

***Temagami First Nations
Emergency Preparedness
and Response Plan***

***First Nation Community of
TEMAGAMI***

09/09/13

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PART I - INTRODUCTION

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.** They affect public safety, meaning the health, welfare and property, as well as the environment and economic health of the community.

The population of 720 Community is:

220 On reserve

500 Off reserve

In order to protect residents, businesses and visitors, the First Nation Community requires a coordinated emergency response by a number of agencies under the direction of the First Nation Control Group. These are distinct arrangement and procedures from the normal, day-to-day operations carried out by emergency services.

The Community of Temagami First Nation Control Group developed this emergency response plan. Every official, First Nation Community department and agency must be prepared to carry out assigned responsibilities in an emergency. The response plan has been prepared to provide key officials, agencies and departments of the Community of TFN important emergency response information related to:

- Arrangements, services and equipment; and
- Roles and responsibilities during an emergency.

In addition, it is important that residents, businesses and interested visitors be aware of its provisions. Copies of the Community of TFN Emergency Response Plan may be viewed at the Band Office or online. For more information, please contact:

Emergency Management Coordinator- TFN Executive Director
Band Office Com-Info
Community of Temagami
(888) 123-4567

First Chief- Arnold Paul (705) 237-8943
Second Chief- John Turner

PART II - AIM

The aim of this plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, environment and economic health of the residents, businesses and visitors of the First Nation Community of Temagami when faced with an emergency.

It enables a centralized controlled and coordinated response to emergencies in the First Nation Community of Temagami.

Emergencies can occur within the Community of Temagami, and the most likely are Fire, wind, storms and power outages.

[Insert some details from the HIRA (Hazard Identification Risk Assessment) for Community of Temagami First Nation, when available]

For further details, please contact the Emergency Management Coordinator.

PART III - AUTHORITY

Emergency Management Ontario (EMO) recognizes the authority of the Chief to declare a state of emergency within the Community of Temagami First Nation.

EMO recognizes the authority of the Chief to terminate a state of emergency within the Community of Temagami First Nation.

EMO recognizes that the Chief's Designate may act on behalf of the Chief if the Chief is absent. Another member of council may act on behalf of the Chief when the Chief or his/her Designate are absent if the councilor is supported by a Band Council Resolution.

This emergency response plan and its elements have been:

- ✓ Issued under the authority of Community of Temagami First Nation Band Council Resolution ###.

1. Definition of an Emergency

The EMCPA defines an emergency as:

“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.”

The Emergency Operations Centre (EOC) can be activated for any emergency for the purposes of managing an emergency, by maintaining services to the community and supporting the emergency site.

2. Action Prior to Declaration

When an emergency exists but has not yet been declared to exist, First Nation Community officials and 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 Community of Temagami First Nation.

PART IV - EMERGENCY NOTIFICATION PROCEDURES

Only a member of the FNCG may initiate the notification procedure.

The contact phone numbers and addresses of the FNCG members (and their alternates) are contained in Appendix 1.

When a member of the FNCG receives a warning of a real or potential emergency, that member will immediately contact the First Nation Community Emergency Management Coordinator (CEMC) and direct them to initiate the notification of the FNCG. The member initiating the call must provide pertinent details (e.g. - a time and place for the FNCG to meet) as part of the notification procedure. Sample in Appendix 1 is the recommended format.

If deemed appropriate, the individual FNCG members may initiate their own internal notification procedures of their staff and volunteer organizations.

Where a threat of an impending emergency exists, any member of the FNCG may initiate the notification procedure and place FNCG members on standby.

The CEMC must record the date and time FNCG members were contacted.

When phone service is unavailable, the CEMC will go door to door to contact FNCG members in the same order as would be followed if contacting by phone.

a) Requests for Assistance

Assistance may be requested from the Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting Emergency Management Ontario.

The Emergency Notification Contact List, including contact numbers for requesting assistance, is attached as Appendix 1.

b) A Declared Community Emergency

The Chief or his/her Designate of the Community of *Temagami First Nation* is responsible for declaring an emergency. This decision is usually made in consultation with other members of the FNCG.

