-to-date inventory of supplies and equipment required for the Emergency Operations Centre (EOC).
10. Attend debriefing sessions, as required.

**ALTERNATE COMMUNITY EMERGENCY
MANAGEMENT COORDINATOR DUTIES**

As Security Officer the Alternate CEMO shall:

1. MAINTAIN A LOG OF ALL ACTIONS TAKEN.
2. Determine the current EOC security requirements and arrange for staffing as needed.
3. Ensure that EOC staff and visitors sign in and out and are given proper identification.
4. Determine needs for special access to EOC facilities.
5. Provide recommendations as appropriate to CEMC/EOC Director.

SCRIBE DUTIES

1. MAINTAIN A LOG OF ALL ACTIONS TAKEN.
2. Bring laptop computer to the EOC/set up equipment to record emergency activities.
3. Take minutes and record all activities regarding the emergency.
4. Ensure that EOC staff are logging their actions.
5. Ensure that EOC staff are kept up to date on activities related to the emergency, by distributing copies of minutes, utilizing whiteboards/smartboards/projectors/other means of communication within EOC, providing updates to the CEMC or Incident Commander.
6. Participate in the debriefing session following the termination of the emergency to record all actions taken and ensure that EOC members are provided with copies of the outcome.

FIRE CHIEF'S DUTIES

1. MAINTAIN A LOG OF ALL ACTIONS TAKEN.
2. Conduct firefighting operations.
3. Direct and/or assist rescue operations.
4. Activate the Fire Mutual Aid System, if required.
5. Appoint an On-Site Fire Co-Ordinator.
6. In the Event of a dangerous goods spill:
 - Ensure the Ministry of Environment and CANUTEC are contacted for any assistance required.
 - Make available to the Community Control Group (CCG), the applicable portion(s) of the Book entitled "North American Emergency Response Guidebook" to the CCG.
7. Should a Chemical, Biological, Radiological or Nuclear (CBRN) or a Heavy Urban Search and Rescue (HUSR) team be required, ensure the "Head of Council" has declared an emergency and then call for the applicable team via the Provincial Emergency Operation Centre.
8. Keep the CCG updated on the emergency situation.
9. Attend debriefing sessions, as required.

PUBLIC WORKS SUPERINTENDENT DUTIES

1. MAINTAIN A LOG OF ALL ACTIONS TAKEN.
2. Provide municipal equipment and personnel, as necessary.
3. Arrange on a local basis for the procurement of special equipment, e.g. heavy duty cranes, pumps etc.
4. Liaise with the Ministry of Transportation Officials and obtain necessary resources from them when warranted.
5. 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.
6. Advise the Community Control Group (CCG) when sustained damage to a structure(s) exceeds safe limits.
7. Provide assistance in cleanup operations, and repair damages where there is municipal responsibility.
8. Provide flashers and barricades.
9. Provide assistance in search and rescue of trapped and injured people.
10. Restore and obtain assistance in restoring essential services.
11. Act as a liaison with local and provincial utilities.
12. Attend debriefing sessions, as required.

COMMUNITY SERVICES SUPERVISOR DUTIES

As Safety Officer the Community Services Supervisor shall:

1. MAINTAIN A LOG OF ALL ACTIONS TAKEN.
2. Ensure that EOC is in safe operating condition. Monitor procedures and activities in the EOC to ensure they are being conducted in a safe manner considering the existing situation and conditions. Stop or modify all unsafe operations.
3. Tour the entire EOC facility and evaluate conditions; advise the CEMC/EOC Director of any conditions and actions which might result in liability, (unsafe layout or equipment set-up, etc.).
4. Study the EOC facility and document the locations of all fire extinguishers, emergency pull stations, and evacuation routes and exits.
5. Be familiar with particularly hazardous conditions in the facility; take action when necessary.
6. Ensure that the EOC facility is free from any environmental threats – e.g., radiation exposure, air purity, water quality, etc.
7. Coordinate with the Finance/Administration Section in preparing any personnel injury claims or records necessary for proper case evaluation and closure.
8. Keep the CEMC/EOC Director advised of unsafe conditions; take action when necessary.

