



Municipality of Temagami

Emergency Response Plan

Schedule A to By-Law 24-1785

Approved: November 2024

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Introduction

The Emergency Plan for the Municipality of Temagami has been developed to reflect the public safety requirements of our community. The effective use and maintenance of this plan is reliant upon all concerned being aware of its provisions and prepared to fulfill their roles and responsibilities in the event of an emergency. Responsible individuals, are expected to participate in emergency training, and exercises which will assist them in the fulfillment of their roles accordingly.

The heads of departments and agencies are expected to develop their own internal notification lists, procedures and contingency plans to fulfill their departmental or agency responsibilities.

Together we work to ensure that our community is prepared to respond to an emergency in the most effective manner possible.

Aim

The Aim of this plan is to protect the health, safety, welfare and property of our citizens, from the effects of a natural, technological or human caused emergency.

Authority

This Plan has been developed and will be implemented in accordance with the Emergency Management Act, detailed in Appendix “D”, which is the Provincial statute under which all emergency management activities are conducted in the Province of Ontario.

4.(1) “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.”

This Emergency Plan and its elements has been issued under the authority of The Municipality of Temagami By-law No. 24-1785. A copy of the By-law is available for inspection at the Municipal Offices.

Definition of an Emergency

1.0 “emergency” means a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise; (“situation d’urgence”)

Action Prior to Declaration

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 property and the health, safety and welfare of the citizens of the Municipality of Temagami.

Requests for Outside Assistance

Assistance may be requested from the Province of Ontario at any time by contacting Emergency Management Ontario. The request shall NOT be deemed to be a request that the Province assume authority and control of the emergency.

The Emergency Notification Contact List, including contact numbers for requesting assistance, is contained within **Appendix A**.

Freedom of Information and Protection of Privacy

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

Plan Maintenance

It is essential that the Plan is kept current and viable by adherence to a maintenance schedule. Responsibility for keeping the plan up to date rests with the Community Emergency Management Coordinator who may delegate tasks accordingly.

The Municipal Emergency Program Committee (MEPC) will conduct an annual review of the plan, including all appendixes, identify resources and capability gaps and recommend approaches to fill gaps, submit proposed amendments to Council for approval and amend existing plans to reflect changes

The notification system Shall be tested annually.

The plan will be exercised once every year as a minimum requirement.

The Emergency Control Group and Support Staff shall receive training and participate in an exercise, once every year as a minimum requirement.

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

The Community Emergency Management Coordinator may update, correct or amend any information contained within the appendices of this emergency plan on an as required basis

Distribution List

Members of both the Municipal Emergency Control Group (MECG) and the Municipal Emergency Program Committee (MEPC) members will be provided electronic copies of the Response Plan; including access the Emergency Plan and appendixes through a secure online portal

Copies at each Emergency Operation Center - 7

It is understood that Municipal Emergency Control Group members are not expected to carry a copy of the Municipality of Temagami Emergency Response Plan with them at all times. Complete copies of the Towns Emergency Response Plan including appendixes will be used primarily for training or Emergency response. Since the nature of an Emergency notification normally requires an immediate response to the Municipal EOC, therefore complete copies, including all appendixes, will be kept at the Emergency Operations Centre for issue during training or an actual municipal emergency.

Part 2 Emergency Operations and Procedures

Emergency Quick Reference Guide

⇒ Upon the arrival of three or more members, the Municipal Emergency Control Group (MECG) may initiate its function.

⇒ **Ensure that all Emergency Control Group members have been notified and either activated or placed on standby. Each MECG member is responsible for their own department.**

⇒ Turn to individual responsibilities within the plan. Provide input and assistance as required.

⇒ *Appendix I, Checklist in Consideration of a Declaration of Emergency* is for use by municipal heads of council when considering the declaration of an emergency.

An emergency declaration is not required for this Plan to be implemented.

⇒ Should a Declaration of Emergency be made, the Mayor must inform the Emergency Management Ontario, as soon as possible, that the Municipality of Temagami has declared an emergency, and specify the nature of the emergency situation

Verbal notification of the declaration to the Provincial Emergency Operations Centre to be made as soon as possible after declaring the emergency at **(416) 314-0472**. The provision of a return contact number is required for communications purposes.

All declarations should ultimately be made in writing, on municipal letterhead (*Appendix J Declaration of Emergency*)

⇒ Each member of the MECG will report and respond to immediate needs in accordance with the Operations Cycle format.

2.0

Municipal Emergency Control Group (MECG) – Membership

The Municipal Emergency Control Group (MECG) is the group that is responsible for the direction and control of the overall emergency response within the community. The MECG ensures the provision of the essential services necessary to minimize the effects of an emergency on the community.

The **Municipal Emergency Control Group (MECG)** is comprised of the following members:

- Mayor
- CAO / Treasurer
- CEMC
- Fire Chiefs
- Public Works Superintendent
- Emergency Information Officer

MECG Support

Based on the needs and circumstances of the incident, MECG may expand its composition to include one or more of the following Community Partners, Agencies or individuals for assistance and/or technical information:

- OPP Representative
- Paramedic /EMS Representative
- Medical Officer of Health / Health Unit
- Evacuation Coordinator
- Municipal Clerk / staff
- OFMEM Field Officer
- MNRF official
- Ontario Clean Water Agency
- Other officials, experts or representatives from the public or private sector as deemed necessary by the MECG.

IMPLEMENTATION:

Any member of the Municipal Emergency Control Group may request, through the CAO/TREASURER, that the Emergency Plan be implemented.

The Emergency Plan may be implemented in whole, or in part, based on conditions at the site or severity of the situation.

The CAO/Treasurer will immediately notify the Mayor and other members of the Control Group. **Notification lists and procedures are located in Appendix A.**

In the event one of the primary Emergency Control Group members or alternate is unable to physically attend the Emergency Operations Center, the Operations Manager will coordinate arrangements for the member(s) to attend the meeting remotely (phone/internet).

2.1

Emergency Operations Centre Procedures (EOC)

The Emergency Operations Centre (EOC) has both a primary and a secondary or alternate location. During the notification process, direction as to which location members of the MCEG will report to will be given. For example, members will be told that this is an emergency plan activation and that they should report to the primary Emergency Operations Centre immediately. The primary and secondary locations are geographically separated so that if one or the other is endangered or rendered non-functional as a result of the emergency situation the other should be safe and operational.

A primary and an alternate Emergency Operations Centre have been established for use by the Emergency Control Group in an emergency and with the appropriate technological and telecommunications systems to ensure effective communication in an emergency. **Locations of the Emergency Operations Centers are identified in Appendix L.**

Upon receiving notification the CAO/Treasurer (Operations Officer) will contact the administrative staff who have been assigned the task of setting up the EOC. The EOC will be set up and operational within one hour of activation. The Operations Officer will supervise the set up and ensure operational viability.

Upon arrival at the EOC, each MCEG member/designate will;

- a. Sign In
- b. Check telephone/communications devices.
- c. Open personal log.
- d. Contact their own agency and obtain a status report.
- e. Participate in the initial briefing.
- f. Participate in planning initial response/decision making process.
- g. Pass MCEG decisions on to member's agencies/areas of responsibility.
- h. Continue participation in the EOC Operations Cycle.

Upon leaving the Emergency Operations Centre, each Control Group member will;

- a. Conduct a hand over with the person relieving them.
- b. Sign out on the location board indicating where they can be reached.
- c. Once the initial response is established, routines are put into place by the Operations Officer. The MCEG functions most efficiently on a system known as an Operations Cycle.

2.2

Operations Cycle

An operations cycle is how the Municipal Emergency Control Group manages overall emergency operations. Municipal Emergency Control Group members will come together usually around a planning board or map at which time they will in turn report their agencies' status to the Mayor and Operations Officer. It is essential that every member, covering each area of responsibility, be heard from during this process. The Municipal Emergency Control Group is a team, and the actions taken by one, or the lack of action by one, may have a significant impact upon operations.

The round table discussion should include problems, questions, resources requests and any other relevant information so that timely informed decisions can be made as a group. Once the meeting is completed, the members should contact their agencies' and pass on any relevant information or directives that come out of the Control Group meeting. The frequency of the meetings are determined by the Operations Officer in conjunction with the Mayor, but should reflect the pace of the emergency and occur on a scheduled basis which may be adjusted accordingly.

During the period after the meeting and dissemination of information, members will be in the process of gathering information and preparing for the next scheduled meeting. The Municipal Emergency Control Group members use this time to follow up and ensure that Control Group decisions are being implemented. Each member is responsible for informing their respective agency of the schedule for MECG meetings. No calls are supposed to interrupt the proceedings. All calls must occur prior to or after the formal meetings of the Municipal Emergency Control Group.

It is essential that the Emergency Operations Centre is comfortable, has good communications and is secure from unnecessary distractions. Only Municipal Emergency Control Group members, supporting agencies and support staff should have access to the Emergency Operations Centre. No media are allowed into the Emergency Operations Centre, nor is anyone who has not been authorized by the Operations Officer.

2.3

Municipal Emergency Control Group (MECG)

The Municipal Emergency Control Group is responsible for the following:

1. Implementing the Emergency Plan in whole or in part to respond to an impending, potential, or existing emergency.
2. Coordination and direction of Community resources used to mitigate the effects of an emergency.
3. Ensuring that the composition of the MECG is appropriate to mitigate the effects of a given emergency situation, by determining which, if any, ad-hoc members are required.
4. Advise the Head of Council regarding need for declaration or termination of an emergency.
5. Advising the Head of Council regarding requests for assistance from the Province, and the Federal Government.
6. Ensuring the provision of essential resources and services to support emergency response activities.
7. Coordination of services provided by outside agencies.
8. Appointing or Confirming an Emergency Site Manager.
9. Ensuring that the Emergency Information Officer is kept informed and up to date to facilitate the information flow to the media and the public.
10. Coordinating the evacuation of citizens who may be in danger.
11. Discontinuing utilities or services provided by public or private concerns, ie. Hydro.
12. Coordination for volunteers.
13. Establishment of advisory subcommittees to work on specific problem areas related to the emergency, as required.
14. Authorization of expenditures during the emergency; provision for cost accounting and facilitation of cost recovery.
15. Maintenance of an operational log detailing the group's decisions and activities.
16. Deactivating the plan, and notifying all of those who had been notified of its activation.
17. Conducting and participating in a debriefing, generating a post-emergency report and implementing recommendations for improvement of the emergency response plan.

2.4

Mayor

The Head of Council, or designate, is responsible for:

- a. Declaration of an Emergency.
- b. Termination of an Emergency.
- c. Notifying the Province of Ontario of the declaration of emergency, and termination of the emergency. (*Contact made through Emergency Management Ontario*)
- d. Take such action and make such orders, as considered necessary and not contrary to law, in order to protect the health, safety, welfare, environment and property of residents in the Municipality of Temagami.
- e. Ensuring the members of Council are advised of the declaration and termination of an emergency, and are kept informed of the emergency operational situation.
- f. Ensuring that the local MPP and MP, and neighboring municipalities are advised of the declaration and termination, and kept informed of the emergency situation.

- g. Approving all major announcements and media releases prepared by the Public Information Officer, in conjunction with the CAO/Treasurer & Control Group.
- h. Maintaining a personal log.

2.5

CAO/TREASURER (Operations Officer)

The CAO/Treasurer is referred to as the “Operations Officer” for emergency purposes. The responsibilities of the Operations Officer are:

- a. Activating the emergency notification system.
- b. As the Operations Officer, coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings.
- c. Chairing meetings of the Municipal Emergency Control Group.
- d. Advising the head of council on policies and procedures, as appropriate.
- e. Approving, in conjunction with the head of council, major announcements and media releases prepared by the Emergency Information Officer, in conjunction with the MECG.
- f. Ensuring that a communication link is established between the Municipal Emergency Control Group and the Emergency Site Manager.
- g. Calling out additional staff as required.
- h. Maintaining a master record of all events and actions taken. (main events board)
- i. Maintaining a personal log.