Upon declaring an emergency, the Chief will notify:

- ✓ The Community
- ✓ The Band Council
- ✓ The Minister of Community Safety and Correctional Services through EMO
- ✓ The Neighboring Communities' Officials
- ✓ The News Media
- ✓ Other – INAC, Provincial Ministries, Transport Canada

A community emergency may be terminated at any time by:

- ✓ Chief or his/her designate; or
- ✓ The Band Council

When terminating an emergency, the Chief will notify the same as when the emergency was declared:

- ✓ The Community
- ✓ The Band Council
- ✓ The Minister of Community Safety and Correctional Services through EMO
- ✓ The Neighboring Communities' Officials
- ✓ The News Media
- ✓ Other – INAC, Provincial Ministries, Transport Canada

PART V - FIRST NATION CONTROL GROUP

1. Emergency Operations Centre (EOC)

The location of the Community of Temagami First Nation's primary and alternate Operations Centre's are detailed in Appendix 2.

2. First Nation Control Group (FNCG)

The emergency response will be directed and controlled by the First Nation Control Group (FNCG) - a group of officials who are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community. The FNCG consists of the following officials:

- ✓ Chief of the Community of Temagami First Nation, or his/her Designate
- ✓ Executive Director or alternate, who becomes the Operations Officer in the EOC
- ✓ Community Emergency Management Coordinator (CEMC), or alternate
- ✓ First Nations Police representative, or alternate
- ✓ Fire Chief, or alternate
- ✓ Public Works Representative, or alternate
- ✓ Medical/Health Representative, or alternate
- ✓ Social Services Representative, or alternate
- ✓ Emergency Medical Services Representative, or alternate
- ✓ Local electrical utility representative, or alternate, if required or available
- ✓ Emergency Information Coordinator
- ✓ Telecommunications Coordinator
- ✓ Additional personnel called or added to the FNCG may include:
 - Emergency Management Ontario Representative;
 - Ontario Provincial Police Representative;
 - INAC;
 - Liaison staff from provincial ministries;
 - Any other officials, experts or representatives from the public or private sector as deemed necessary by the FNCG.

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

3. Operating Cycle

Members of the FNCG will gather at regular intervals to inform each other of actions taken and problems encountered. The Executive Director will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. The ED's Assistant will maintain status board and maps which will be prominently displayed and kept up to date.

4. First Nation Control Group Responsibilities

The members of the First Nation Control Group (FNCG) are likely to be responsible for the following actions or decisions:

- ✓ Calling out and mobilizing their emergency service, agency and equipment;
- ✓ Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
- ✓ Determining if the location and composition of the FNCG are appropriate;
- ✓ Advising the Chief as to whether the declaration of an emergency is recommended;
- ✓ Advising the Chief on the need to designate all or part of the First Nation Community as an emergency area;
- ✓ Ensuring that an Emergency Site Manager (ESM) is appointed, if required;
- ✓ Ensuring support to the ESM by offering equipment, staff and resources, as required;
- ✓ Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger;
- ✓ Discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, gas;
- ✓ Arranging for services and equipment from local agencies not under community control i.e. private contractors, industry, volunteer agencies, service clubs;

- ✓ Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary;
- ✓ Determining if additional volunteers are required and if appeals for volunteers are warranted;
- ✓ Determining if additional transport is required for evacuation or transport of persons and/or supplies;
- ✓ Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Coordinator and Citizen Inquiry Supervisor, for dissemination to the media and public;
- ✓ Determining the need to establish advisory groups and/or sub-committees/working groups for any aspect of the emergency including recovery;
- ✓ Authorizing expenditure of money required dealing with the emergency;
- ✓ Notifying the service, agency or group under their direction, of the termination of the emergency;
- ✓ Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Chief Executive Officer/Band Manager within one week of the termination of the emergency, as required;
- ✓ Participating in the debriefing following the emergency.

Notes:

PART VI - EMERGENCY RESPONSE SYSTEM

1. The individual responsibilities of the First Nation Control Group:

a) *Chief or his/her Designate*

The Chief or his/her Designate is responsible for:

- ✓ Providing overall leadership in responding to an emergency;
- ✓ Declaring an emergency within the designated area;
- ✓ Declaring that the emergency has terminated (Note: Council may also terminate the emergency);
- ✓ Notifying Emergency Management Ontario, of the declaration of the emergency, and termination of the emergency;
- ✓ Ensuring the members of Council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation.