EMERGENCY INFORMATION OFFICER DUTIES

1. MAINTAIN A LOG OF ALL ACTIONS TAKEN.
2. Direct the activation of the Emergency Information Plan. The Public Information Officer will have a copy of the Plan and Media Kit available to him/her.
3. Consult with the Mayor and CAO on the need for news briefings and conferences, the granting of media interviews, the status of media monitoring, recommended responses to media misinformation and rumour, the content of official statements, announcements and other forms of public communication/disaster related info
4. Consult with members of the Community Control Group (CCG) on the status of the emergency situation and on any need for resources that could be fulfilled by the dissemination of public calls for assistance through the media or other means.
5. Correct misinformation by contacting media program producer.
6. Apprise the Community Control Group members of any significant information received from members of the public and the media.
7. Ensure that a log is kept of media reporting to be transformed into a media coverage summary and assessment component of the final operational evaluation report of public information activities.
8. Prepare and submit a final report containing an operation evaluation of Emergency Information (EI) services, analysis of media coverage and recommended adjustment to the EI Plan.
9. Arrange for the dissemination of special information e.g. emergency responders to report to a location or go on standby for callout as the case may be; citizens to refrain from using the telephone so emergency communications will remain open; provide information on health hazards as prepared by the Medical Officer of Health.
10. Schedule press conferences on a regular basis.
11. Arrange for media facilities and support near the Emergency Operations Centre (EOC).
12. Gather information from emergency services and prepare releases for the approval of the Head of Council prior to all press conferences. See sample **Appendix I**.
13. Ensure website is updated with current information.
14. Attend debriefing sessions, as required.

**OLIVER PAIPOONGE DETACHMENT
THUNDER BAY POLICE SERVICES' DUTIES**

1. MAINTAIN A LOG OF ALL ACTIONS TAKEN.
2. Activate the department's emergency alert system.
3. If appropriate, appoint an on-site Police Co-ordinator.
4. If warranted, set up an on-site command post, either in existing facilities or in a mobile command post.
5. Seal off the emergency area in the event such action is necessary.
6. Control traffic to facilitate the movement of emergency and evacuation vehicles.
7. Assist the Fire Department's evacuation of buildings and areas ordered by the Head of Council.
8. Provide security and prevent looting in emergency or evacuation areas and reception centres.
9. Arrange for additional police assistance, if required.
10. Advise the Coroner in the event of fatalities and perform whatever additional responsibilities may be necessary under the *Coroners Act* and other statutes.
11. Keep the Community Control Group (CCG) apprised of the emergency situation.
12. Attend debriefing sessions, as required.

OPP DETACHMENT COMMANDER DUTIES

1. MAINTAIN A LOG OF ALL ACTIONS TAKEN.
2. Upon receiving request from the EOCG, activate OPP's Emergency Alert System.
3. Assist the Thunder Bay Police (Oliver Paipoonge Branch) with emergency duties as outlined in the Municipality's Emergency Resource Plan and as per OPP policy.

CANADIAN RED CROSS EXECUTIVE DIRECTOR DUTIES

1. MAINTAIN A LOG OF ALL ACTIONS TAKEN.
2. Activate the CRC emergency alert system.
3. Take the lead role with registration and inquiry at the reception centre.
4. Support emergency or disaster operations.
5. Assist with other Social Service activities as requested such as:
 - Reception and Information
 - Family Reunification
 - Emergency Lodging
 - Emergency Food
 - Emergency Clothing
 - Personal Services

Also provide hygiene kits, blankets, and plush toys (children)

EMS DUTIES (SUPERIOR NORTH EMERGENCY MEDICAL SERVICES)

1. MAINTAIN A LOG OF ALL ACTIONS TAKEN.
2. Activate the department's emergency alert system and emergency plan.
3. Assume responsibility for triage and evacuation of casualties from emergency site.
4. Assume responsibilities 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.
5. Provide and co-ordinate all transport requirements for the movement of casualties.
6. Keep the Medical Officer of Health informed at regular intervals of all ambulance service activities and also the Community Control Group (CCG) if the Medical Officer of Health is not in the Emergency Operation Centre (EOC).
7. Attend debriefing sessions, as required.