2.6

Public Works Superintendent

The Public Works Superintendent or alternate is responsible for;

- a. Requesting activation of the emergency notification system.
- b. Providing the Municipal Emergency Control Group with information and advice on Public Works matters.
- c. Ensure Municipal facilities are available for evacuation or reception center purposes if required.
- d. Liaison with the senior public works officers from the neighboring community(s) to ensure a coordinated response.
- e. The provision of engineering assistance.
- f. The construction, maintenance and repair of public roads.
- g. Assistance with road closures and/or roadblocks.
- h. Maintenance of sanitation and a safe supply of potable water, as required.
- i. The provision of equipment for emergency pumping operations.
- j. Discontinuing any public works service to any consumer, as required, and restoring these services when appropriate.
- k. Liaise with Electrical and Gas utilities.
- l. Providing public works vehicles and resources to any other emergency service, as required.
- m. Maintain liaison with flood control, conservation and environmental agencies and being prepared to take preventative action.
- n. Providing an Emergency Site Manager if required.
- o. Maintaining a personal log.

2.7

Community Emergency Management Coordinator - CEMC

The Community Emergency Management Coordinator is responsible for:

- a. Requesting activation of the emergency notification system.
- b. Provide information, advice and assistance to members of the Municipal Emergency Control Group on Emergency Management programs and principles.
- c. Provide direction to Emergency Operations Centre support staff as required in support of the Control Group, and ensure proper set-up and operation of the Emergency Operations Centre.
- d. Maintain Emergency Response Plan in accordance with requirements of the Emergency Management Act.
- e. In conjunction with the CAO/Treasurer, coordinate a post-emergency debriefing and assist in the development of a final report to the Mayor and Council.
- f. Maintaining a personal log.

2.8

Fire Chief

The Fire Chief, or designate, is responsible for:

- a. Requesting activation of the emergency notification system.
- b. Providing the Municipal Emergency Control Group with the information and advice on fire fighting and rescue matters.
- c. Establishing an ongoing communications link with the senior fire official at the scene of the emergency.
- d. Initiating Mutual Aid as required.
- e. Determining if additional or specialized equipment is required i.e. protective suits, Chemical, Biological, Radiological, Nuclear team (Haz-Mat), etc.
- f. Coordinating or providing assistance with, rescue, first aid, casualty collection, evacuation etc.
- g. Providing an Emergency Site Manager as required.
- h. Maintaining a personal log.

2.9

Emergency Information Officer

The Emergency Information Officer is responsible for;

- a. Notifying information centre staff.
- b. Ensuring that the Information Centre is set up and operational.
- c. Initial and subsequent media releases, subject to approval by the Mayor and Operations Officer.
- d. Establish and maintain linkages with provincial, municipal and industry media officials as appropriate.
- e. Coordinate interviews and media conferences.
- f. Designate a site media spokesperson as appropriate.
- g. Ensuring set up and staffing of public inquiry lines.
- h. Coordination of public inquiries.
- i. Monitoring news coverage.

- j. **Maintaining copies of all media releases.**
- k. Maintaining a personal log.

2.10 **OPP representative**

The Ontario Provincial Police Representative or alternate is responsible for:

- a. Requesting activation of the emergency notification system.
- b. Establishing and maintaining ongoing communications with the senior police representative at the emergency site.
- c. The provision of traffic control to facilitate the movement of emergency vehicles.
- d. Co-ordination of evacuation routes.
- e. The protection of life and property and the provision of law and order.
- f. Ensure perimeter security and crowd control at emergency site.
- g. The provision of police services in evacuation centres, morgues, and other facilities as required.
- h. Notifying the coroner of fatalities.
- i. Liaison with external police agencies, as required.
- j. Providing an Emergency Site Manager if requested to by the Municipal Emergency Control Group.
- k. Maintaining a personal log.

2.11 **EMS / Ambulance**

The EMS/Ambulance representative is responsible for:

- a. Requesting activation of the emergency notification system.
- b. Providing the Municipal Emergency Control Group with information and advice on treatment and transport of casualties.
- c. Liaise with the Medical Officer of Health, area hospitals, police and fire officials during an emergency situation.
- d. Alert all staff using the Provincial Health Emergency Alert System.
- e. Take charge of casualties within the emergency area and be responsible for triage, lifesaving care, and the transport to area hospitals.
- f. Maintaining a personal log.

2.12 **Evacuation Coordinator**

The Evacuation Coordinator or alternate is responsible for;

- a. Ensuring or arranging for the care, feeding and temporary shelter of evacuees.
- b. Management of reception and evacuation centers.
- c. Liaison with the Medical Officer of Health in areas regarding public health in evacuation centers.
- d. Liaison with the public-school board regarding the use of school facilities for reception and evacuation centers.
- e. Liaison with Canadian Red Cross if required.

- f. Liaison with local volunteer groups regarding care of citizens at local reception or evacuation centers.
- g. Maintaining a personal log.

2.13 **Medical Officer of Health**

The Medical Officer of Health, or designate, is responsible for:

- a. **Acting as a coordinating link for all emergency health services at the Municipal Emergency Control Group.**
- b. Liaison with the Ontario Ministry of Health, Public Health Branch.
- c. Liaison with the Community Care Access representative.
- d. Providing advice on any matters that may adversely affect public health.
- e. Providing authoritative instructions on health and safety matters to the public through the Emergency Information Officer.
- f. Coordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health policies.
- g. Ensuring liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources.
- h. Ensuring coordination of all efforts to prevent and control the spread of disease during an emergency.
- i. Liaison with the Evacuation Coordinator representative regarding health services in evacuee centers.
- j. Maintaining a personal log.

Part 3

Emergency Support

3.0

Administrative Assistant(s)

The Administrative Assistant(s) is/are responsible for:

- a. Assisting the CAO/Treasurer and/or CEMC, as required.
- b. Ensuring all important decisions made and actions taken by the Municipal Emergency Control Group are recorded.
- c. Ensuring that maps and status boards are kept up to date.
- d. Notifying any additional support staff required to assist.
- e. Arranging for printing of material, as required;
- f. Coordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required.
- g. Ensuring identification cards are issued to authorized Municipal Emergency Control Group members and Support Staff for access to Emergency Operations Centre.
- h. Other duties as assigned by the CAO/Treasurer and/or CEMC.

3.1

Canadian Red Cross - Responsibilities

The representative of the Canadian Red Cross is responsible for:

- a. Upon receiving notification, activating the local Red Cross Emergency Response Plan.
- b. Providing support to the emergency response.
- c. Providing registration and inquiry services if required.
- d. Assisting Ambulance personnel at first aid stations established at reception centers, on an as-need basis.
- e. Liaising with Regional Red Cross to access additional resources.
i.e. Emergency Response Team.
- f. Establishing and maintaining contact with the Evacuation Coordinator in the Emergency Operations Centre to co-ordinate activities.

3.2

Clergy Responsibilities

The local Clergy representative is responsible for:

- a. Providing for multi-denominational religious observances.
- b. Establishing visitations to evacuees in evacuation centers on a scheduled basis.
- c. Providing guidance to the Municipal Emergency Control Group regarding matters of a religious nature.
- d. Providing advice regarding care of the deceased in areas that relate to religious

observances.

- e. Liaising with Evacuation Coordinator regarding the use of churches and related facilities for reception and evacuation centres.

3.3 Board of Education - Responsibilities

The local Board of Education representative is responsible for:

- a. Providing schools for reception centers as required and/or applicable.
- b. Providing schools for evacuation centers, as required and/or applicable.
- d. Providing liaison with the Evacuation Coordinator and the Municipal Emergency Control Group.

3.4 Legal Advisor - Responsibilities

The municipal legal advisor is responsible for:

- a. Providing legal opinions and advice to the Municipal Emergency Control Group as required.
- b. Providing legal representation as required.

Part 4 PUBLIC EMERGENCY NOTIFICATIONS

4.1 Public Emergency Notifications

Communications are essential to any emergency operation. Upon implementation of this Plan, it will be necessary for the Municipality to communicate with its residents concerning any aspect of the emergency. This includes:

- Releasing of accurate information
- Issuing authoritative instructions to the public
- Responding / redirecting individual requests for reports on information
- Activation of the Emergency Information Officer to establish a communication link and liaise regularly with the Mayor and EOC Operations Manager.

4.2 Emergency Information Centre

Depending on the scope of the emergency, there will likely be a consideration to establish both physical and virtual Media Information Centres. In situations requiring a multi-agency response, a joint media information centre may be desirable, with the EIO establish a communication link and liaise regularly between the Information Center, Mayor and Emergency Operations Center.

4.3 Public Notification Delivery Mechanisms

Public Notification is the process of informing the community of threatening, imminent or actual emergency situation. The following methods will provide the public with information and updates regarding the emergency situation:

- Website: www.temagami.ca
- Social Media (Facebook – primary) <https://www.facebook.com/visitemagami/>
- Mass E-mail communicate@temagami.ca
- Municipal and/or Police Personnel conducting door to door visits
- Weather watches and warnings
- Ontario interactive Forest Fire map
- Media Partners including print, radio and TV

4.3.1 Website

Information about the emergency will be immediately posted on www.temagami.ca and will include the most up-to-date information, contact details, background information, news releases, etc. about the crisis. This site will act as the primary repository for information and updates for residents, the media, and stakeholders.

4.3.2 Social Media

In the event of an emergency, the Municipality will utilize the following established corporate social media Facebook account: <https://www.facebook.com/visitemagami/>

4.3.3 Mass E-mail notification

Municipal residents and property owners can sign up to receive municipal notifications through directed e-mail blasts from communicate@temagami.ca . Residents interested in joining the group can contact the Municipal office during regular business hours for further information.

4.3.4 Door to Door notification

Depending on the urgency of the emergency, Municipal staff, volunteer firefighters and/or Ontario Provincial Police may canvas / visit areas of the municipality to ensure emergency messaging is received by all households

4.3.5 Weather Watches and Warnings

The public can follow the weather and warnings including impending storms, through weather reporting stations including:

- Environment Canada: www.weather.gc.ca
- The Weather Network: www.theweathernetwork.com

4.3.6 Forest Fire Information

The public can follow Ontario Forest Fires, including interactive fire map, forest fire updates and restricted fire zones across the province:

MNR Forest Fire map: <https://www.ontario.ca/page/forest-fires>

4.3.7 Media Partners

In case of an emergency, activities can be monitored through social media and traditional media outlets (i.e. radio, TV, print) for ongoing news, updates, and information.

Part 5 **EMERGENCY PREPAREDNESS EDUCATION PLAN**

5.1 Aim

To foster awareness about individual/family emergency preparedness and public safety risks in the event of an emergency. To inform citizens of the community's emergency management program and providing Emergency Preparedness educational material and resources.

5.2 Objectives

Develop an easily accessible and informative awareness program for residents, businesses and all municipal staff

Increase awareness of the community's emergency response plan, including where it can be viewed by the public, and who to contact for more information about the emergency management programs.

Inform residents and businesses about individual and family emergency preparedness and promote the 3-day (72-hour) survival kit

5.3 Delivery Mechanisms

- Website page
 - Website links to Emergency Preparedness resources / websites
 - Link to electronic copy of the Emergency Response Plan
 - **Posting of MCEG Public Notifications during an emergency**
- Municipal Facebook Page
 - Posting of seasonal Emergency Preparedness messages / reminders
 - **Posting of MCEG Public Notifications during an emergency**
- Municipal Office
 - Brochures related to Emergency Preparedness and local Hazards made available at the municipal office front counter area & Public Library.
 - Emergency Response Plan available for viewing at the Municipal Office.

BE PREPARED, NOT SCARED