Notes:

First Chief- *Arnold Paul*

Second Chief- *John Turner*

b) Chief Executive Officer/ Band Manager - Operations Officer

The Chief Executive Officer/Band Manager becomes the Operations Officer for the Community of Temagami First Nation and is responsible for:

- ✓ Chairing the FNCG;
- ✓ Activating the emergency notification system through the Community Emergency Coordinator;
- ✓ Ensuring liaison with the Police representative regarding security arrangements for the EOC;
- ✓ As the Operations Officer, coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings;
- ✓ Advising the Chief on policies and procedures, as appropriate;
- ✓ Approving, in conjunction with the Chief, major announcements and media releases prepared by the Emergency Information Coordinator, in consultation with the FNCG;
- ✓ Ensuring that a communication link is established between the FNCG and the Emergency Site Manager (ESM);
- ✓ Calling out additional band office staff to provide assistance, as required.

Notes:

Executive Director- Virginia Paul

E D Assistant -

c) First Nation Police Representative

The First Nation Police representative is responsible for:

- ✓ Notifying necessary emergency and community services, as required;
- ✓ Establishing a site command post with communications to the EOC;
- ✓ Depending on the nature of the emergency, assign the Site Manager and inform the FNCG;
- ✓ Establishing an ongoing communications link with the senior police official at the scene of the emergency;
- ✓ Establishing the inner perimeter within the emergency area;
- ✓ Establishing the outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel;
- ✓ Providing traffic control staff to facilitate the movement of emergency vehicles;
- ✓ Alerting persons endangered by the emergency and coordinating evacuation procedures;
- ✓ Ensuring the protection of life and property and the provision of law and order;
- ✓ Providing police service in EOC, evacuee centres, morgues, and other facilities, as required;
- ✓ Notifying the coroner of fatalities;
- ✓ Ensuring liaison with other community, provincial and federal police agencies, as required;
- ✓ Providing an Emergency Site Manager, if required.

Note

Police Officers

1) Tom Saville

2) Brad Kerr

d) Fire Chief

The Fire Chief is responsible for:

- ✓ Activating the emergency notification system through the Community Emergency Coordinator;
- ✓ Providing the FNCG with information and advice on firefighting and rescue matters;
- ✓ Depending on the nature of the emergency, assign the Site Manager and inform the FNCG;
- ✓ Establishing an ongoing communications link with the senior fire official at the scene of the emergency;
- ✓ Informing the Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements for the provision of additional firefighters and equipment, if needed;
- ✓ Determining if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing;
- ✓ Providing assistance to other community departments and agencies and being prepared to take charge of or contribute to non-fire fighting operations if necessary, e.g., rescue, first aid, casualty collection, evacuation;
- ✓ Providing an Emergency Site Manager, if required.

Notes:

Jamie Saville

e) Public Works Representative

The Public Works Representative is responsible for:

- ✓ Providing the FNCG with information and advice on engineering and public works matters;
- ✓ Depending on the nature of the emergency, assign the Site Manager and inform the FNCG;
- ✓ Establishing an ongoing communications link with the public works official at the scene of the emergency;
- ✓ Ensuring liaison with the public works representative from the neighbouring community(s) to ensure a coordinated response;
- ✓ Ensuring provision of engineering assistance;
- ✓ Ensuring construction, maintenance and repair of community roads;
- ✓ Ensuring the maintenance of sanitary sewage and water systems;
- ✓ Providing equipment for emergency pumping operations;
- ✓ Ensuring liaison with the fire chief concerning emergency water supplies for fire fighting purposes;
- ✓ Providing emergency potable water, supplies and sanitation facilities to the requirements of the health officials;
- ✓ Discontinuing any public works service to any resident, as required, and restoring these services when appropriate;
- ✓ Ensuring liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions;
- ✓ Providing public works vehicles and equipment as required by any other emergency services;
- ✓ Ensuring liaison with the local flood authority regarding flood control, conservation and environmental matters and being prepared to take preventative action.