ENVIRONMENT OF CANADA WEATHER OFFICE DUTIES

1. MAINTAIN A LOG OF ALL ACTIONS TAKEN.
2. Supply all actual and forecasted meteorological information as needed.
3. Provide a mobile weather station at the site should the duration and magnitude of the emergency warrant it.
4. Issue emergency instructions to the public via Alert Weather Radio if warranted and requested by the Head of Council.

**LAKEHEAD REGION CONSERVATION AUTHORITY DUTIES
IN THE EVENT OF A FLOOD**

1. MAINTAIN A LOG OF ALL ACTIONS TAKEN.
2. Activate the Authority's Flood Warning Plan.
3. Issue a preliminary flood "Advisory" in a potential flood situation to municipal officials and to the media.
4. Issue a flood "Warning" in a flood situation to municipal officials and to the media.
5. Advise municipal officials when alerted of a dam breach or potential failure.
6. Provide technical flood data.
7. 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 Ministry of Natural Resources that a Provincial Flood Emergency be declared.
8. Cancel flood advisory/warning as the situation warrants.

MEDICAL OFFICER DUTIES

1. MAINTAIN A LOG OF ALL ACTIONS TAKEN.
2. Activate the Health Unit's emergency alert system.
3. Coordinate all community health and medical services that may be required and coordinate with other essential services.
4. Provide and disseminate public information on any health hazards.
5. Provide advice on public health matters to the Community Control Group (CCG).
6. Provide for mass immunization, if required.
7. Oversee water quality and arrange for an alternate supply of potable water, if required.
8. Provide advice to the Head of Council on the evacuation of buildings and area for health reasons.
9. Notify other agencies and senior levels of government about health related matters.
10. Arrange for psychiatric counselling for victims, families, and emergency responders for Critical Incident Stress.
11. Attend debriefing sessions, as required.

ST. JOHN'S AMBULANCE CORPS SUPERINTENDENT DUTIES

1. MAINTAIN A LOG OF ALL ACTIONS TAKEN.
2. Activate the agency's emergency alert system.
3. Provide First Aid.
4. Establish first aid posts as required and in all designated reception centres.
5. Assist Local Ambulance authorities or Central Ambulance Communication Centre by providing ambulance service as lead time and resources permit.
6. Assist Red Cross and Social Services agencies in operating the reception centres.
7. Attend debriefing sessions, as required.

SALVATION ARMY DUTIES

1. MAINTAIN A LOG OF ALL ACTIONS TAKEN.
2. Notify the Community Relations and Development Director and activate the emergency alert system.
3. Operate in cooperation with the appropriate Ministry.
4. Direct and coordinate the emergency feeding requirements for workers at the site and for victims located in the reception centres.
5. Provide and coordinate clergy assistance.
6. Keep the Community Control Group (CCG) apprised of the emergency situation.
7. Critical Incident Stress Management (Debriefing Services).

Note: The District of Thunder Bay Social Services Administration Board and the Salvation Army need an agreement on the roles and responsibilities each agency will provide.

THUNDER BAY FIRE SERVICES/CEMC DUTIES

1. MAINTAIN A LOG OF ALL ACTIONS TAKEN.
2. Activate the City of Thunder Bay Emergency Operations Centre, if necessary.
3. Assist the Thunder Bay Police (Oliver Paipoonge Branch) with emergency duties as outlined in the Municipality's Emergency Plan and as per OPP policy.

RECEPTION CENTRES & PHONE NUMBERS**Oliver Paipoonge Reception Centres:****Intola:**

Intola Fire Hall – 768-9302

Kakabeka Falls:

Kakabeka Falls Curling Club – 939-1391 (shelter in summer/reception winter)

Lutheran Church – 473-9164

Kakabeka Fire Hall – 473-9240

Royal Canadian Legion – 473-9122 (evacuation centre)

Murillo:

Family Resource Centre – 935-3009

Murillo Community Hall – 925-2613 (evacuation centre)

Murillo Fire Hall – 935-2622

Public Works Garage – 935-2261

Rosslyn Village:

Rosslyn Community Centre – 939-1564 (evacuation centre)

Christian Church – 939-1207

Rosslyn Fire Hall – 939-1564

White-water Golf Clubhouse – 475-4653

Slate River:

Slate River Fire Hall – 475-6912

Valley Central School – 473-5810 (evacuation centre)

Stanley:

Nor-West Rec Centre – 475-4551 (evacuation centre)

Stanley Fire Hall – 473-9272

If Thunder Bay is needed as a Reception Centre:**Contact the City of Thunder Bay CEMC for service activation.**

We have an agreement with Red Cross to provide a Personal Disaster Assistance Program for basic social services covering congregate groups of 25 or less affected by a disaster event. By-law No. 657-2011 authorizes an execution of this agreement with Red Cross.

Contact the following numbers in order for service:

- 1) After Hours Emergency Call Centre: 1-866-579-4357 (and weekends)
- 2) PDA on Call Phone 628-9523 (24/7)
- 3) Disaster Management On Call Phone 651-5156 (24/7)
- 4) Office Phone:
 - Bus: 623-3073
 - Fax: 622-1031
 - Red Cross Branch 1145 Barton St., Thunder Bay
 - Mon. to Fri 8:30 to 4:30

When accessing the PDA Service provide the following information:

- Date and time of the event and the number of people affected
- Address where the disaster has occurred
- Indicate the community where the event has taken place
- Classification of the disaster (i.e. house fire – is home destroyed or just damaged)
- Name and contact information of the municipal emergency contact or incident commander
- Any other relevant information

EVACUATION PROCEDURES

1. Oliver Paipoonge is large enough that evacuation of the entire municipality is unlikely. In the event that only a small portion of Oliver Paipoonge is ordered to evacuate, reception centres in the safe areas of the Municipality will be utilized if it is safe, timely and prudent to utilize them.

Evacuees will be encouraged to stay with relatives or friends rather than using reception centres. In an evacuation whereby the residents of the municipality are required to leave the Municipality, the reception is in Thunder Bay.

2. The CAO/Clerk or Public Information Officer, as designated by the Mayor, will use the electronic media to assist in alerting residents, explaining the mode of travel and evacuation routes.
3. On the evacuation orders by the Mayor or the District Manager, Ministry of Natural Resources in the case of a forest fire or flood, The Thunder Bay Police, assisted by the Fire Department, will alert the residents by going door to door.
4. The Mayor, time permitting, will give a brief interview to the electronic media to verify for residents the authenticity of the evacuation order and to provide reassurance to them.
5. The safest routes will be designated to the reception centres. In the event that Thunder Bay is used as a reception centre the following roads will be used, depending on the nature and location of the “Emergency” and the condition of the roads: Highway 11/17, 61, 102, Oliver Road and Rosslyn Road.
6. For a potential evacuation in event of a dam break on the Kam River, refer to the flood map in OPG’s Kaministiquia River System Dam Safety Emergency Preparedness & Response Plan – Northwest Plant Group.

EMERGENCY RECOVERY

The last phase of an emergency is the recovery phase. This phase focuses on procedures that will enable both the Corporation of the Municipality of Oliver Paipoonge and the community to return to daily operations as soon as possible following an emergency. All departments will serve and have a number of tasks to undertake during the recovery, depending on the severity of the emergency, in which the process could take days, weeks, months, or even years.

The Municipal Emergency Control Group may activate the recovery phase once the immediate response to the emergency has been completed. It is possible to undertake emergency response and emergency recovery measures simultaneously, as it can be difficult to precisely define where one phase begins and where the other ends. Recovery efforts may be initiated while an emergency is still in effect.

The task of the Municipal Emergency Control Group in this phase of the plan, along with municipal and regional officials and other agencies, depends on the nature of the emergency and needs for recovery. It will provide direction and coordinate activities addressing the recovery of the community and the Municipality.