Notes:

Nathan Sawyer
Derek Green

f) Medical/Health Authority Representative

The Medical/Health Representative is responsible for:

- ✓ Acting as a coordinating link for all emergency health services at the FNCG;
- ✓ Ensuring liaison with Health Canada;
- ✓ Depending on the nature of the emergency, assign the Site Manager and inform the FNCG;
- ✓ Establishing an ongoing communications link with the senior health official at the scene of the emergency;
- ✓ Ensuring liaison with the ambulance service representatives;
- ✓ Providing advice on any matters, which may adversely affect public health;
- ✓ Providing authoritative instructions on health and safety matters to the public through the Emergency Information Coordinator;
- ✓ Coordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Health Canada policies;
- ✓ Ensuring coordination of care of bed-ridden citizens and invalids at home and in evacuee centres during an emergency;
- ✓ Ensuring liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources;
- ✓ Ensuring coordination of all efforts to prevent and control the spread of disease during an emergency;
- ✓ Notifying the Public Works Representative regarding the need for potable water supplies and sanitation facilities;
- ✓ Ensuring liaison with Social Services Representative on areas of mutual concern regarding health services in evacuee centres.

Notes:

Wayne Potts
Donna Mathias

g) Social Services Representative

The Social Services Representative is responsible for:

- ✓ Ensuring the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services;
- ✓ Supervising the opening and operation of temporary and/or long-term evacuee centres, and ensuring they are adequately staffed;
- ✓ Ensuring liaison with the police representative with respect to the pre-designation of evacuee centres which can be opened on short notice;
- ✓ Liaison with the Medical Officer of Health on areas of mutual concern regarding operations in evacuee centres;
- ✓ Ensuring that a representative of the Education Authority is notified when facilities are required as evacuee reception centres, and that staff and volunteers utilizing the school facilities take direction from the Education Authority representative(s) with respect to their maintenance, use and operation.

Notes:

Annette Paul

h) Emergency Medical Services (EMS) Representative

The Emergency Medical Services Representative is responsible for:

- ✓ Ensuring emergency medical services at the emergency site;
- ✓ Depending on the nature of the emergency, assign the Site Manager and inform the FNCG;
- ✓ Establishing an ongoing communications link with the senior EMS official at the scene of the emergency;
- ✓ Obtaining EMS from other communities for support, if required;
- ✓ Ensuring triage at the site;
- ✓ Advising the FNCG if other means of transportation is required for large scale response;
- ✓ Ensuring liaison with the receiving hospitals;
- ✓ Ensuring **liaison** with the Medical/Health Authority as required.

Notes:

Delma Peshabo

i) Community Emergency Management Coordinator (CEMC) or Alternate

The Community Emergency Management Coordinator or Alternate is responsible for:

- ✓ Activating the emergency notification system, and ensuring all members of the FNCG are notified;
- ✓ Activating and arranging the Emergency Operations Centre;
- ✓ Ensuring that security is in place for the EOC and registration of FNCG members;
- ✓ Ensuring that all members of the FNCG have necessary plans, resources, supplies, maps, and equipment;
- ✓ Providing advice and clarifications about the implementation details of the Emergency Response Plan;
- ✓ Ensuring that the operating cycle is met by the FNCG and related documentation is maintained and kept for future reference;
- ✓ Addressing any action items that may result from the activation of the Emergency Response Plan and keep FNCG informed of implementation needs;

Maintaining the records and logs for the purpose of the debriefs and post-emergency reporting that will be prepared.

Notes:

Virginia Paul

j) Electrical Utility Representative

The Utility Representative is responsible for:

- ✓ Monitoring the status of power outages and customers without services;
- ✓ Providing updates on power outages, as required;
- ✓ Ensuring liaison with the public works representative;
- ✓ May provide assistance with accessing generators for essential services, or other temporary power measures.

Notes:

Virginia Paul

2. Support of Advisory Staff

The following staff may be required to provide support, logistics and advice to the FNCG:

a) *ED, Administrative Assistant/Assistants*

The CEO/Band Manager's Administrative Assistant is responsible for:

- ✓ Assisting the CEO/Band Manager as required;
- ✓ Ensuring all important decisions made and actions taken by the FNCG are recorded;
- ✓ Ensuring that maps and status boards are kept up to date;
- ✓ Provide a process for registering FNCG members and maintaining a FNCG member list;
- ✓ Notifying the required support and advisory staff of the emergency, and the location of the Emergency Operations Centre;
- ✓ Initiating the opening, operation and staffing of switchboard at the community offices, as the situation dictates, and ensuring operators are informed of FNCG members' telephone numbers in the EOC;
- ✓ Assuming the responsibilities of the Citizen Inquiry Supervisor;
- ✓ Arranging for printing of material, as required;
- ✓ Coordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required;
- ✓ Upon direction by the Chief, ensuring that all council are advised of the declaration and termination of declaration of the emergency;
- ✓ Upon direction by the Chief, arranging special meetings of council, as required, and advising members of council of the time, date, and location of the meetings;
- ✓ Procuring staff to assist, as required.

Notes:

**Virginia Paul, Jamie Koistinen
Vicky Blake,**

b) Community Evacuation Co-ordinator (CEC)

The CEC is responsible for:

- ✓ At the direction of the FNCG, ensuring the well being of people who have been displaced from their homes, by arranging registration and enquiry, accommodation, lodging, feeding and personal support services;
- ✓ Supervising the evacuation centre and ensuring that it is adequately staffed;
- ✓ Liaising with the Community Health Nurse and the Community Health Representative on areas of mutual concern;
- ✓ Ensuring that the host community is advised of the number of evacuees to be expected;
- ✓ Recording and maintaining a list of community transportation resources;
- ✓ Recording and maintaining a list of potential drivers of Band vehicles;
- ✓ Maintaining a log of personal activities related to the emergency.

Notes:

Virginia Paul

c) *Emergency Information Co-ordinator*

The Community's Bob Farr will act as the Emergency Information Coordinator during an emergency. The Emergency Information Coordinator is responsible for the dissemination of news and information to the media for the public. A detailed Emergency Information Plan is included in Appendix 3.

Notes:

d) Education Authority

The Education Authority:

- ✓ Providing any school (as appropriate and available) for use as an evacuation or reception centre and a representative(s) to co-ordinate the maintenance, use and operation of the facilities being utilized as evacuation or reception centres;
- ✓ Ensuring liaison with the First Nation Community as to protective actions to the schools (i.e., implementing school stay in place procedure and implementing the school evacuation procedure).

Notes:

Lynn Mongrain

f) Evacuation Liaison

Evacuation Liaison responsibilities include:

- ✓ Working with the CEC, providing all potential evacuees with a list of things to do to prepare their homes before leaving the First Nation Community and advising them on key personal items to take to the host community;
- ✓ Acting as the First Nation’s representative in the host community by working closely with their FNCG through meetings and telephone conversations;
- ✓ At the outset, establishing a communication process with the evacuees, so that their needs and concerns can be forwarded to the host community as quickly as possible;
- ✓ Acting as interpreter and facilitator for evacuees who may be accessing health and social services in the host community;
- ✓ Continually updating the First Nation and FNCG on the situation and acting on their direction to resolve current and anticipated issues;
- ✓ Assisting the host community in tracking evacuees who have left the First Nation Community on their own accord;
- ✓ Where feasible and required, setting up remote offices in the host community to facilitate business continuity for the First Nation.

Notes:

Virginia Paul
Jamie Koistinen

3. Relationship between FNCG and Emergency Site Manager (ESM)

Depending on the nature of the emergency, and once the Site Manager has been assigned, the FNCG relationship with the Emergency Site Manager is to offer support with equipment, staff and other resources, as required.

The FNCG will also ensure that the rest of the First Nation Community maintains community services.

4. Relationship between ESM, and command and control structures of emergency responders

The senior representative for each emergency responder (First Nation police, fire, EMS, public works) at the site will consult with the Emergency Site Manager, so as to offer a coordinated and effective response. Regular briefings will be held at the site and chaired by the Emergency Site Manager, so as to establish the manner and process for the emergency.

Notes:

Virginia Paul
Jamie Koistinen

PART IX – APPENDICIES

1. EMERGENCY NOTIFICATION CONTACT LIST

a) Emergency Notification List

CHIEF

Name: Arnold Paul

Office Phone #: (705)-237-8943

Home Phone #: _____

Cell Phone #: _____

ALTERNATE

Name: John Turner

Office Phone #: (705)-237-8900

Home Phone #: _____

Cell Phone #: _____

EXECUTIVE DIRECTOR

Name: Virginia Paul

Office Phone #: (705)-237-8943

Home Phone #: _____

Cell Phone #: _____

ALTERNATE

Name: Jamie Koistinen

Office Phone #: (705)-237-8943

Home Phone #: _____

Cell Phone #: _____

The list continues, identifying all members of the Community Control Group and their alternates. All telephone numbers should be included -- home, work, cottage, cell phone, pager, etc.