DEBRIEFING, REPORTING AND IMPLEMENTING LESSONS LEARNED

Debriefing following a significant incident is an important process for the Municipality to engage in, as it is a valuable form of capturing views from all stakeholders involved in the incident; and exploring their experiences from different angles, and getting diverse perspectives on the same operation. In doing this, the opportunity is presented to gain an appreciation for the work that all partners undertook to manage the emergency.

The Municipality may choose to facilitate one or more debriefing sessions, depending on the nature and scale of the incident, and they can be either macro-level or micro-level, depending on the type of information one is looking to capture, and the source one is looking to capture it from.

Following the debriefing sessions, an After-Action Report and Improvement Plan should be developed to capture the feedback that was gained from debriefs, and to have a record of everything that took place during the emergency response and the recovery phases. The Municipality may choose to make the After-Action Report and Improvement Plan a public record.

The After-Action Report and Improvement Plan is also a way to capture the lessons learned from the event, and as a driving force to implement the recommendations for improvement that were given during the entire post-emergency review. Implementing lessons learned is an opportunity to review and update emergency plans and other supporting emergency-related documentation owned by the Municipality.

The Municipality should also take the opportunity to revisit partnerships with emergency and other community stakeholders, to ensure open and effective communication will take place for the next event.

In the Municipality of Oliver Paipoonge, the emergency management process is to review and revise plans and documents annually to ensure the effective and efficient response to incidents, and to safeguard and protect the life, property, environment, and economy of this growing and thriving Municipality.

TRAINING AND EXERCISES

The *Act* requires that “every municipality shall conduct training programs and exercises to ensure the readiness of employees of the municipality and other persons to act under the emergency plan.”

The Municipal Emergency Management Program is mandated to include “training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities.”

The objective of the training and exercises is to ensure that Municipal employees are able to cope effectively with any emergency situation. Departments are also encouraged to test their departmental emergency procedures on a regular basis.

PUBLIC INFORMATION GUIDE

EVACUATION

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

On hearing a warning, residents are requested to turn on radios or televisions to local stations and listen for announcements and/or instructions.

When evacuation becomes necessary and is ordered:

- Residents who do not have their own transportation will be asked to assemble at _____.
- Residents who are physically unable to move to these locations are requested to phone the broadcasted numbers and place a white cloth into the door of the residence facing the street or road.
- Pick up will be arranged as soon as possible.
- Residents who have their own transportation are asked to await further instructions.
- Residents relying on emergency public transportation and/or public reception centres for accommodation are reminded that pets are not permitted in either of these facilities.
- For the safety and comfort of your family and protection of your property, the following is suggested in case of evacuation:
 - a) Secure Home
 - b) Carry identification (Drivers license, 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) Clothes, depending on season and change of clothes
 - g) Raincoat, windbreaker or parka, depending on season
 - h) Enough ready-to-eat food to last at least 12 hours
 - i) Thermos bottle of hot beverage
 - j) Flashlight with spare batteries
 - k) Prescription drugs as required (carry prescription, if possible)
 - l) Soap, towels, personal toilet or hygiene articles
 - m) Kleenex or similar tissue paper
 - n) Book, Magazine, Game, etc.
- Adults with small children should include items of special needs as required:
 - a) Infant formula in thermos bottle
 - b) Disposable diapers
 - c) Toys

1. If evacuation is by private vehicle and you have room in your vehicle, please stop at _____ for extra passengers.
2. If Transportation is by emergency public transport (other than train):
 - a) Only one piece of luggage per person can be taken (identify your luggage - it may be transported separately), and clothes for a total of 3 days.
 - b) Carry valuables and documents in a handbag or on your person.
3. Residents will be asked to register at Registration Centre(s) in the reception community, so that inquiries by relatives and friends can be answered as quickly as possible.
4. An Emergency Public Information Service will be established in the reception community.
5. Arrangements will be made with the local stores and gasoline outlets to remain open during an evacuation as long as conditions permit.

PUBLIC INFORMATION GUIDE**DOG LAKE DAM FLOODING ALONG THE KAMINISTIQUIA RIVER – SAMPLE**

Dear Resident:

The Municipality of Oliver Paipoonge has been notified by the Ontario Power Generation (OPG) that they are conducting a controlled outflow of water from the Dog Lake Dam into the Kaministiquia River at approximately _____ on _____.

The OPG is conducting this increased controlled outflow of water in preparation of a potential for heavy rains forecasted for _____. It is anticipated that the Kaministiquia River will rise as a result of the increased outflow and forecasted rain.

We suggest residents take appropriate steps to protect your property and be prepared for the possibility of an evacuation. We will be working with the Lakehead Region Conservation Authority, the Oliver Paipoonge Police and the Oliver Paipoonge Fire Department to respond to the situation as circumstances dictate.

If you have any questions, please call the Oliver Paipoonge Municipal Office at 935-2613. Also listen to local news media for updates from the Lakehead Region Conservation Authority, Ontario Power Generation and the Ministry of Natural Resources.

Yours very truly,

Margaret (Peggy) Dupuis
Chief Administrative Officer/Clerk/Deputy Treasurer

PUBLIC INFORMATION GUIDE

DANGEROUS GASES

IF AN EMERGENCY IS CALLED:

- a) Turn on radio for instructions.
- b) Evacuation areas will be decided by wind direction.
- c) Each school, institution, factory, office and household is responsible for its own evacuation plan.

Do Not:

- a) PANIC.
- b) Attempt to locate pets before leaving.
- c) Attempt to travel to a school or place of employment to locate family. The board of Education will ensure students are out of the danger area.

If Unable to Escape or are Trapped:

- a) Go Inside.
- b) Tightly close all doors, windows and exterior openings.
- c) Turn off forced air heating or ventilation systems.
- d) Stay in upper portion of building. If necessary, seal yourself in one room and seal all windows and doors with wet clothes.
- e) Do not go into the basement.
- f) Move quickly but do not run if moving through gas.
- g) Soak cloth in water and breathe through it if breathing becomes difficult.
- h) DO NOT PANIC AND RUN OUTSIDE.

In Your Car:

- a) Close all windows.
- b) Shut off ventilation.
- c) Continue driving away from the area and do not drive through the gas cloud or your car engine will stall.

While Walking:

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

PUBLIC INFORMATION GUIDE

TORNADO

1. 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 or television.
- 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 thunder storm weather, which may be accompanied by a tornado.
- A severe weather warning is issued 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.

2. TORNADO SAFETY TIPS

A Personal tornado awareness program should include:

- Being aware of the weather, knowing the radio or television stations which broadcast up to the minute weather information.
- Knowing the name of your forecast region when Environment Canada issues weather watches and warnings.
- Reviewing your plans of action.

3. WHEN A TORNADO THREATENS

- Stay away from your windows, doors, and outside walls. Protect your head.
- For maximum safety, go down to the basement or seek shelter under a stairway or sturdy table, or in a closet.
- Try to reach the centre of the house or the side away from the storm.
- Avoid buildings with large areas of unsupported roof, including arenas, barns or supermarkets.
- If caught in such a building, seek out the lowest floor, an inside hallway, or a small interior windowless room, or get under something sturdy.
- If caught in the open, try to determine the tornadoes 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 car.
- If no shelter can be found, hang on to the base of a small tree or shrub.
- Remember that damaged and weakened structures, fallen debris, downed hydro wires and gas leaks are potential dangers after a storm has passed.

REFERENCE MATERIAL

ACRONYMS AND INITIALISMS

Acronyms are words that are usually pronounced when formed from the first letters of other words. Initialisms are a group of initial letters used as an abbreviation for a name or expression – each letter being pronounced separately. Acronyms and Initialisms are employed to create brevity and clarity of common words or phrases when communicating between members within a common discipline. This list is not exhaustive but includes common emergency management terminology. This list will be amended as necessary.

AAR	After Action Report
CANUTEC	Canadian Transport Emergency Centre operated by the Transport Dangerous Goods Directorate of Transport Canada
BCP	Business Continuity Plan
CAP	Corrective Action Plan
C & O	Concept and Objectives
CCG	Community Control Group
C/E Handbook	Controller and Evaluator Handbook
CEC	Comprehensive Exercise Curriculum
CEM	Commissioner of Emergency Management
CEMPC	Community Emergency Management Program Committee
CERV	Community Emergency Response Volunteers
CBRN	Chemical, Biological, Radiological or Nuclear
CBRNE	Chemical, Biological, Radiological, Nuclear or Explosive
CEMC (1)	Community Emergency Management Coordinator
CEMC (2)	Canadian Emergency Management College
CISM	Critical Incident Stress Management
CNSC	Canadian Nuclear Safety Commission
COOP	Continuity of Operation Plan
COSIN	Control Staff Instructions

CP	Command Post
CPX	Command Post Exercise
DND	Department of National Defense
EEG	Exercise Evaluation Guide
EER	Exercise Evaluation Report
EI	Emergency Information
EIO	Emergency Information Officer
EM	Emergency Management
EMA	Emergency Management Agency
EMCC	Emergency Management Coordinating Committee
EMS	Emergency Medical Services
EMCPA	<i>Emergency Management & Civil Protection Act</i>
EMC	Emergency Management Coordinator
EMO	Emergency Management Ontario
EOC	Emergency Operations Centre
EOP	Emergency Operating Plan or Procedure
EP	Exercise Program
EPW	Exercise Plan Workshop
ESM	Emergency Site Manager/Management
EVALPLAN	Evaluation Plan
EXPLAN	Exercise Plan
FE	Functional Exercise
FOUO	For Official Use Only
FPC	Final Planning Conference
FSE	Full-Scale Exercise

FY	Fiscal Year
GSA	<i>Good Samaritan Act</i>
HAZMAT	Hazardous Materials
HIRA	Hazard Identification and Risk Assessment
HUSAR	Heavy Urban Search and Rescue
IC	Incident Command
ICP	Incident Command Post
ICS	Incident Command System
IMS	Incident Management System
IP	Improvement Plan
IPC	Initial Planning Conference
JEPP	Joint Emergency Preparedness Program
JIC	Joint Information Centre
JPIC	Joint Public Information Centre
LFCA	Land Forces Central Area
LLIS	Lessons Learned Information Sharing
MAG	Ministry Action Group
MEMC	Ministry Emergency Management Coordinator
MECG	Municipal Emergency Control Group
MEOC (1)	Municipal Emergency Operations Centre
MEOC (2)	Ministry Emergency Operations Centre
MEPP	Master Exercise Practitioner Program
MMAH	Ministry of Municipal Affairs and Housing
MOU	Memorandum of Understanding
MPC	Mid-term Planning Conference

MSDS	Material Safety Data Sheet
MSEL	Master Scenario Events List
NEMCC	Nuclear Emergency Management Coordinating Committee
NFPA	National Fire Protection Association
NIMS	National Incident Management System
ODRAP	Ontario Disaster Relief Assistance Program
OERT	Ontario Emergency Response Team
PCTP	Provincial Counter Terrorism Plan
PDAT	Provincial Disaster Assessment Team
PEOC	Provincial Emergency Operations Centre
PCTCMP	Provincial Counter-Terrorism Consequence Management Plan
PERP	Provincial Emergency Response Plan
PERT	Provincial Emergency Response Team
PIO	Public Information Officer
PNERP	Provincial Nuclear Emergency Response Plan
POC	Point of Contact
PPE	Personal Protective Equipment
PSEPC	(Department of) Public Safety and Emergency Preparedness Canada
PTSC	Partnerships Toward Safer Communities
SIMCELL	Simulation Cell
SITMAN	Situation Manual
SMART	Simple, Measurable, Achievable, Results-oriented, Task-oriented
SME	Subject Matter Expert
SOE	Senior Officials Exercise
SOG	Standard Operating Guidelines

SOP	Standard Operating Procedure
TTX	Tabletop Exercise
UC	Unified Command
VIP	Very Important Person
WMD	Weapons of Mass Destruction