The notification may be activated by any member of the FNCG.

Upon activation, the notification process will be carried out at once by the CEMC, who will note the detail of the message (e.g. description of the emergency, instructions to remain on stand by or assemble at the EOC, etc). This CEMC will ensure this information is passed to and understood by each person called.

Persons on the notification list will be called in order, starting with the Chief.

If the primary person cannot be reached at any of the listed numbers, telephone the alternate.

If neither can be reached, go on to the next appointment on the list.

Should an emergency occur or an impending emergency,
contact should be made with the
Emergency Management Ontario Duty Officer (24/7)
phone **1-866-314-0472** or fax at **1-416-314-0474**.

Once the end of the list has been reached, try again to reach those who were not available on the first attempt.

b) Sample Script for Notifying FNCG/CCG

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

Notes: _____

Thank you

Note: The caller delivering this message MUST record the date and time EACH member (or alternate) of the FNCG/CCG was contacted.

c) Sample FNCG/CCG Contact Sheet

Name	Contacted @ Time	dd/mm/yy

2. LOGISTICS

a) Emergency Operations Centre

The Emergency Operations Centre will be located in _____ at address _____.

The alternate Emergency Operations Centre will be located in _____ at address _____.

b) Equipment

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

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

Item	Location
Fax Machine	Chief's Office
Television	Band Office
Telephones	Band Office
Whiteboards	Board Room
Radios AM/FM	Fire Department
Flip Charts	Storage Closet
Generators	Fire Department
Emergency Lighting	Public Works
2 Way Radios	Fire Department
Hand Crank Radios	Fire Department
Photocopies of Emergency Plan	Public Works

3. EMERGENCY INFORMATION PLAN

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

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

- ✓ Emergency Information Coordinator;
- ✓ Community Spokesperson; and
- ✓ Citizen Inquiry Supervisor.

The local Emergency Information Centre (EIC) will be located in the _____ . In the event that this centre cannot be used, the secondary location will be _____ .

Depending on the nature of the emergency, it may be necessary to establish a media information area adjacent to the emergency site, as decided by the First Nation Control Group. This area, if established, will be staffed as determined by the community spokesperson.

Notes:

a) Emergency Information Coordinator

The Emergency Information Coordinator reports to the Chief Executive Officer/Band Manager and is responsible for:

- ✓ Establishing a communication link with the Community Spokesperson and any other media coordinator(s) (i.e. provincial, federal, private industry, etc.) involved in the incident, ensuring that all information released to the media and public is timely, full and accurate;
- ✓ Ensuring that the EIC is set up and staffed and an onsite EIC, if required;
- ✓ Ensuring liaison with the FNCG to obtain up-to-date information for media releases, co-ordinate individual interviews and organize press conferences;
- ✓ Ensuring that the following are advised of the telephone number of the media centre:
 - Media;
 - First Nation Control Group;
 - Community Spokesperson;
 - First Nations Police Public Relations Officer;
 - Neighbouring Communities;
 - Any other appropriate persons, agencies or businesses.
- ✓ Ensuring that the media releases are approved by the CEO/Band Manager (in consultation with the Chief) prior to dissemination, and distributing hard copies of the media release to the EIC, the FNCG, and other key persons handling inquiries from the media;
- ✓ Monitoring news coverage, and correcting any erroneous information;
- ✓ Maintaining copies of media releases and newspaper articles pertaining to the emergency.

Notes:

b) Community Spokesperson

The community spokesperson will be appointed by the First Nation Control Group and is responsible for:

- ✓ Giving interviews on behalf of the Community of _____'s Council;
- ✓ Establishing a communication link and regular liaison with the Emergency Information Coordinator at the EOC;
- ✓ Redirecting all inquiries about decisions made by the FNCG and about the emergency as a whole, to the Emergency Information Coordinator;
- ✓ Coordinating media photograph sessions at the scene when necessary and appropriate;
- ✓ Coordinating on-scene interviews between the emergency services personnel and the media.

Notes:
