



THE CORPORATION OF THE MUNICIPALITY OF RED LAKE

By-Law No. 67-2025

BEING A BY-LAW TO ADOPT AN EMERGENCY MANAGEMENT PROGRAM FOR THE CORPORATION OF THE MUNICIPALITY OF RED LAKE

WHEREAS Section 2.1(1) of the *Emergency Management and Civil Protection Act*, R.S.O. 1990, Ch. E9, as amended, requires every municipality to develop and implement an emergency management program; and

WHEREAS Section 2.1(2) stipulates the content of each municipality's emergency management program; and

WHEREAS Section 14(1) requires emergency management programs conform with regulatory standards, in accordance with international best practices; and

WHEREAS the Act makes provision for the Head of Council to declare an emergency exists in a community, or any part thereof, and also provides the Head of Council with authority to take such action or make such orders as he/she considers necessary and not contrary to law, to implement the emergency response plan and respond to an emergency; and

WHEREAS the Act, consistent with Section 242 of the Municipal Act, R.S.O., 1990, as amended, provides for the designation of one or more members of Council who may exercise the powers and perform the duties of the Head of Council during his/her absence or his/her inability to act; and

WHEREAS the Act authorizes employees of a community to respond to an emergency in accordance with the emergency response plan where an emergency exists but has not yet been declared to exist;

NOW THEREFORE the Council of The Corporation of the Municipality of Red Lake hereby **ENACTS AS FOLLOWS:**

1. **THAT** an Emergency Management Program be developed for The Corporation of the Municipality of Red Lake consistent with and in accordance with international best practices as considered by Regulatory Standards established under the Act, including the five pillars of emergency management, namely; prevention, mitigation, preparedness, response and recovery.
2. **THAT** the Emergency Management Program for The Corporation of the Municipality of Red Lake shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure and property, and to promote economic stability and a disaster-resilient community;
3. **THAT** Schedules "A", "B", "C", and "D", attached hereto, shall form part of this By-Law:
 - a) Schedule A – The Corporation of the Municipality of Red Lake Emergency Plan.
 - b) Schedule B – Community Emergency Management Co-ordinator.
 - c) Schedule C – Community Emergency Management Program Committee.
 - d) Schedule D – Community Emergency Information Officer.
4. **THAT** the Municipality of Red Lake Emergency Program shall be reviewed

annually.


5. **THAT** By-Laws 94-2016 and 08-2025 are hereby repealed.
6. **THAT** this by-law shall come into force and take effect upon the final passing thereof.

READ a FIRST AND SECOND TIME this 17th day of November, 2025.


Fred Mota, Mayor


Christine Goulet, Clerk

READ a THIRD TIME and FINALLY PASSED this 17th day of November, 2025.


Fred Mota, Mayor


Christine Goulet, Clerk

By-Law No. 67-2025
Emergency Management Program By-Law

Schedule 'A'

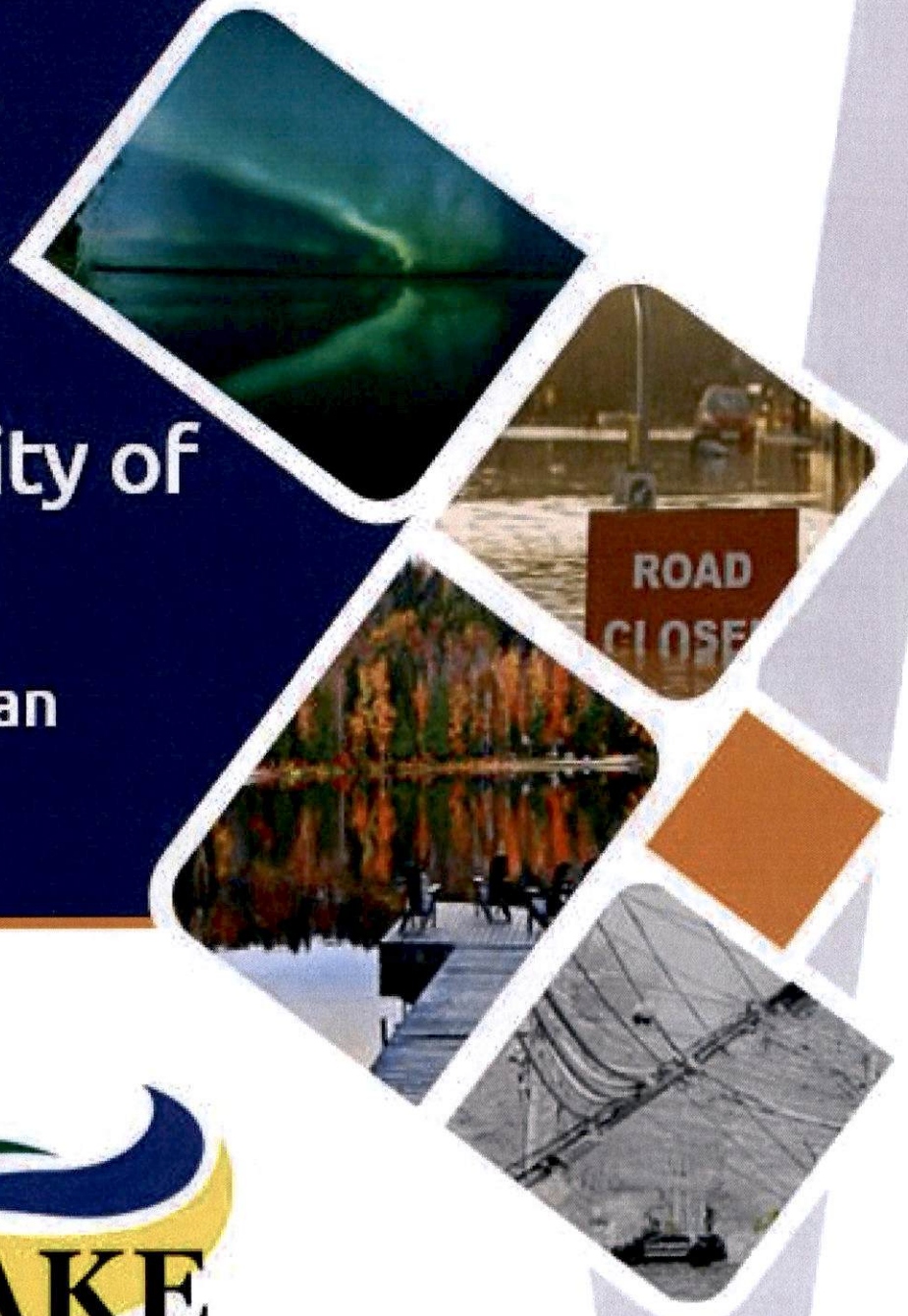
**Municipality of Red Lake
Emergency Plan**

2025



Emergency
Management
Group*

Municipality of Red Lake Emergency Plan



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Darryl Culley, President

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PLAN ADMINISTRATION

Distribution List

The full version will be distributed and available to the following stakeholders:

- Community Control Group (CCG) and alternate members as identified in this Emergency Plan
- This Emergency Plan contains confidential information and should not be made available to the public.

***Note:** A supply of copies will be maintained at the Red Lake Emergency Operations Centre (EOC) to ensure availability at the time of an emergency. Electronic copies will also be available, as required.*

Record of Amendments

All amendments to this Plan will be recorded, dated, and re-distributed to CCG , along with an updated Version History / Updates Log.

***Note:** Amendments should be immediately sent to the CCG for distribution.*

See Appendix A – Version History / Updates.

Plan Review and Maintenance

This Emergency Plan will be reviewed at least annually by the Red Lake Community Emergency Management Coordinator (CEMC) or designate by January 30th and will undergo revision whenever:

- Red Lake hazards, risks, or vulnerabilities change
- Department structure and/or policy changes
- Exercises or emergencies identify gaps or improvement in policy and procedures
- Required after an annual review takes place

All copies of the Emergency Plan shall carry the revision date on the footer in order to easily identify the most current version of the plan. Amendments will be documented in Appendix A – Version History and an updated plan will be distributed accordingly. Any changes must be approved by the Emergency Management Program Committee (EMPC).



Introduction

Emergency Management Group



INTRODUCTION

The Red Lake Emergency Plan (Hereafter known as “The Plan”) outlines the coordinated response that the Municipality of Red Lake undertakes in collaboration with external agencies to ensure an effective response and recovery from potential or actual emergencies that may impact the Municipality.

Aim

The aim of the Plan is to provide a coordinated and efficient response to emergencies in order to protect the health, safety, well-being, and property of residents, while also safeguarding the economy, as well as the physical, social, cultural, and environmental resources of the impacted areas.

Scope and Applicability

The plan shall ensure:

- Rapid response to emergency calls by all necessary services.
- Establishment of an Emergency Operations Centre (EOC).
- Crowd control to prevent interference with operations and avoid further casualties.
- Rescue of trapped persons without delay and provision of on-site first aid.
- Controlled evacuation and balanced casualty distribution to hospitals and aid stations.
- Elimination of hazards in the emergency area.
- Evacuation of buildings/facilities deemed hazardous.
- Provision of social services for affected individuals and emergency personnel.
- Protection and restoration of normal municipal services.
- Timely, factual information dissemination by an Emergency Information Officer (EIO) to:
 - Emergency officials
 - The media (to reduce public anxiety and control crowds)
 - Concerned individuals seeking personal updates
- Preservation of Municipality of Red Lake security.
- Staffing of critical infrastructure during evacuation periods.

Legislative Authority

The Emergency Management and Civil Protection Act (EMPCA), R.S.O., 1990, Chapter E.9 is the primary enabling legislation for the formation of this Plan, which will govern the provisions of necessary supplies during an emergency. The Act requires all municipalities in Ontario to develop an emergency preparedness and response program, the standards for which are defined in Ontario Regulation 380/04

In accordance with Section 3 of the Act, “ every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan”. [EMCPA, s. 3(1)]

In accordance with Ontario Regulation 380/04: “The emergency plan shall, assign responsibilities to municipal employees, by position, respecting implementation of the emergency plan; and set out procedures for notifying the members of the municipal emergency control group of the emergency”. [O. Reg. 380/04, s. 15(2)].

As required by the EMCPA and Regulation 380/04, this Emergency Plan has been issued under the authority of Municipality of Red Lake By-law 08-2025 (See Appendix C); and filed with the Emergency Management Ontario (EMO).

The Municipality has also passed procedural and operational rules/requirements that govern the actions of the Municipality during and after an Emergency including but not limited to:

- Procedural By-law
- Delegation of Authority
- Emergency Purchasing Policies
- Property Standards By-law

Incident Management System (IMS) Approach

This Plan utilizes Incident Management System (IMS), a standardized emergency response framework adopted across Ontario to manage all phases of an incident. This structure is scalable and adaptable, based on the needs of the situation.

Integration with Kenora District

This plan integrates with Integration with Kenora District Emergency Plan under their scope for District-wide hazards.



Emergency Management Governance

EMERGENCY MANAGEMENT GOVERNANCE

Community Emergency Management Coordinator (CEMC)

The Municipality of Red Lake's Community Emergency Management Coordinator (CEMC) is responsible for the development, coordination, and implementation of the Municipality's emergency management program, which includes, but is not limited to, the Emergency Plan, and training and exercising employees in their functions related to this Plan.

This Plan is reviewed, and revised, if necessary, on an annual basis by the CEMC.

Emergency Management Program Committee (EMPC)

The Emergency Management Program Committee (EMPC) is the management team that oversees the development, implementation and maintenance of a community Emergency Management Program.

The EMPC is responsible for the overall strategic management and preparedness planning of Red Lake's Emergency Management Program which utilizes the five pillars of emergency management: Prevention, Mitigation, Preparedness, Response and Recovery.

- **Prevention** – Taking action to prevent emergencies from happening
- **Mitigation** – Initiating education and awareness activities to reduce or prevent the impact of emergencies
- **Preparedness** – Developing response plans, conduct training, educating the public, and taking any necessary actions to optimize the Municipality's emergency response and mitigate impacts.
- **Response** – Managing emergency situations and providing timely, relevant, and accurate emergency information to the public
- **Recovery** – Developing and implementing measures that expedite return to normal activities and the recovery of losses

Purpose and Goal

Purpose: To meet the requirements of the *Emergency Management and Civil Protection Act* (RSO 1990):

The municipality's Emergency Management Program Committee shall conduct an Annual Review of the Program (O.Reg.380/04, s.11 (6))

Goal: To outline annual objectives and priorities for the Municipal EMPC which includes the Plan, public education, training and exercises.

Composition

The EMPC may comprise of senior officials or members from any of the following:

- Fire Chief / CEMC (Chair)
- Chief Administration Officer (CAO) or alternate
- Clerk
- Treasurer
- Director of Public Works
- Director of Community Services
- Mayor or member of Council

Terms of Reference

General

- Appoint a Community Emergency Management Coordinator (CEMC) responsible for overseeing the emergency management program.
- Establish a committee to oversee the emergency management program and advise on its development.
- Establish and communicate roles and responsibilities of the Community Control Group (CCG).
- Adopt a by-law for the emergency management program.
- Conduct hazard identification and risk assessments (HIRA) to understand potential threats.
- Formulate and adopt an emergency plan outlining the procedures to follow during an emergency.
- Establish a primary and secondary Emergency Operations Centre (EOC) and ensure its readiness for managing emergencies.
- Designate an employee of the Municipality as its Emergency Information Officer (EIO).

- Design, coordinate, and review regular training to ensure the Municipality can effectively respond to emergencies.
- Conduct annual exercises to test and improve emergency programs.
- Ensure critical services and infrastructure remain operational during emergencies.
- Develop programs to educate the public about risks and preparedness measures.
- Ensure effective communication between the Municipality of Red Lake, and all other jurisdictions and agencies who may be required in the event of an emergency.
- Review protocols to engage mass notification system (Alert Ready) with Emergency Management Ontario (EMO).
- Liaise with other agencies and/or jurisdictions having authority (including EMO).
- Advise/order for any development or change in the current Municipality situation to address the Municipality's emergency response needs and mitigate the risk.
- Review of the annual emergency program for Municipality of Red Lake.

Frequency of Meetings

Committee meetings shall be scheduled annually and/or at any other time required by the CEMC.

Committee Records

Staff will record minutes of the meetings and coordinate/retain committee records including agendas, minutes, and all other reports.

Chair

The Chair of the emergency program will be the Fire Chief / CEMC.

IMS Adoption and Alignment with Provincial Doctrine

The Municipality has formally adopted the Incident Management System (IMS) as the standard framework for emergency response, ensuring a coordinated, scalable, and flexible approach to incident management. This adoption aligns with the Provincial IMS Doctrine, promoting interoperability with neighboring jurisdictions and provincial agencies. By adhering to the standardized roles, terminology, and processes outlined in the doctrine, the Municipality enhances its capacity to effectively manage emergencies and integrate with broader response efforts across Ontario.

Community Control Group (CCG)

All emergency operations will be directed and controlled by a group of senior officials responsible for providing the essential services needed to minimize the effects of the emergency on the Municipality. This will be known as the Community Control Group (CCG).

Purpose: To provide a controlled and coordinated response by Municipal staff and external agencies, under the direction of appropriate officials.

CCG Composition: The CCG will consist of the following two groups:

Group A – Primary CCG

1. Fire Chief / CEMC
2. CAO / Alternate CEMC
3. Mayor
4. Clerk
5. Director of Public Works
6. Director of Community Services
7. Communications and Community Development Manager
8. IT Manager
9. Treasurer
10. Ontario Provincial Police (OPP) Red Lake Detachment

Group B – Secondary CCG

1. Ministry of Natural Resources (MNR) – Fire Management Supervisor
2. Red Lake Margaret Cochenour Memorial Hospital
3. Northwestern Health Unit
4. Airport Manager
5. Northwest EMS - Red Lake Ambulance

CCG – General Responsibilities:

The actions or decisions which the CCG is likely to be responsible for are:

Notifying

- Calling out and mobilizing their emergency services, agencies and equipment
- Advising the Mayor and Council as to whether the Declaration of an Emergency is recommended.
- Notifying and requesting assistance from and/or liaising with other stakeholders, as considered necessary
- Notifying utilities or services provided by public or private concerns (i.e.: hydro, water, gas, etc.).
- Notifying the service, agency or group under their direction, of a declaration of termination of the emergency.

Coordinating

- 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.
- Arranging for services and equipment from local agencies not under Municipality control (i.e.: private contractors, volunteer agencies, etc.).
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer (EIO) for dissemination to the media and public.
- Authorizing expenditure of monies required to deal with the emergency. At the time the emergency is terminated, a decision should be made to establish a Post Emergency Recovery Committee. This committee will coordinate the agencies required to return the Municipality to its pre-emergency state.
- Confirming, coordinating and/or overseeing the evacuation of residents considered to be in danger.

Determining

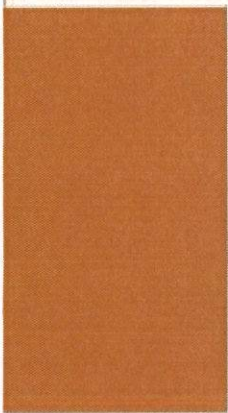
- Determining if the location and composition of the CCG is appropriate.
- Designating an area in Red Lake as an “emergency area”.
- Ensuring that an Emergency Site Manager (ESM) has been appointed.
- Determining the short and long-term effects of an emergency

- 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.
- Determining the need to establish advisory group(s) and/or sub-committees.
- Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to Mayor and Council within one week of the termination of the emergency.
- Participating in the debriefing following the emergency

See C-Appendix 6 - Red Lake IMS Roles and Responsibilities.



Plan Activation & Notification (Without Declaration)



Emergency
Management
Group*

PLAN ACTIVATION & NOTIFICATION (WITHOUT DECLARATION)

Definition of an Emergency

The *Emergency Program Act*, RSBC 1996, Chapter 111, as amended 2023, defines an emergency as:

"A present or imminent event or circumstance that:

- (a) is caused by accident, fire, explosion, technical failure or the forces of nature, and
- (b) requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of a person or to limit damage to property;

Emergencies include but are not limited to major forest fire, windstorm/snow blizzard, pandemic, power outage, aircraft crash, and an emergency underground situation within the boundaries of the Municipality. Emergencies may also occur in the vicinity of the Municipality so as to affect the inhabitants of the Municipality, or the threat of any of the forgoing, in which immediate remedial action will be provided.

Note: Mine incidents will be the primary responsibility of mining organizations.

Criteria to Activate

Upon warning of a real or potential emergency, the CCG will be notified through the Emergency Alerting System. This system will be activated by the Fire Chief / CEMC, and the CCG mobilized when there is: an imminent threat to public safety, the environment, or critical infrastructure; potential for widespread disruption to municipal services; a situation that exceeds local response capabilities; or a scenario causing significant public concern.

Actions Prior to Activation

Before activating the Plan, key officials will monitor the situation to assess the level of risk and determine if activation is necessary. This includes gathering information from reliable sources, consulting with emergency services, and notifying senior municipal staff. Preparations may also involve placing response teams on standby, informing partner agencies, and ensuring communication systems are ready. These actions help ensure a timely and coordinated response if the situation escalates.

Authority to Activate

The CCG may activate the Plan and make decisions on behalf of the Municipality, even without all members present. The Emergency Alerting System can be activated by the Mayor, CAO, or CEMC (or their designates).

Activation Levels

The Municipality has established three different operational response levels to manage emergencies, each based on the severity of the situation as shown below.

Level 1 - Enhanced Monitoring

The Municipality is monitoring potential risks, but no immediate threats are confirmed. Additional resources are on standby, and key staff are reviewing response plans to prepare for any necessary actions. While no interventions are currently required, the focus shifts toward proactive readiness to respond should the situation escalate. This level may also be adopted in situations where jurisdictions outside of the Municipality are actively responding to an Emergency or recovering from an Emergency.

Level 2 - Partial Activation

The Municipality has partially activated their EOC to coordinate the response to an emergency, or potential emergency. Key CCG members are activated, and specific operational teams are deployed as needed. Other CCG members are on standby. This level may be utilized during the early stages of an emergency, where full EOC is not required.

Level 3 - Full Activation

The Municipality has activated their full EOC to coordinate the response to an emergency, or potential emergency. This level may be utilized during a complex incident, involving multiple agencies, over a multi-day event. This may also be in support of a municipal, regional, provincial, or federally declared emergency.

Decision Authority

Upon Plan Activation and assembly of the CCG, all decisions made, and actions taken are made under the authority of the following roles based on availability:

- CAO
- Fire Chief / CEMC

Emergency Alerting System Process

The Emergency Alerting System will commence in the following manner:

1. Incident Identification and Initial Notification

- a. The individual or agency who first identifies the incident (e.g., member of the public, municipal staff, emergency responder) must notify the appropriate dispatch or municipal authority.
- b. If the incident is fire-related or life-threatening, it must be reported immediately to Fire Dispatch for priority action and coordination.

2. Initial Assessment and Decision-Making

- a. The Fire Chief, upon notification, consults with the Chief Administrative Officer (CAO) to assess the situation and determine whether activation of the Emergency Plan and/or the Community Control Group (CCG) is warranted.

3. CCG Group A Notification

- a. The Fire Chief or CAO will notify members of CCG Group A as required, based on the nature and severity of the incident.

4. CCG Group B Notification

- a. The Municipal Clerk (or designated alternate) will notify members of CCG Group B as required.

5. Alternate Contacts

- a. If a primary member of CCG Group A or B cannot be reached, the alternate member for that position will be contacted.

6. Notification Confirmation and Reporting

- a. Once the alerting process is complete, the Community Emergency Management Coordinator (CEMC) will follow up with the individual responsible for the notifications to:

- i. Confirm which staff have been successfully contacted
- ii. Determine which individuals will be attending the EOC



Declaration / Termination of an Emergency

DECLARATION / TERMINATION OF AN EMERGENCY

Authority to Declare an Emergency

The EMCPA authorizes only the Head of Council to declare an emergency. The decision to declare an emergency in all or in part of the Municipality will be made in consultation with the EOC Director. Municipal By-law 08-2025 grants authority to designated individuals to act as the Head of Council in their absence or if they are unable to fulfill their duties.

Declaration Procedure

Once the Head of Council or designated alternate declares an emergency, the signed emergency declaration (See Appendix B – Declaration / Termination Form) shall be sent to EMO who will ensure the following are notified:

- The Provincial Emergency Operation Centre (PEOC)
- Council of the Municipality
- Neighboring municipalities
- Kenora District – Contact the District CEMC
- The local Member of Parliament (MP)
- Local Member of Provincial Parliament (MPP)
- The public, through the media and social media, with the assistance of the Emergency Information Officer (EIO)

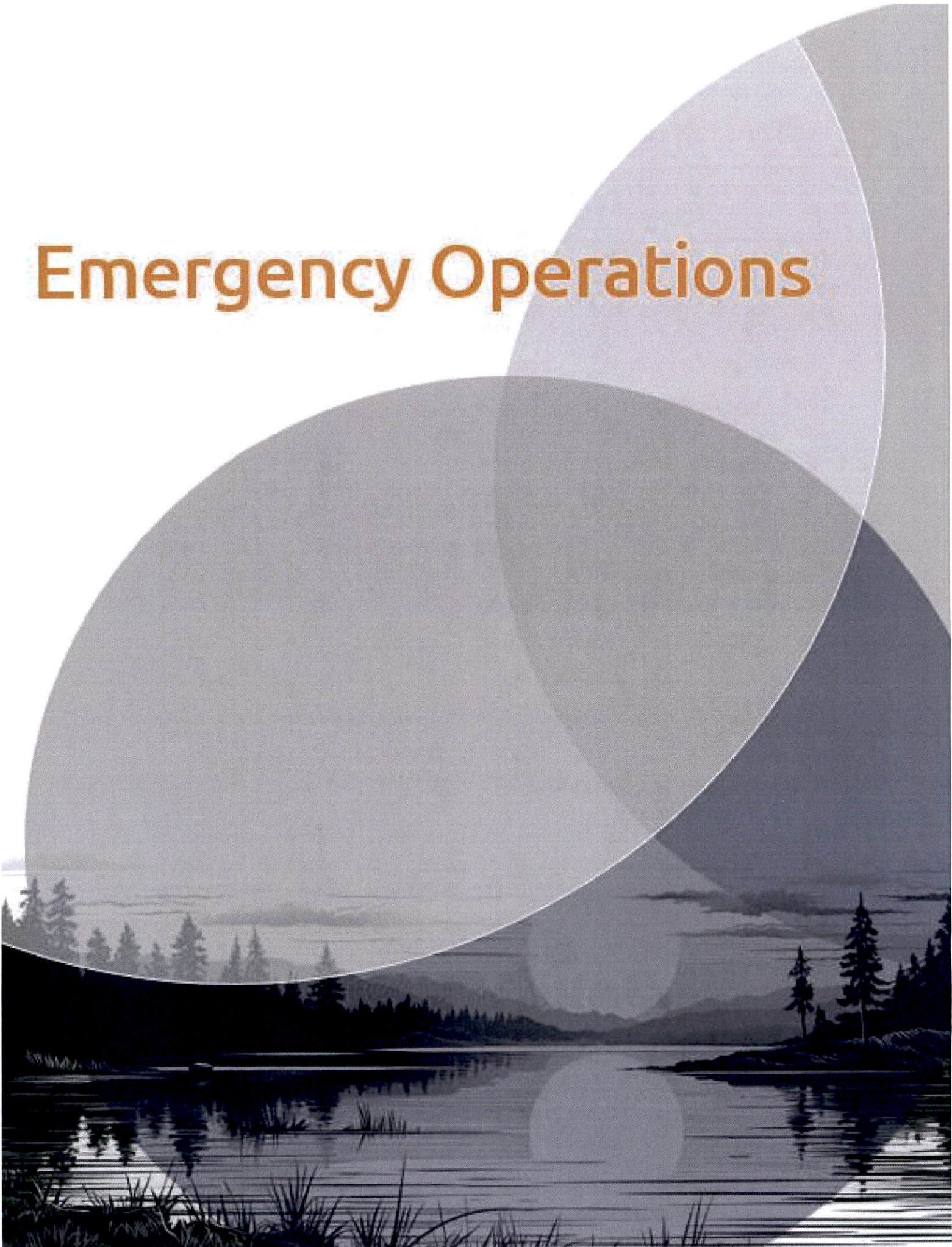
Termination of an Emergency

At anytime, the Head of Council, Municipal Council, or the Premier of Ontario may terminate an emergency. Once the emergency has been terminated, a copy of the signed emergency termination form (See Appendix B – Declaration / Termination Form) shall be faxed and/or emailed to the individuals and agencies listed in the Declaration Procedure above.

Communication - Emergency Declaration/Termination

The Mayor as head of council, or designate, with the assistance of the CCG, will ensure the Solicitor General is notified forthwith of an emergency declaration or termination. This notification is generally made through Emergency Management Ontario (EMO), via the Provincial Emergency Operations Centre (PEOC).

Emergency Operations



EMERGENCY OPERATIONS

IMS Overview

The Incident Management System (IMS) provides a standardized, scalable, and flexible command structure to manage emergencies of all types and sizes. IMS ensures coordinated response among all participating agencies, using common terminology, functional roles, and modular structure.

It is based on five major components:

1. **Command:** Responsible for overall management of the emergency response and setting priorities.
2. **Operations:** Carries out tactical response activities and coordinates frontline response teams.
3. **Planning:** Gathers, analyzes, and shares information to support decision-making and develop action plans.
4. **Logistics:** Provides facilities, services, equipment, and supplies needed to support response operations.
5. **Finance & Administration:** Tracks costs, manages contracts, and maintains financial and administrative records during the emergency.

IMS promotes interoperability, accountability, and effective resource management during emergencies and supports a unified command structure when multiple agencies are involved.

Emergency Operations Centre (EOC)

The Emergency Operations Centre (EOC) is a centralized coordination facility activated to support on-site emergency response and ensure strategic oversight. The EOC is responsible for:

- Managing municipal-wide resources and information
- Coordinating with external partners and agencies
- Supporting the Emergency Site Manager
- Developing public messaging and situational updates
- Making policy-level decisions if required

The EOC may be operated virtually, physically, or in a hybrid model. The activation level depends on the the scale and complexity of the incident.

Note: Primary and alternate EOC locations can be found in C-Appendix 5.

EOC Management

The CCG is responsible for the overall direction, control, and coordination of emergency response activities within the EOC. It is led by the EOC Director, supported by the CEMC and other designated section chiefs.

Key responsibilities include:

- Establishing priorities and objectives
- Activating IMS functions and assigning roles
- Facilitating regular situation briefings and status updates
- Liaising with elected officials, agencies, and stakeholders
- Authorizing and allocating resources
- Ensuring documentation, legal compliance, and coordination with the incident site command.

Business Cycle and Operational Period

In accordance with the IMS, the Business Cycle and Operational Periods are used to structure emergency response activities, maintain situational awareness, and ensure timely decision-making within the EOC.

Business Cycle

The Business Cycle refers to the structured, recurring process the EOC uses during an activation to ensure timely decision-making and situational awareness. This process keeps the EOC on schedule. This process includes:

Key phases of the business cycle include:

- **Situation Assessment:** Gathering and analyzing incoming data and reports
- **Planning and Prioritization:** Setting objectives for the next operational period
- **Resource Coordination:** Allocating personnel, equipment, and support
- **Briefings:** Communicating roles, tasks, and updates across all IMS sections
- **Documentation:** Recording decisions, actions, and evolving priorities

Business cycles are repeated at consistent intervals (e.g., every 2–4 hours during high activity) and help maintain alignment among all IMS functions.

Operational Periods

An Operational Period is a fixed, scheduled block of time during which specific objectives are to be achieved. Each operational period is defined by:

- Start and end time
- Objectives to be completed
- Resources assigned
- Tactics and strategies planned

Typical operational periods range from 4 to 12 hours, but may be shorter or longer depending on the incident.

At the end of each operational period, the Planning Section coordinates the development of an Incident Action Plan (IAP) for the next period. This plan is shared during EOC briefings to ensure continuity and effective handover between shifts.

Emergency Site Management

Emergency Site Management refers to the command and control of operations at or near the incident site. The site is managed under the Incident Commander (IC) who operates within the IMS structure and may be supported by functional units (e.g., Safety, Public Information).

Responsibilities include:

- Tactical response coordination (e.g., firefighting, rescue, evacuation)
- Ensuring responder and public safety
- Communication with EOC and field units
- Managing on-site resources and staging areas
- Maintaining scene security and control

Site management must remain flexible to adjust to evolving conditions and multi-agency involvement.

Emergency Site Manager

In significant incidents where multiple agencies are responding, or the municipality maintains oversight of the emergency, an Emergency Site Manager (ESM) may be appointed by the EOC or CCG.

The ESM serves as the liaison between the EOC and the Incident Commander and may coordinate inter-agency activities, logistics support, and resource deployment.

Selection of the ESM will take into consideration the following:

- The ability to approve decisions on behalf of the agency being represented.
- Availability and approval of their agency
- Training and field experience
- Knowledge of responding agencies responsibilities and resources

Key responsibilities:

- Representing municipal interests at the site
- Supporting unified command coordination
- Communicating EOC objectives and priorities
- Relaying accurate site intelligence back to the EOC

The ESM does not override the Incident Commander's operational authority but ensures municipal coordination and strategic alignment.

Communication



COMMUNICATION

Clear and effective communications are vital to coordinated emergency response. All parties and stakeholders must know what is happening, what is expected to happen, and what their duties and responsibilities will be.

A pre-established communication plan is required to clarify the responsibilities and explain processes to be followed by each team when the Plan is activated. It will include:

Internal Communication

Communication with all internal stakeholders including CCG members and other Red Lake staff, as required.

External Communication

Communication between CCG members and Red Lake external stakeholders.

Public Notification

Process for issuing notifications to the public about any emerging events. It includes eligible conditions to issue public alerts, responsibilities, and authorities for issuing public messages and forms of communication.

The following methods will provide the public with information and updates regarding the emergency situation:

- Website – <https://www.redlake.ca/>
- Social Media
- Weather watches and warnings
- Media Partners including print, radio and TV
- Mass notification



Demobilization and Recovery



DEMOBILIZATION AND RECOVERY

EOC Demobilization

The EOC is demobilized when the incident no longer requires the coordination and support functions provided by CCG. Demobilization is the responsibility of the EOC Director and involves closing EOC, conducting exit interviews with CCG to capture lessons learned, and staff returning to their regular duties.

Recovery

Recovery operations commence when the emergency has been successfully mitigated and operations shift to dealing with the restoration of the emergency site, including environmental remediation and investigation. The progression into the recovery phase will be based on the direction of the CCG.

Regardless of phase, recovery considerations should be considered as soon as possible, even while emergency operations are on-going.

Requests for Assistance



REQUESTS FOR ASSISTANCE

Mutual Assistance Agreement

The EMCPA authorizes the municipality to enter into agreement(s) where each party would formally provide agreed upon assistance, in the form of personnel, services, equipment and/or material, if called upon to do so by the requesting municipality in times of emergency.

Mutual assistance agreements enable the Municipality, in advance of an emergency, to set the terms and conditions of the assistance which may be requested or provided. Both the municipality requesting and the municipality providing assistance are therefore not required to negotiate the basic terms and conditions under stressful conditions. Any may request, offer and receive assistance according to predetermined and mutually agreeable relationships.

Assistance from the District

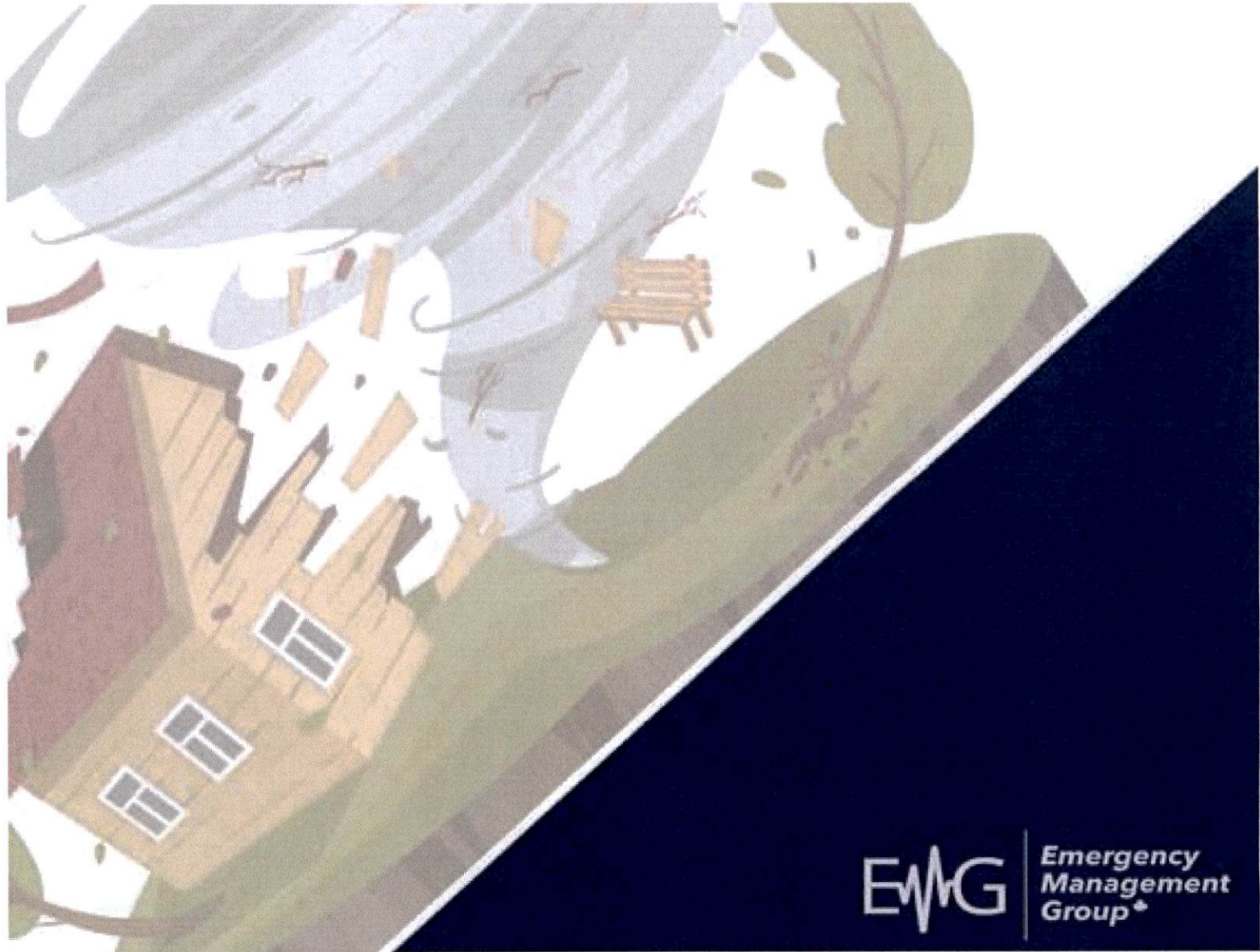
If local and mutual aid resources are insufficient, the Municipality may request support from the District level. This support may include emergency coordination, public works assistance, health unit resources, or specialized equipment. Requests are made through the District Emergency Management Coordinator or designated district contact.

Assistance from Province of Ontario

Under certain circumstances and/or when the resources of the municipality are deemed insufficient to control the emergency, then the Head of Council may request assistance from the Premier of Ontario. The requesting of said services shall not be deemed as a request for the Government of the Province of Ontario to assume authority and control of the Emergency.

Such a request shall be made via the Province Emergency Operations Centre (PEOC). Assistance may be requested at any time. EMO maintains a 24-hour PEOC and can coordinate assistance from a number of Provincial agencies and the Federal Government, including Military Aid to the Civil Authority.

When requested, the EMO may send staff to the EOC to act as a provincial liaison and advice on provincial matters.



EMG | Emergency
Management
Group*

Appendices

Appendix A – Version History / Updates

Appendix B – Declaration / Termination of Emergency Form

Appendix C – Emergency Management By-Law

Appendix D – IMS Terminology

Appendix E - IMS Forms Package

Appendix F – Glossary of Terms

APPENDIX B – DECLARATION / TERMINATION OF EMERGENCY FORM

Checklist in Consideration of a Declaration of Emergency

Note: All references in this Section refer to the Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9, as amended (the Act).

This checklist is for use in considering the declaration of an emergency. This checklist is not intended to provide any sort of legal advice - it is merely a reference tool.

An emergency is defined under the Act as *"a situation, or an impending situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property"* [Section 1, Definition of an Emergency].

Under the Act, only the Head of Council (or his or her designate) and the Premier have the authority to declare an emergency. These individuals, as well as Municipal Council, have the authority to terminate an emergency declaration [Sections 4 (1), (2), (4)].

A Declaration of Emergency may extend to all, or any part of the geographical area under the jurisdiction of the municipality [Section 4 (1)].

When considering whether to declare an emergency, a positive response to one or more of the following criteria *may* indicate that a situation, whether actual or anticipated, warrants the Declaration of Emergency. Not all criteria needs to be met to declare an emergency.

See checklist on the next few pages.

General and Government

	<p>Is the situation an extraordinary event requiring extraordinary measures? [Section 4 (1) permits the Head of Council to <i>"take such action and make such orders as he or she considers necessary and are not contrary to law"</i> during an emergency.]</p>
	<p>Does the situation pose a danger of major proportions to life or property? [Section 1, Definition of an Emergency]</p>
	<p>Does the situation threaten essential services such as power, water, sewage, medical care, or supply chains? [A Declaration of Emergency may authorize the Head of Council to take extraordinary actions or spend funds beyond normal municipal procedures to maintain or restore these services.]</p>
	<p>Is the event attracting significant media and/or public interest? [Experience demonstrates that the media and public often view the Declaration of Emergency as a decisive action toward addressing an emergency. It must be made clear that an "emergency" is a legal declaration and does not indicate that the Municipality has lost control. A Declaration of Emergency provides an opportunity to highlight action being taken under the Emergency Response Plan.]</p>
	<p>Has there been a Declaration of Emergency by another level of government? [A Declaration of Emergency on the part of neighbouring municipality or another level of government (e.g., District or Province) may indicate that you should declare an emergency. For example, in the event of a widespread disaster affecting numerous neighbouring municipalities, the County will likely need to enact its Emergency Response Plan and should strongly consider a Declaration of Emergency.]</p>

Legal

Might legal action be taken against municipal employees or councilors related to their actions during the current crisis? [Section 11(1) states that *"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."* Section 11(3), however, states *"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...."*]

Are volunteers assisting? [The *Workplace Safety and Insurance Act* provides that persons who assist in connection with a declared emergency are considered "workers" under the Act and are eligible for benefits if they become injured or ill as a result of the assistance they are providing. This is in addition to workers already covered by the Act.]

Operational

Does the situation require a response that exceeds, or threatens to exceed the capabilities of the municipality for either resources or deployment of personnel? [Section 4(1) permits the head of council to *"take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan."* Section 13(3) empowers a municipal council to *"make an agreement with the council of any other municipality or with any person for the provision of any personnel, service, equipment or material during an emergency."*]

Does the situation create sufficient strain on the municipal response capability that areas within the municipality may be impacted by a lack of services, thereby further endangering life and property outside areas directly affected by the current crisis? [Some situations may require the creation of special response agreements between the municipality and other jurisdictions, private industry, non-government organizations, etc. Section 13(3) states that the *"council of a municipality may make an agreement with the council of any other municipality or with any person for the provision of personnel, service, equipment or material during an emergency."*]

Operational

Is it a consideration that the municipal response may be of such duration that additional personnel and resources may be required to maintain the continuity of operations? [In the event of a large-scale crisis, such as an epidemic or prolonged natural disaster, municipal resources may not be able to sustain an increased operational tempo for more than a few days. This is particularly true if emergency workers are injured or become ill as a result of the crisis. In such a case, the municipality may need to utilize outside emergency response personnel. Section 13(3) provides for mutual assistance agreements between municipalities.]

Does, or might, the situation require provincial support or resources? [Provincial response (e.g., air quality monitoring, scientific advice, airlift capabilities, material resources, etc.) may involve numerous ministries and personnel. Activation of the municipal emergency response plan, including the opening of the Emergency Operations Centre and meeting of the Municipal Emergency Control Group, can greatly facilitate multi-agency and multi-government response.]

Does, or might, the situation require assistance from the federal government (e.g., military equipment)? [Section 13(2) authorizes the Solicitor General, with the approval of the Lieutenant Governor in Council, to enter into mutual assistance agreements with the federal government. In Canada, federal emergency assistance is accessed through, and coordinated by, the province. The Declaration of Emergency may assist the municipality in obtaining federal assistance.]

Does the situation involve a structural collapse? [Structural collapses involving the entrapment of persons *may* require the deployment of one or more Heavy Urban Search and Rescue (HUSAR) teams. Ontario has a HUSAR team. This team is specially equipped and trained to rescue persons trapped as a result of a structural collapse. Any municipality in the province can request a HUSAR deployment to a declared emergency. Requests for HUSAR resources are made through the Fire Coordinator.]

Is the situation a large scale or complex chemical, biological, radiological, or nuclear (CBRN) incident? [Response to CBRN incidents requires specialized resources and training. CBRN teams are only dispatched to declared emergencies. Requests for a CBRN deployment are made through the Fire Coordinator.]

Operational

Does the situation require, or have the potential to require the evacuation and/or shelter of people or animals [livestock]? [Evacuee and reception centres often use volunteers as staff. As noted above, the Declaration of Emergency enacts certain parts of the *Workplace Insurance and Safety Act* related to volunteer workers. Secondly, an evacuation or sheltering of citizens has the potential to generate issues pertaining to liability. Section 11 of the *Emergency Management and Civil Protection Act* may provide municipal councilors and employees with certain protection against personal liability.]

Will the municipality be receiving evacuees from another community? [The issues discussed in the previous bullet may apply equally to municipalities accepting evacuees.]

Economic and Financial

Does the situation require major rerouting of people or vehicles, creating transportation disruption and potential liability risks (e.g., restricted home access or delayed commercial traffic)? Section 11 of the Act may provide certain protection from liability. Section 4(1) allows for extraordinary measures to be taken, providing they are not contrary to law.]

Is an event likely to have a long term negative impact on a community's economic viability/sustainability, including resulting unemployment, lack of available banking services and restorative measures necessary to re establish commercial activity? [The Declaration of Emergency may facilitate the ability of the municipality to respond to economic losses.]

Is it possible that a specific person, corporation, or other party has caused the situation? [Section 12 states that "*where money is expended or cost is incurred by a municipality or the Crown in the implementation of an emergency plan or in connection with an emergency, the municipality or the Crown, as the case may be, has a right of action against any person who caused the emergency for the recovery of such money or cost. ...*"]

Municipal Declaration of Emergency

ADD: [Municipality Letterhead]

To: Provincial Emergency Operations Centre (PEOC)

Fax: 416-314-0474

From:

Name: [Mayor or Head of Council]

Title: Head of Council

Municipality: Red Lake

Date: _____ at _____ (time)

Declaration of Emergency

Subject: Declaration of a Municipal Emergency – [Brief Nature of Emergency]

WHEREAS I am satisfied that an emergency, as defined in section 1 of the *Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9*, exists or may exist in [describe area or whole municipality];

AND WHEREAS the situation poses a danger of major proportions to property, the environment, or the health, safety, and welfare of the inhabitants;

NOW THEREFORE, I hereby DECLARE a state of emergency under section 4(1) of the *EMCPA*, effective at _____ on _____.

Signature: _____

Name: [Typed Name]

Title: Head of Council

Authorized by Resolution No.: [if applicable]

Municipal Termination of Emergency Form

ADD: [Municipality Letterhead]

To: Provincial Emergency Operations Centre (PEOC)

Fax: 416-314-0474

From:

Name: [Mayor or Head of Council or Council]

Title: Head of Council

Municipality: Red Lake

Date: _____ at _____ (time)

Termination of Emergency Declaration

Subject: Termination of Municipal Emergency – [Brief Nature of Emergency]

WHEREAS, it has been determined by the EOC Director / Community Control Group that the threat to property, health, safety, and welfare within the municipality is no longer present; NOW THEREFORE, the declared state of emergency is hereby TERMINATED effective at _____ on _____ under section 4(2) of the *EMCPA*.

Signature: _____

Name: [Typed Name]

Title: Head of Council or Council

APPENDIX C – EMERGENCY MANAGEMENT BY-LAW



THE CORPORATION OF THE MUNICIPALITY OF RED LAKE BY-LAW No. 08-2025

BEING A BY-LAW TO AMEND BY-LAW 94-2016,

BEING A BY-LAW TO ADOPT AN EMERGENCY MANAGEMENT PROGRAM FOR
THE MUNICIPALITY OF RED LAKE

WHEREAS the Council of The Corporation of the Municipality of Red Lake approved By-Law No. 94-2016 on December 1⁹th, 2016; and

WHEREAS it is deemed necessary to amend By-Law No. 94-2016;

NOW THEREFORE the Council of The Corporation of the Municipality of Red Lake hereby ENACTS AS FOLLOWS:

- 1 . THAT Schedule "B" Section 1 of the Emergency Management Program By-Law be deleted in its entirety and replaced with the following:
 - I. THAT Dale Butterfield is hereby designated as the community Emergency Management Program Coordinator and the CAO is hereby designated as the Alternate.
 - II. THAT By-Law No. 94-2016 is hereby amended.
 - III. THAT this By-Law shall come into force and take effect on the final passing thereof.

READ a FIRST and SECOND TIME this 18th day of February, 2025.

Handwritten signature of Fred Mota in black ink.

Fred Mota, Mayor

Handwritten signature of Christine Goulet in black ink.

Christine Goulet, Clerk

READ a THIRD TIME and FINALLY PASSED this 18th day of February 2025.

Handwritten signature of Fred Mota in black ink.

Fred Mota, Mayor

Handwritten signature of Christine Goulet in black ink.

Christine Goulet, Clerk

APPENDIX D - IMS TERMINOLOGY

IMS Principles

Establishment of Command

Incident Command is always clearly assigned.

Management by Objectives

Clear goals guide each operational period.

Incident Action Planning

Written or verbal plans direct all operations.

Common Terminology

Use standardized terms across all agencies.

Modular Organization

Structure expands, or contracts as needed.

Unity of Command

Each person reports to one supervisor.

Span of Control

Supervisors manage 3–7 direct reports.

Integrated Communications

All responders use coordinated systems.

Comprehensive Resource Management

Efficient tracking and use of resources.

Accountability

All personnel and actions are tracked

IMS Structure Overview



Key EOC Roles & Responsibilities

Role	Responsibility Summary
Mayor	Ensures public communication, supports Council's oversight, and represents community during emergencies.
EOC Director	Leads EOC operations, sets strategic priorities
Site Incident Commander	Manages the response at the incident location, ensuring coordination, safety, and tactical execution.
Emergency Information Officer (EIO)	Manages internal & external communication to ensure accurate and timely information.
Liaison Officer / CEMC	Acts as the primary point of contact between the Municipality and external agencies. Assists EOC Director with emergency coordination activities.
Risk Management Officer	Ensures safety protocols, risk mitigation, and compliance.
Scribe	Ensures accurate documentation of all incident activities, decisions, and reports for future analysis and legal compliance.

Role	Responsibility Summary
Operations Chief	Directs field-level response and support
Strike Team	A specialized team (Same resource type: e.g., 3 Roads staff).
Task Force	A multi-functional team (Different resource types (e.g. plice, fire, EMS).
Planning Chief	Develops Incident Action Plans (IAPs), maintains status
Resource Unit	Manages personnel & equipment tracking, forecasts needs, supports demobilization
Situation Unit	Collects & analyzes incident data, maintains situational awareness, updates reports
Documentation Unit	Maintains all incident records, prepares reports, supports information flow.
Demobilization Unit	Plans resource release, coordinates transition, supports after-action review.
Logistics, Finance, and Admin Chief	Provides resources and services Tracks costs, handles agreements and timekeeping
Resource and Supply Unit	Oversees procurement, inventory, and delivery of all supplies and equipment.
Facilities and Support Unit	Manages emergency facilities and responder support services.
Finance and Cost Unit	Directs financial tracking, cost control, and reimbursement processes.

Core IMS Documents

- Incident Action Plan (IAP) – Defines objectives for operational period (IMS 1001)
- Situation Report (SitRep) – Summary of key info and developments
- Resource Request Form – Used to request additional resources
- IMS 201 - 204 – Basic IMS forms (objectives, org chart, assignments)
- EOC Check-In Check Out (IMS 211B)
- Demobilization Checkout (IMS 221)

- AAR (After Action Review) IMS Template

Operational Period & Briefings

Typical Length: 4–12 hours

Includes:

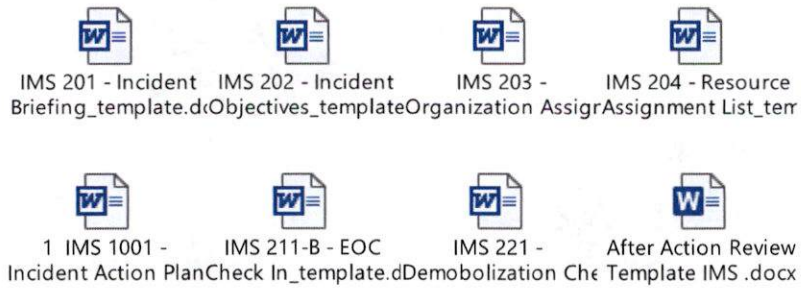
- Situation update
- Review of current objectives
- Assignments and priorities
- Safety messages

Communication Flow

- All information flows up through the IMS structure
- Clear reporting lines help maintain accountability and reduce confusion
- All public communication must be coordinated through the EIO

APPENDIX E - IMS FORMS PACKAGE

The following IMS forms provide the fundamental documentation tools for tracking incidents within IMS.



APPENDIX F - GLOSSARY OF TERMS

CAO	Chief Administrative Officer
CCG	Community Control Group
CEMC	Community Emergency Management Coordinator
EIO	Emergency Information Officer
EOC	Emergency Operations Centre
EMO	Emergency Management Ontario
EMPCA	Emergency Management and Civil Protection Act
EMPC	Emergency Management Program Committee
ESM	Emergency Site Manager
HIRA	Hazard Identification and Risk Assessment
IAP	Incident Action Plan
IC	Incident Commander
IMS	Incident Management System
MNR	Ministry of Natural Resources
MP	Member of Parliament
MPP	Member of Provincial Parliament
OPP	Ontario Provincial Police
PEOC	Provincial Emergency Operation Centre

Confidential Appendices

CONFIDENTIAL

- C-Appendix 1 - Emergency Contact List
- C-Appendix 2 - External Contact List
- C-Appendix 3 – Communications & Warning Protocols
- C-Appendix 4 - Mutual Agreements for Support
- C-Appendix 5 – Emergency Operations Centre (EOC) Locations
- C-Appendix 6 – CCG IMS Roles and Responsibilities
- C-Appendix 7 – Emergency Evacuation & Access Protocols
- C-Appendix 8 – Wildfire & Remote Area Protocols
- C-Appendix 9 – Extreme Weather & Severe Storm Protocols
- C-Appendix 10 – Emergency Reception & Shelter Protocols
- C-Appendix 11 - Power & Utility Outage Protocols
- C-Appendix 12 – Pandemic & Infectious Disease Contingency Protocols
- C-Appendix 13 – Airport Bulk Fuel Storage
- C-Appendix 14 – Hazard Identification and Risk Assessment (HIRA)

C-APPENDIX 1 – EMERGENCY CONTACT LIST

Group A – Primary CCG Members			
Office / Appointment	Name	Phone	Email
Fire Chief / CEMC	Dale Butterfield	727-0911	dale.butterfield@redlake.ca
CAO / Alternate CEMC	Michelle Hendry	728-2082 705-774-3795	michelle.hendry@redlake.ca
Mayor	Fred Mota	729-6157	fred.mota@redlake.ca
Deputy Mayor	Janet Hager	728-0118	Janet.hager@redlake.ca
Clerk	Christine Goulet	728-0571	christine.goulet@redlake.ca
Director of Community Services	Michel Labonte	727-0561	michel.labonte@redlake.ca
Communications and Community Development Manager	Brenda Gignac	727-7106	brenda.gignac@redlake.ca
IT Manager	Josh McDougall	727-7242	josh.mcdougall@redlake.ca
Treasurer	Trilbee Stirling-Kattler	204-651-1734	trilbee.stirling-kattler@redlake.ca
HR/Health and Safety Manager	Erika Burfoot	204-333-2927	erika.burfoot@redlake.ca
Director of Public Works	Vacant		
Operations Supervisor	Phil Ecuimates	807-728-7561	phil.ecuimates@redlake.ca
Procurement and Resource Planning Specialist	Heather Weese	807-728-1229	heather.weese@redlake.ca
Deputy Treasurer	Rhonda Mann	807-727-7087	rhonda.mann@redlake.ca
Ontario Provincial Police Red Lake Detachment	Inspector Adam Illman	807-464-4327 727-2418 - detachment	adam.illman@opp.ca

Group B – Secondary CCG Members

Office or Appointment	Name	Phone	Email
Ministry of Natural Resources (MNR) – Fire Management Supervisor	Kat Polatynski	807-727-2000 - office 807-464-3871 807-727-2041	katherine.polatynski@ontario.ca
Red Lake Margaret Cochenour Memorial Hospital	Nurse's Station	727-3811 Nurse's Station	akaczmarek@redlakehospital.ca
Northwestern Health Unit	Corey Fives	807-223-3301 ext. 3522	cfives@nwhu.on.ca
Airport Manager	Duane Riddell	727-0772	airport@redlake.ca
Northwest EMS - Red Lake Ambulance	Keith Graber	Cell: 807-456-9797 Ambulance base: 727-3100	redlakeambulance@shaw.ca

C-APPENDIX 2 – EXTERNAL CONTACT LIST

External Agencies (Non-CCG)		
Role/Position	Name	Contact Information
Red Lake District Lions Club		http://www.lionsclubs.org/ RedLakeLions@gmail.com
Rotary Club of Dryden		Drydenrotary.org
Northwest Masons		https://www.northwestmasons.com/
Knights of Columbus	Parish Office	218 - 253 - 2188
Canadian Red Cross	Personal Disaster Assistance	1-800-850-5090
EMO		
Grocery Stores		
Gas Stations		
Pharmacies		
Agencies serving vulnerable persons		
Accessible Vehicle Providers		
Hotels and Host Providers		
Bus Lines		

C-APPENDIX 3 – COMMUNICATIONS & WARNING PROTOCOL

Purpose

To provide standardized procedures for issuing timely, accurate, and coordinated communications and warnings during all phases of an emergency (preparedness, response, evacuation, repatriation, and recovery).

Communications Objectives

- Ensure the public receives clear, consistent, and timely information.
- Provide warnings and instructions that support public safety and reduce panic.
- Maintain trust and credibility by sharing accurate, verified information.
- Ensure vulnerable populations are reached through multiple channels.
- Support interagency coordination and reduce duplication of messages.

Communication Channels

The following systems are available for emergency alerts and notifications:

Municipal ALERT System

- **Modes:** Text, email, landline alerts to residents.
- Used for sending evacuation orders, boil order advisories, etc.

Online Database / Notification Website

- Centralized posting of advisories, evacuation status, and recovery updates on www.redlake.ca
- Allows residents and stakeholders to access real-time information.

Starlink System

- Backup communications if fibre optics, hydro, or standard telecom services fail.

Municipal and Regional 911 Services (Bell 911)

- 911 operations continue during emergencies.

- ALERT system and satellite phones provide redundancy if primary lines are disrupted.

Traditional & Social Media

- Press releases and briefings coordinated by EIO.
- Local radio (CKDR).
- Municipal social media accounts (Facebook, Twitter, Instagram).
- Reposting of MNR maps and bulletins at post offices and municipal buildings.

Direct Public Engagement

- Printed notices posted at grocery store.
- Digital sign in the center of Red Lake
- Door-to-door notification if required (with volunteers, OPP, or Fire Dept.).

Message Development and Approval

- **EIO** drafts and clears all public communications following approval by CAO/Mayor.
- **Red Cross** provides extra support for registration messages and family contact information.
- **Agencies** (MNR, OPP, hospitals, LTCs) may provide technical bulletins, but must be incorporated into municipal communications to avoid confusion. This would be based on which agency is leading the emergency response and may change based on the situation.

Communication with Vulnerable Populations

- Priority alerts for those listed in the Vulnerable Person Registry (VPR).
- Agencies serving vulnerable groups are asked to:
 - Distribute municipal communications directly to clients.
 - Assist clients in updating their VPR annually.
- Accessible formats (large print, plain language) to be used when possible.

Communication Cycle

- **Initial Notification:** Within 15 minutes of EOC activation.

- **Regular Updates:** Minimum every 2 hours during active emergencies, even if no change (“status unchanged” updates prevent rumors). This may extend up to 24 hours based on the nature of the emergency status.
- **Debriefs:** Internal EOC communications scheduled at least once daily to align messaging.
- **Post-Emergency Communications:** Thank-you letters, recovery updates, reimbursement guidance.

Pre-Scripted Messaging Examples

- **Boil Water Advisory:** “A boil water advisory is now in effect. Residents are advised to boil all drinking water for at least one minute before use. This advisory will remain in place until further notice.”
- **72-Hour Emergency Kit Reminder:** “In the event of an evacuation or disruption of services, every household should be prepared with a 72-hour emergency kit. Visit www.redlake.ca for details.”
- **Evacuation Notice:** “A mandatory evacuation has been ordered for [Area]. Please proceed to the designated reception centre at [Location]. Transportation is available — contact [Hotline/Red Cross].”
- **Vulnerable Person Registry:** “Residents requiring assistance during an emergency should register with the Municipality’s Vulnerable Person Registry. Contact [Phone/Website] or ask your support agency for help.”
- **Thank You Message (Recovery Phase):** “The Municipality wishes to thank all residents, host municipalities, NGOs, and volunteers for their support during this emergency. Your contributions made a difference.”

Equipment & Supplies

- Starlink system (tested monthly).
- Microphone/PA system for public meetings.
- Pre-assembled Control Group supply kit (stationery, vests, name tags).

C-APPENDIX 4 - MUTUAL AGREEMENTS FOR SUPPORT



Office of the Fire Marshal

Mutual and Automatic Aid Plan and Program

for the

District of Kenora

Fire Co-ordinator Warren F. Brinkman

City of Kenora Fire and Emergency Services

Issue Date: July 2008

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Foreword

The attached plan was developed by the Office of the Fire Marshal in consultation with fire co-ordinators appointed by the Fire Marshal for the Province of Ontario to develop and co-ordinate county, district and region plans appropriate to local needs and circumstances.

Local counties, districts and region mutual aid systems will adopt the content of the plan as presented here. It will, however, be necessary for the participants to determine locally if the county, district or region mutual aid plan will include the automatic aid, hazardous materials and/or extrication program in the base document. In such cases it will be necessary to identify, within the plan, the participants in the various programs.

The local fire co-ordinator will be responsible for completing the running assignments, summary of contact information and list of local resources portions of the plan and submitting them to the Office of the Fire Marshal annually or as significant changes to the plan occur. Examples of significant changes include additions and deletions of major apparatus and equipment, staffing changes with the potential to affect emergency response, changes in senior officers and changes to emergency, business and personal telephone numbers of senior officers. The Office of the Fire Marshal will maintain a central inventory of all current mutual aid plans.

Local counties, districts and region mutual aid plans may adopt any or all of the appendices attached to this document based on local needs and circumstances. The appendices are intended to provide a local county, district or region with the ability to attach additional information to the base document that they will assist local participants in the day-to-day application and use of the plan. There is no requirement to submit the appendices to the Office of the Fire Marshal.

Purpose of the Mutual Aid Plan

- To provide authority and general direction to *fire co-ordinators* for the co-ordination of *mutual aid systems* and associated *fire protection services* activated within the local county, district or region, as well as with neighbouring counties, districts or regions, inter-provincially and internationally.
- To provide clarification to municipalities of the roles and responsibilities of *fire co-ordinators* within the *mutual aid system*.
- To provide other emergency management agencies with an understanding of the *fire co-ordinators* role within the *mutual aid system*.

Authority

Fire department personnel appointed by the Fire Marshal as *fire co-ordinators* shall fulfill the duties and responsibilities as instructed by the Fire Marshal (Fire Protection and Prevention Act 1997, Section 7).

Fire co-ordinators

7. (1) *The Fire Marshal may appoint fire co-ordinators for such areas as may be designated in the appointment. 1997, c. 4, s. 7 (1).*

Duties

(2) *A fire co-ordinator shall, subject to the instructions of the Fire Marshal,*

(a) establish and maintain a mutual aid plan under which the fire departments that serve the designated area agree to assist each other in the event of an emergency; and

(b) perform such other duties as may be assigned by the Fire Marshal. 1997, c. 4, s. 7 (2); 2002, c. 18, Sched. N, s. 1

Definitions

In this document,

Acceptable - means acceptable to the *fire co-ordinator* and participating *fire chiefs* in consultation with the Office of the Fire Marshal.

Alternate Fire Co-ordinator - means the person appointed by the Fire Marshal, under the authority of the Fire Protection and Prevention Act, 1997 to act in absence of the *fire co-ordinator*.

Automatic Aid - means any agreement under which a *municipality* agrees to provide an initial response to fires, rescues and emergencies that may occur in a part of another *municipality* where a *fire department* in the *municipality* is capable of responding more quickly than any *fire department* situated in the other *municipality*; or a *municipality* agrees to provide a supplemental response to fires, rescues and emergencies that may occur in a part of another *municipality* where a *fire department* in the *municipality* is capable of providing the quickest supplemental response to fires, rescues and emergencies occurring in the part of another *municipality*

Company – means a complement of personnel operating one or more pieces of apparatus under the control of a supervisor.

Council - means the *council* of a *municipality* participating in the *mutual aid plan*.

Cover - means the *fire department* that is available to provide back-up coverage to another *fire department* that is providing *help* to another *fire department* in the event of a *mutual aid plan* activation

Fire Chief - means the person appointed by a *participant* in the *mutual aid plan* as the head of the *fire department*

Fire Co-ordinator - means the person appointed by the Fire Marshal, under the authority of the Fire Protection and Prevention Act, 1997 to co-ordinate the *mutual aid plan*, or the person appointed by the Fire Marshal to act in absence of the *fire co-ordinator*

Fire Department - means a group of firefighters authorized to provide *fire protection services* by a *municipality*, group of *municipalities* or by an agreement made under section 3 of the Fire Protection and Prevention Act.

Fire Protection Adviser - means a person employed by the Office of the Fire Marshal, Field Fire Protection Services section, to provide advice and assistance to *municipalities* and *fire departments*

Fire Protection Services - means fire suppression, fire prevention, fire safety education, communication, training of persons involved in provision of *fire protection services*, rescue and emergency services and the delivery of all those services

First Nation Community - means a band as defined in the *Indian Act* (Canada)

Help Call - means the *fire department* that is called to assist another *fire department* in the event of a *mutual aid plan* activation

Home Fire Chief - means the *fire chief* of the *municipality*, community or area experiencing a *major emergency*

Home Fire Department - means the *fire department* of the *municipality*, community or area experiencing a *major emergency*

Incident Management System – means the program used by the county/district/region to establish a standard approach to incident management, priorities, action planning, and resource utilisation.

Major Emergency - means a situation that, in the opinion of the local *fire chief*, constitutes a danger of major proportions to life, property and/or the environment and that exceeds the capability of the local *fire department*.

Municipality – means local municipality as defined in the Municipal Act

Mutual Aid - means a program to provide/receive assistance in the case of a *major emergency* in a *municipality*, community or area.

Mutual Aid Association - means an association created to provide a forum for discussion on matters relating to *mutual aid* operations and generally for improving the administration and operation of member departments. The association does not discuss policy matters related to the *mutual aid system*.

Mutual Aid Plan or System - means the *mutual aid plan* developed under the authority of the Fire Protection and Prevention Act, 1997 and direction of the Fire Marshal to facilitate provision of *fire protection services* to the residents of a county, district or region under a co-ordinated and co-operative system.

Participant - means an organization, approved by the Fire Marshal, or a *municipality* which operates or manages a *fire department* that meets and maintains the requirements for participation in the *mutual aid plan*

Unorganized Territory - means a geographic area without municipal organization

Zone Fire Co-ordinator - means the person appointed by the Fire Marshal, under the authority of the Fire Protection and Prevention Act, 1997 to co-ordinate a geographic portion of the county, district or region *mutual aid plan* under the direction of the county, district or region *fire coordinator*.

The Principles of Operation of Mutual Aid Plans in Ontario

- To promote adequate and coordinated efforts to minimize loss of life and property and damage to the environment through efficient utilization of fire and other resources in the event of a *mutual aid* activation during times of natural or man-made emergencies.
- To provide the organizational framework necessary to effectively manage *mutual aid* resources within a unified *incident management system*.

Mutual Aid System Components

This *mutual aid plan* embodies the action to be taken by *participants* to engage in the following program components.

1. Activate *mutual aid* during a *major emergency* where the *home fire department* is committed and/or the situation cannot be contained or controlled with available resources.
2. Activate the provincial CBRN or HUSAR response system.
3. (Optional) Activate a county, district or region *automatic aid* program.
4. (Optional) Activate a county, district or region hazardous materials support response.
5. (Optional) Activate a county, district or region extrication support response.
6. (Optional) Activate a county, district or region specialized rescue support response.

Minimum Conditions for Participation in Programs

1. Mutual Aid

- A. A request for *help* or *cover* by any other *participant* in the *mutual aid plan* takes priority over any other agreements entered into by another *participant*.
- B. The *fire chief*, or designate, may refuse to supply the requested response to occurrences if such response personnel, apparatus or equipment are required to provide *fire protection services* in the local *municipality*. Similarly, the fire chief, or designate, may order the return of such apparatus, equipment or personnel that is responding to, or is at, the scene of a *mutual aid* activation if it is required to provide *fire protection services* in the local *municipality*. In such cases the *fire chief* must notify the *fire co-ordinator* or designate of his/her actions.
- C. The participating *fire department* must be established and regulated by a municipal by-law.

Note: Where unorganized territories, First Nation communities, or federal properties form part of the mutual aid plan, alternative authorization may be accepted.
- D. *Council* must confirm the *fire chief* of a municipal *fire department*, by by-law or a similar method of authorization. The Office of the Fire Marshal must appoint the *fire chief* of a *fire department* established for an *unorganized territory*.

- E. A by-law must be passed by *council* authorizing its *fire department's* participation in the *mutual aid plan*. *Fire departments* serving *unorganized territories* must be authorized to participate through an agreement signed by the Office of the Fire Marshal.
- F. A participating *fire department* must have adequate resources to handle day-to-day emergencies in its own jurisdiction.
- G. A participating *fire department* must be *acceptable* to:
- the *fire chief(s)* of the *fire department(s)* to be its first response for *mutual aid* assistance;
 - the *fire chief(s)* of the *fire department(s)* it will be first response to for *mutual aid* assistance; and,
 - the *fire co-ordinator*
- H. Triple combination pumpers and water tank trucks are the basic vehicles intended to be used for response. Where the *fire co-ordinator* and the *participating fire chiefs* agree rescue vehicles, aerial ladder trucks, and other specialized vehicles and/or services may be included.
- Note: This does not mean a municipality with an aerial ladder truck is obligated to make it available to a municipality that does not have one to reciprocate the service.*
- I. Local personnel will be in overall command of the *mutual aid* activation and will be responsible for co-ordination of local resources and those of the responding *fire department(s)*.
- J. *Participants* in the *mutual aid* system will adopt and implement an approved *incident management system* by December 31, 2006.
- K. *Fire chiefs* of *fire departments* requesting assistance through the *mutual aid plan* shall report in writing, to the *fire co-ordinator*, on forms included in this plan, within one week of the occurrence.
- L. *Fire chiefs* shall notify the *fire co-ordinator* of all significant changes as they occur, regarding stations, personnel, apparatus and/or equipment.
- M. Radio communication procedures shall be in accordance with principles and policies agreed upon by the participating *fire chiefs*.
- N. Minimum requirements of the Occupational Health and Safety Act must be met as it pertains to *fire departments*.
- O. *Fire chiefs* shall provide copies of agreements for fire protection to the *fire co-ordinator*, if requested by the *fire co-ordinator*.
- P. An applicant to participate in *mutual aid* that fails to meet the criteria as agreed to by the participating *fire chiefs* of the area, in conjunction with the *fire co-ordinator* and approved by the OFM Emergency Management and Response Unit, will not be accepted as a member of the *mutual aid plan*.

- Q. The *fire co-ordinator* will consult with the OFM Emergency Management and Response Unit when a *participant* fails to maintain the established criteria for participation in the *mutual aid plan*. The *participant* will be given a written notice by the *fire co-ordinator* to have the deficiencies corrected. Failure to maintain the established criteria to the satisfaction of the *fire co-ordinator* and the Office of the Fire Marshal Emergency Management and Response Unit shall result in removal from the system.
- R. *Mutual aid* assistance is to be provided to *participants* on a reciprocal basis i.e. no costs involved.
- S. *Mutual aid* is not immediately available for areas that receive fire protection under a fire protection agreement. The *municipality, unorganized territory* or *First Nations community* purchasing fire protection is responsible for arranging an *acceptable* response for back-up¹ *fire protection services*. In those cases where the emergency requirements exceed those available through the purchase agreement **and** the back-up service provider the *mutual aid plan* can be activated for the agreement area.

2. Provincial CBRN and HUSAR Resources

The province has developed a system to provide chemical, biological, radiological and nuclear response (CBRN) and heavy urban search and rescue (HUSAR) response capability support to local communities. The system operates under the following conditions.

- Initial response to CBRN and HUSAR emergencies are a local responsibility. More advanced support may be available locally through the *mutual aid* system or a contracted service provider, which includes contracted support from another *municipality* through a fire protection services agreement or an *automatic aid* agreement and contracted support from a commercial provider.
- It is intended that CBRN teams and a HUSAR team strategically located in designated cities, and operating under a memorandum of understanding with the Province of Ontario will also be available to support local responders.
- The expectations and capabilities of responding CBRN Teams shall be based on the National Fire Protection Association Standard 472: Professional Competence of Responders to Hazardous Materials Incidents. That standard provides for the following levels.
 - Level 1: Awareness of what constitutes a hazardous materials incident
 - Level 2: Capacity to carry out limited response activities
 - Level 3: Capacity to mitigate hazardous materials incidents

¹ Back-up fire protection service could be in the form of a first response agreement or automatic aid.

- The expectations and capabilities of the responding HUSAR team shall be based on the National Fire Protection Association Standard 1670: Operations and Training for Technical Rescue Incidents. That standard provides for the following levels.
 - Level 1: Awareness of what constitutes a technical rescue incident
 - Level 2: Capacity to carry out limited response activities
 - Level 3: Capacity to mitigate technical rescue incidents

Activation of resources:

- A. It is anticipated that a *municipality* requiring the assistance of a CBRN or HUSAR team will have initiated, or be in the process of declaring, an emergency, pursuant to the Emergency Management Act, R.S.O. 1990, c. E-9.
- B. All requests for assistance for a CBRN or HUSAR team will be received and co-ordinated through the Emergency Management Ontario Provincial Emergency Operations Centre (PEOC). 1-866-314-0472
- C. Should an emergency occur in a locality that in the opinion of the *fire co-ordinator*, or his/her designate, cannot be addressed through the resources of the local *fire department*, the *mutual aid* system or contracted service providers, he/she shall consider requests from local communities and contact the PEOC to request the response of a CBRN or HUSAR team.
- D. The decision to activate one or more of the teams as part of the provincial response to an emergency will be approved by the Ministry of Community Safety and Correctional Services Assistant Deputy Minister or his/her designate.
- E. The PEOC will be responsible for overall coordination and direction of the response and for any necessary funding to support the activation of a CBRN or HUSAR team.
- F. Local personnel will be in overall command of the emergency situation and will be responsible for coordination of local resources and those of the responding *fire department(s)*.
- G. The individual activities of a CBRN or HUSAR team will be under the command of the officer-in-charge of the CBRN or HUSAR team.
- H. The CBRN response teams are not intended to fight fires involving hazardous materials. When *fire departments* respond to hazardous material fires, the normal method of activating *mutual aid* is to be followed for additional fire suppression assistance.
- I. The CBRN or HUSAR team will not respond outside its home *municipality* as part of the memorandum of understanding unless deployed by the PEOC. When the CBRN or HUSAR team is mistakenly called directly by agencies or persons other than the *fire co-ordinator*, the CBRN or HUSAR team will immediately notify the local *fire department* to respond and shall stand by to respond if required.

- J. Nothing in the memorandums of understanding with the province prevents the CBRN or HUSAR teams from responding outside their home municipalities under a fire protection services agreement or *automatic aid* agreement or like agreement or arrangement between the team's *municipality* and another *participant*.

3. (Optional) Automatic Aid

Improvements may be made to the overall effectiveness of the *mutual aid* system by implementing an *automatic aid* program within the *mutual aid* system. Potential improvements include:

- The quickest available fire station immediately responds to a call for service, regardless of municipal boundaries.
- The assembly time of an adequate fire attack team may be reduced (the fire attack team may be made up of personnel and equipment from more than one *fire department*).
- Equipment and personnel may be made available, particularly at the outer extremities of municipalities, which are neither practical nor reasonable for municipalities to provide for themselves due to the financial demands inherent with their provision.

Program Participation

- A. A *participant* in an *automatic aid* program that forms part of the *mutual aid plan* must meet and maintain the requirements for participation in the *mutual aid plan*.
- B. *Fire departments* entering into *automatic aid agreements* must notify the affected *fire co-ordinator(s)*.
- C. Supplying *fire departments* must ensure sufficient resources remain available in their own *municipality* or area to provide initial responses to emergency calls.
- D. Communications systems should be in place to support the simultaneous and co-ordinated response of required *fire departments*.
- E. First arriving companies will initiate an *incident management system* in accordance with those agreed to in the *mutual aid plan*. The *home fire department* shall assume command of the incident after arrival at the scene.
- F. Activation of additional apparatus, equipment and personnel in the home *municipality* is not *automatic aid*. Such a response is expected and should be ordered into action whenever necessary.
- G. Where a *municipality* purchases *fire protection services*, for a fee or any other consideration, for its jurisdiction or any part of it, *automatic aid* may be activated. In the event that the first call for additional assistance is required in an area where *fire protection services* are usually purchased from a neighbouring *municipality*,

the responding *fire department* may charge for its service; these are not *mutual aid plan* responses.

- H. A request for *mutual aid plan* response has priority over any requests such as *automatic aid*. *Automatic aid* responses are secondary to *mutual aid* obligations.
- I. *Automatic aid*, unlike mutual aid, is not intended to be provided to the receiving *municipality* at no charge. A request for day-to-day assistance, as opposed to a request for help at a major fire or other emergency, should be on a cost recovery basis.

4. (Optional) County, District or Region Hazardous Materials Response Support

Improvements may be made to the overall effectiveness of the *mutual aid system* by implementing a hazardous materials response support program within the *mutual aid system*. Potential improvements include:

- The closest available specialized assistance immediately responds to a call for service, regardless of municipal boundaries.
- The **Thunder Bay Fire and Rescue Services** is trained and equipped to (Operations/Technician) Level for hazardous material incident response and has agreed to respond and provide assistance throughout the county, district or region when requested by participating *fire departments*.
- The response team will perform (Operations/Technician) Level hazardous material response/mitigation activities only.

Note: Requesting *fire departments* must train responding firefighters to the (Awareness/Operations) Level described in NFPA 472 2002 Edition to assist the response team, as required.

Program Participation

- A. The hazardous materials response team is activated by request through the **1-800-461-2281** Communications Centre .
- B. The *home fire department* must respond, assume command, arrange to secure the area and remain in attendance for the duration of the incident.
- C. The *home fire department* will supply apparatus, equipment and personnel for fire suppression and required support for the hazardous materials response team.
- D. When the *home fire department* arrives at the scene first, it will:
 - contact the response team by radio, as soon as possible;
 - give updates relevant to the nature and extent of the incident;
 - identify the product(s) involved, if possible;
 - give safest routes to the incident and staging area; and,
 - identify the sector (or person) the response team should report to upon arrival.

- E. The hazardous materials response team is not intended to fight fires involving hazardous materials. When *fire departments* respond to hazardous material fires, the normal method of activating *mutual aid* is to be followed for additional fire suppression assistance.
- F. Upon request by the *home fire chief* or designate, the **Thunder Bay Fire and Rescue Services** will provide technical advice and assistance regarding hazardous material fires. To initiate a request, contact the **City of Kenora Fire and Emergency Services**, giving as much information about the incident as possible. The **City of Kenora Fire and Emergency Services** will determine if it is necessary to send personnel to the fire scene.
- G. Responses by the hazardous materials support units to municipalities or areas purchasing *fire protection* may be charged directly to that *municipality* or area as though the response was a *fire department* receiving a call for fire suppression assistance.

5. (Optional) County, District or Region Extrication Response Support

Improvements may be made to the overall effectiveness of the *mutual aid system* by implementing an auto extrication response support program within the *mutual aid system*. Potential improvements include:

- The closest available specialized assistance immediately responds to a call for service, regardless of municipal boundaries.
- The **City of Kenora Fire and Emergency Services, McKenzie Clearwater Bay Fire Department, Sioux Narrows-Nestor Falls Fire and Rescue Services, Machin Fire Department, Dryden Fire Services, Wabigoon Fire Department, Ignace Fire Department, Sioux Lookout Fire Department, Pickle Lake Fire Department, Ear Falls Fire Department and the Red Lake Fire Department** are trained and equipped to provide auto extrication response support and have agreed to respond and provide assistance throughout the county, district or region when requested by participating *fire departments*

Program Participation

- A. The requesting *fire department* will communicate directly with the *fire department* closest to the scene with the apparatus, equipment and personnel that is required.
- B. The *home fire department* must respond, assume command and remain in attendance for the duration of the incident.
- C. The *home fire department* will supply apparatus, equipment and personnel for fire suppression, as well as basic extrication and additional support for the extrication support team, as required.

- D. When the *home fire department* arrives at the scene first, it will:
- contact the extrication support team by radio, as soon as possible;
 - give updates relevant to the nature and extent of the incident;
 - give best routes and where to locate at the incident or staging area; and,
 - identify the sector (or person) the support team should report to upon arrival.
- E. Responses by the extrication support units to municipalities or areas purchasing *fire protection* may be charged directly to that *municipality* or area as though the response was a *fire department* receiving a call for fire suppression assistance.

6. (Optional) County, District or Region Specialized Rescue Support Program

Improvements may be made to the overall effectiveness of the *mutual aid system* by implementing a specialized rescue support program within the *mutual aid system*. Services provided within the program include _____ (ex. trench rescue) Potential improvements include:

- The closest available specialized assistance immediately responds to a call for service, regardless of municipal boundaries.
- The _____ *Fire Department(s)* is/are trained and equipped to provide _____ response support and has/have agreed to respond and provide assistance throughout the county, district or region when requested by participating *fire departments*

Program Participation

- A. The requesting *fire department* will communicate directly with the *fire department* closest to the scene with the apparatus, equipment and personnel that is required.
- B. The *home fire department* must respond, assume command and remain in attendance for the duration of the incident.
- C. The *home fire department* will supply apparatus, equipment and personnel for fire suppression, as well as basic support for the _____ team, as required.
- D. When the *home fire department* arrives at the scene first, it will:
- contact the _____ team by radio, as soon as possible;
 - give updates relevant to the nature and extent of the incident;
 - give best routes and where to locate at the incident or staging area; and,
 - identify the sector (or person) the support team should report to upon arrival.

- E. Responses by the _____ units to municipalities or areas purchasing *fire protection* may be charged directly to that *municipality* or area as though the response was a *fire department* receiving a call for fire suppression assistance.

Activation of Mutual Aid Plan

Requesting Fire Department

The incident commander, or the communications facility currently serving the incident commander, will communicate directly with the first *help* call.

- A. Identify who you are and give any code word required.
- B. Briefly describe the nature of the incident.
- C. Give the location of the incident.
- D. Be specific about resources required.
- E. Provide directions and travel route to the scene as required.
- F. Advise who, and on what radio frequency or talk group, to contact for assignment and/or staging location. If common radio frequencies or talk groups are not available direct the responding *mutual aid* companies to a specific location and advise them whom to contact on arrival.

First Help Call Fire Department

- A. Dispatch required assistance.
- B. Notify the *fire co-ordinator*, or the *fire co-ordinator's* communications facility, of the incident and your response.
- C. Notify appropriate *fire co-ordinator(s)*, or their communications facility, where the response involves cross county/region/district activation.

Fire Co-ordinator

- A. Arrange for cover for home and assisting departments as required.
- B. Receive all additional calls for assistance after the *first help call*.

Note: Inter-county (or district, or region) mutual aid is treated as any other activation. There should be no boundaries when considering mutual aid assistance.

Termination of the Incident

- A. The incident commander will determine when assisting resources are no longer required.
- B. The incident commander will release resources as soon as possible.
- C. The incident commander will notify the *fire co-ordinator*, or the *fire co-ordinator's* communications facility, that assisting resources are no longer required and are being released.
- D. Assisting *fire department(s)* will notify the *fire co-ordinator*, or the *fire co-ordinator's* communications facility, when they have returned to their station(s) and are in service. Assisting includes response to the emergency scene and providing cover at other *fire departments*.

Criteria for Appointment as Fire Co-ordinator or Alternate

- A. *Fire chief*, deputy fire chief or senior officer with the necessary training and experience to co-ordinate the system
- B. Willingness of proposed *fire co-ordinator* or *alternate* to fill the role.
- C. Agreement of employer for *fire co-ordinator* or *alternate* to fill the role
- D. Capability to monitor, receive and transfer radio communications within the county, district or region and between other counties, districts and/or regions.
- E. Familiarity and continuity within the system.
- F. Where possible and where practicable of attainment the *fire co-ordinator* and *alternate* come from the same department.
- G. Agreeable to the roles and responsibilities as defined in the *mutual aid plan*.

Appointment Process for Coordinators and Alternates

- A. At his/her earliest convenience, the *fire co-ordinator* notifies the Office of the Fire Marshal (OFM) Emergency Management and Response Unit (EMR) of pending resignation or vacating of position.
- B. The *fire co-ordinator* makes a recommendation for replacement, based on selection criteria. If possible the *fire co-ordinator* obtains a letter from the candidate's CAO or *council* approving the recommended person for the position.
- C. EMR reviews the recommendation in consultation with the local *fire protection adviser (FPA)*.
- D. Local *FPA* confirms with CAO and/or *council* approval of the recommended person if not submitted by the *fire co-ordinator* in the original application.
- E. EMR forwards the recommendation to the Fire Marshal, for appointment.

- F. Fire Marshal (or designate) makes appointment.
- G. Access is provided to the OFM *fire co-ordinators* website by EMR.
- H. Local *FPA* delivers the appointment letter, identification card and wallet badge.
- I. *FPA* reviews the roles and responsibilities.
- J. *FPA* provides latest copy of the *fire co-ordinators'* manual.
- K. *FPA(s)* inform local *fire departments* of the appointment (where required).

Roles and Responsibilities

1. Office of the Fire Marshal

- A. Develop and approve the *mutual and automatic aid plan* and appendices in consultation with *fire co-ordinators*
- B. Review and approve *mutual aid plans*
- C. Maintain a centralized inventory of current *mutual aid plans*
- D. Provide support through specialized resources and equipment, as available
- E. Appoint the *fire chief* of a *fire department* established for an unincorporated area that is to participate in the *mutual aid plan*.
- F. Authorize *fire departments* serving unincorporated areas to participate in the *mutual aid plan* through an agreement signed by the Office of the Fire Marshal.
- G. Monitor activations of the *mutual aid system*.
- H. Maintain the *fire co-ordinators* website and provide regular communications and updates to the *fire co-ordinators*.
- I. Organize and conduct the annual *fire co-ordinators'* conference.
- J. Review the operations and performance of the *mutual aid system*.

2. Participants

Participants in the *mutual aid plan* are responsible for passing a by-law, agreement or alternative *acceptable* authorization to:

- A. Establish and regulate a *fire department*,
- B. Appoint the *fire chief* of the *fire department*, and,
- C. Authorize participation in the *mutual aid plan*.

3. Fire Co-ordinator

Fire department personnel appointed by the Fire Marshal as *fire co-ordinators* shall fulfill the duties and responsibilities as instructed by the Fire Marshal (Fire Protection and Prevention Act 1997, Section 7).

Roles and responsibilities of the position for the purposes of this *mutual aid plan* include:

- A. Develop, review and maintain an up-to-date *mutual aid plan*, under the instructions of the Fire Marshal of Ontario, and in cooperation with the area *fire chiefs*.
- B. Submit the plan to the Office of the Fire Marshal (OFM) Emergency Management Response Unit (EMR) for approval
- C. Review the *mutual aid plan* annually, or more often if required, with the participating *fire chiefs* and the local *fire protection adviser(s)* from the OFM.
- D. Coordinate activations of the *mutual aid plan*.
- E. Consider requests and recommend to the POC the deployment of provincial CBRN and HUSAR teams.
- F. Provide advice and assistance to the Fire Marshal upon request.
- G. May assist and support *participants* by providing information and guidance during *mutual aid* activations.
- H. Review activation reports from *participants* and forward to the OFM EMR Unit following the occurrence.
- I. In cooperation with the local *fire protection adviser*, review equipment and apparatus covered by the plan when deemed necessary by the *fire co-ordinator* or the *fire protection adviser*.
- J. Attend the annual *fire co-ordinators'* conferences and such other meetings as may be convened from time to time by the OFM.
- K. Submit expense accounts to the OFM EMR unit for approval twice yearly, and more frequently if required, and before the end of March of each year.
- L. May assist and support the *mutual aid* association by providing information and guidance, as required.
- M. Encourage county, district or regional training, and submit requests to the Office of the Fire Marshal for specialized courses.
- N. Other duties as may be assigned by the Fire Marshal.

Roles and responsibilities of the *fire co-ordinator* for the purposes of this *mutual aid plan* do not include:

- A. In an *unorganized territory* where there are no agreements made pursuant to the Fire Protection and Prevention Act, 1997 to provide *fire protection services*, there is ordinarily no role for the *fire co-ordinator* to play. The role of the *fire co-ordinator* is to coordinate *mutual aid plans* and to perform related duties. *Mutual aid plans* are plans developed between *fire departments*. *Fire departments* exist only in municipalities, or pursuant to an agreement in an *unorganized territory*.

4. Zone Fire Co-ordinators

Zone fire co-ordinators are appointed to act on behalf of the *fire co-ordinator* in a defined geographic area of the *mutual aid system*. Responsibilities include:

- A. Co-ordinating zone *mutual aid* activations
- B. Ensuring district plan revisions received from *fire co-ordinator* are copied and distributed to zone *fire chiefs* for updating their *fire department* plan.
- C. Co-ordinating regular zone meetings each year.
- D. Attending county/district/region meetings to provide zone activation updates and share zone initiatives being implemented.
- E. Encouraging zone *fire department* joint training and public fire safety education opportunities.
- F. Conducting equipment checks with zone *fire chiefs* to ensure *fire department* minimum equipment standards are being maintained
- G. Attending meetings, conferences, and/or training sessions on behalf of the county/district/region in the absence of the *fire co-ordinator* and *alternate fire co-ordinator*.

5. Participating Fire Chiefs

- A. Familiarize members of the *fire department* with contents of the *mutual aid plan*.
- B. Implement the local components of the *mutual aid plan*.
- C. Submit the relevant Fire, Response or Casualty Reports for all incidents directly to the Office of the Fire Marshal.
- D. Submit *mutual aid* activation reports to the *fire co-ordinator* within one week of the occurrence.
- E. Notify the *fire co-ordinator* of all significant changes as they occur, regarding stations, personnel, apparatus and/or equipment and contact information.
- F. Provide copies of agreements for fire protection to the *fire co-ordinator*, if requested by the *fire co-ordinator*.

- G. Attend *mutual aid system* meetings as called by the *fire co-ordinator*.
- H. Advise the *fire co-ordinator* of any municipal re-alignments or amalgamations.
- I. Provide a copy of the *mutual aid plan* to the *municipal council*.

Fire Co-ordinator's Protection from Personal Liability and Indemnification

The Fire Protection and Prevention Act, 1997 addresses the issue of protection from personal liability and indemnification for *fire co-ordinators*.

74. (1) No action or other proceeding for damages shall be instituted against a firefighter, a fire co-ordinator, a community fire safety officer, a member or employee of the Fire Safety Commission, an assistant to the Fire Marshal, the Deputy Fire Marshal, the Fire Marshal, or a person acting under his or her authority, for any act done in good faith in the execution or intended execution of his or her power or duty for any alleged neglect or default in the execution in good faith of his or her power or duty.

75. (1) A firefighter, a fire co-ordinator, a community fire safety officer, a member or employee of the Fire Safety Commission, an assistant to the Fire Marshal, the Deputy Fire Marshal, the Fire Marshal or a person acting under his or her authority shall be indemnified for reasonable legal costs incurred,

- (a) in the defence of a civil action, if the person is not found to be liable;*
- (b) in the defence of a criminal prosecution, if the person is found not guilty;*
- (c) in respect of any other proceeding in which the person's execution of his or her duties is an issue, if the person acted in good faith.*

Municipal Liability and Immunity

The Municipal Act addresses the issues of immunity protection for *councils* and members of *fire departments* participating in the *mutual aid plan*.

Liability re: fire service

467. Despite the repeal of the old Act, clause (e) of paragraph 31 of section 210 and paragraph 32 of section 210 of that Act continue to apply for the purpose of protecting a municipality from liability with respect to agreements entered into and emergency fire service plans adopted prior to January 1, 2003. 2001, c. 25, s. 467.

Immunity

448. (1) No proceeding for damages or otherwise shall be commenced against a member of council or an officer, employee or agent of a municipality or a person acting under the instructions of the officer, employee or agent for any act done in good faith in the performance or intended performance of a duty or authority under this Act or a by-law passed under it or for any alleged neglect or default in the performance in good faith of the duty or authority. 2001, c. 25, s. 448 (1).

Policy decisions

450. No proceeding based on negligence in connection with the exercise or non-exercise of a discretionary power or the performance or non-performance of a discretionary function, if the action or inaction results from a policy decision of a municipality or local board made in a good faith exercise of the discretion, shall be commenced against,

(a) a municipality or local board;

(b) a member of a municipal council or of a local board; or

(c) an officer, employee or agent of a municipality or local board.
2001, c. 25, s. 450.

Related Programs

Mutual Aid Associations

The participating *fire departments* have formed mutual aid associations with membership open to members of participating *fire departments* and their municipal officials. The associations provide a forum for discussion on matters relating to *mutual aid* operations and generally for improving the administration and operation of member departments. From the discussions that take place, the municipal officials have an opportunity of becoming more familiar with fire service issues. Municipalities that do not operate a *fire department* or do not purchase fire protection are required to establish community fire safety officers (or teams). Community fire safety personnel should be considered for membership in mutual aid associations. In no way does a mutual aid association implement policy for a *mutual aid system*.

Fire Co-ordinators' Conferences and Meetings

Each year a *fire co-ordinators'* conference is organized and conducted by the Office of the Fire Marshal. New developments in *mutual aid* are discussed, as well as current issues or problems in *mutual aid* operations. From time to time exercises will be conducted at the *fire co-ordinators'* conferences. *Fire co-ordinators* in regional areas of the province may meet from time to time to discuss local issues with OFM staff and

others. In addition, *fire co-ordinators* are expected to convene regular meetings with *fire chiefs*, or their representatives, within their jurisdictions.

Running Card Assignments

Requests for Assistance and Cover:

The following are examples only. The location of *participants* identified as “*help*” or “*cover*” is not limited to the local county, district or region. However, in those instances when the identified “*help*” or “*cover*” comes from another county, district or region, or from another province or state, the affected *fire co-ordinator* and *fire chief(s)* shall be informed of the *participant*’s inclusion in the local *mutual aid plan*.

The order of activation will be determining by selecting the department with the quickest ability to provide the requested assistance.

Examples

Niagara Falls Fire Department

Help call	Niagara-on-the-Lake	Fort Erie	Welland	Thorold
Cover	St. Catharines, Thorold or Lewiston, NY*	Port Colborne, Welland or Buffalo, NY**	Port Colborne, Wainfleet, Pelham or Thorold	Welland, Pelham or St. Catharines

* See Niagara County, NY Mutual Aid Plan

** See Erie County, NY Mutual Aid Plan

Note: a page should be inserted following this running assignment that identifies the appropriate method of contacting the various participants, i.e. by phone or radio, contact numbers and call signs.

Running Card Assignments

Requests First Call Help and Cover

Zone 1

City of Kenora Fire and Emergency Services

Help call	Longbow Lake	Pellatt	McKenzie Clearwater
Cover	Sioux Narrows Station #1	McKenzie Clearwater	Minaki

Ingolf Volunteer Fire Department

Help call	McKenzie Clearwater	Pellatt	CKFES Station #2
Cover	Pellatt	CKFES Station #2	CKFES Station #3

Pellatt United Fire Fighters

Help call	McKenzie Clearwater	CKFES Station #2	CKFES Station #3
Cover	CKFES Station #2	CKFES Station #3	CKFES Station #4

Minaki Volunteer Fire Department

Help call	Pellatt	McKenzie Clearwater	CKFES Station #2
Cover	McKenzie Clearwater	CKFES Station #2	CKFES Station #3

Redditt Volunteer Fire Department

Help call	Pellatt	McKenzie Clearwater	CKFES Station #2
Cover	McKenzie Clearwater	CKFES Station #2	CKFES Station #3

McKenzie Clearwater Bay Volunteer Fire Department

Help call	Pellatt	CKFES Station #2	CKFES Station #3
Cover	CKFES Station #2	CKFES Station #3	CKFES Station #4

Longbow Lake Volunteer Fire Brigade

Help call	CKFES Station #4	CKFES Station #3	CKFES Station #2
Cover	CKFES Station #3	CKFES Station #2	CKFES Station #1

Sioux Narrows-Nestor Falls Fire Rescue Service Station #1

Help call	Longbow Lake	CKFES Station #4	CKFES Station #3
Cover	CKFES Station #4	CKFES Station #3	CKFES Station #1

Sioux Narrows-Nestor Falls Fire Rescue Service Station #2

Help call	Chappelle North	Manitou Rapids	Emo
Cover	Manitou Rapids	Emo	Barwick

Mutual Aid and Automatic Aid Plan and Program Contact Information

Zone 1

City of Kenora Fire and Emergency Services

Fire Chief Warren F. Brinkman

EMERGENCY: 911

Home: (807) 548-4437

Work: (807) 467-2090

Work Ext: (807) 467-2107

Fax: (807) 467-2155

Cell: (807) 467-7573

Fire Station 1: (807) 467-2090

Fire Station 2: (807) 547-2905

Fire Station 3: (807) 548-4349

Fire Station 4: (807) 548-5801

Email: wbrinkman@kenora.ca

Ingolf Volunteer Fire Department

Fire Chief Roy Ward

EMERGENCY: (807) 733-2012

Home: (807) 733-2012

Work:

Work Ext:

Fax:

Cell: (807) 219-0267

Fire Station:

Email: rward@nolimitsinternet.com

Pellatt United Fire Fighters

Fire Chief Barry Bennett

EMERGENCY: 468-3473

Home: (807) 543- 3261

Work: (807) 543- 2163

Work Ext:

Fax: (807) 543- 3455

Cell: (807) 466- 1535

Fire Station: (807) 543- 2601

Email: puff@kmts.ca

Minaki Volunteer Fire Department

Fire Chief Mike Turcotte

EMERGENCY: (807) 224- 1100

Home: (807) 224- 3296

Work: (807) 224-1020

Work Ext:

Fax: (807) 224- 3296

Cell: (807) 466- 2278

Fire Station: (807) 224- 2181

Email: Dawnandmike_7@sympatico.ca

Redditt Volunteer Fire Department

Fire Chief Glen Bowes
Phone Tree: 225-2471, 225-1057,
204-480-0440,225-2265,225-1023,
225-2278,225-3101, 225-2124,
225-2295, 225-1079,
225-1084, 225-1141

EMERGENCY: See Phone Tree

Home: (807) 225- 2265
Work: (807)
Work Ext:
Fax: (807) 225- 2265
Cell:
Fire Station: (807)
Email: bowes@kmts.ca

Mckenzie Clearwater Bay Volunteer Fire Department

Fire Chief Russell Bell

**EMERGENCY: 547-2400
733-3677**

Home: (807) 733-3624
Work:
Work Ext:
Fax: (807) 733- 3892
Cell: (807) 466- 8132
Fire Station: (807) 733- 3892
Email: clearwaterrescue@bellnet.ca

Longbow Lake Volunteer Fire Brigade

Fire Chief John Baker

EMERGENCY: 911

Home: (807) 548- 4137
Work: (807) 467- 5412
Work Ext:
Fax: (807) 548- 4110
Cell: (807) 467- 1724
Fire Station: (807) 548- 4110
Email: jbaker@fnw.ca;
longbowf@kmts.ca

Sioux Narrows-Nestor Falls Fire Rescue Services

Fire Chief Woody Linton

**EMERGENCY: Station #1 226-1021
Station #2 274-2233**

Home: (807) 226- 2665
Work: (807) 226- 5241
Work Ext:
Fax: (807) 226- 5712
Cell: (807) 467- 1368
Fire Station: (807) 226- 5241
Email: woody@voyageur.ca;
snnf@voyageur.ca

Zone 1 Co-ordinator

Fire Chief Warren F. Brinkman

EMERGENCY: 911

Home: (807) 548- 4437
Work: (807) 467- 2090
Work Ext: (807) 467- 2107
Cell: (807) 467- 7573
Fire Station: (807) 467- 2090
Email: wbrinkman@city.kenora.on.ca

RUNNING CARD ASSIGNMENT - CITY OF KENORA FIRE AND EMERGENCY SERVICES

Fire Department:	Kenora Fire & Emergency Services	Fire Chief:	Warren F. Brinkman	Radio Call Sign:	XJO 455
Station Address:	350 Second Street South	Location Code:	6010	Radio Frequency F1	156.015
City/Province:	Kenora, Ontario	E-mail	wbrinkman@city.kenora.on.ca	F2	154.07
Postal Code:	P9N 1G5			F3	158.235
				F4	154.995
Mailing Address:	350 Second Street South	Station Phone Number:	(807)467-2090		
City/Province:	Kenora, Ontario	Emergency Phone Number:	-911		
Postal Code:	P9N 1G5	Fax:	(807)467-2155		

PEACE TIME ASSIGNMENT

	First Call Help	Cover		Second Call Help	Cover		Third Call Help	Cover
Fire Department:	Longbow Lake	Sioux Narrows		Pellatt	McKenzie CWBay		McKenzie CWBay	Minaki
Radio Call Sign:	XJO 455	XJO 455		XJO 455	XJO 455		XJO 455	XJO 455
Frequency:	156.015	149.71		156.015	156.015		156.015	156.015
Telephone Number:	(807)548-4110	(807)226-1021		(807)543-2601	(807)733-3892		(807)733-3892	(807)224-2181

EQUIPMENT SUMMARY

RESOURCES	EQUIPMENT SUMMARY																							COMMENTS	
	Staff-F/TF	Staff-V/F	Number of Fire Stations	Pumper/Mini-pumper/CARS	Elevating Devices	Utility Units	Tankers	Rescue Units	High Volume Supply Lines	Portable Pumps	SCBA Units	SCBA Spare Cylinders	Fixed Air Fill Station	Mobile Air Unit	Portable Generators	District Haz-Mat Equipment	Boats (fire or rescue)	Extrication Equipment	Extrication Equipment-Hand	Airbags	High-angle Equipment-Power	Confined Space Equipment	Mobile Light Unit		Mobile Command Post
	14	50	4	8	1	1	0	1	0	8	30	46	1	0	4	1	1	4	2	1	0	1	1	1	Mobile Command
																									Unit is also Rescue
																									Unit
TOTAL	14	50	4	8	1	1	0	1	0	8	30	46	1	0	4	1	1	4	2	1	0	1	1	1	

ZONE COORDINATOR: Warren F. Brinkman **FIRE COORDINATOR:** Warren F. Brinkman

RUNNING CARD ASSIGNMENT - INGOLF VOLUNTEER FIRE DEPARTMENT

Fire Department:	Roy Ward	Fire Chief:	Roy Ward	Radio Call Sign:	N/a
Station Address:	Ingolf	Location Code:	6090-11	Radio Frequency F1	N/a
City/Province:	Ingolf, Ontario	E-mail	rward@nolimitsinternet.com	F2	
Postal Code:	P0Y 1A0			F3	
				F4	
Mailing Address:	P.O. Box 202	Station Phone Number:	N/a		
City/Province:	Ingolf, Ontario	Emergency Phone Number:	(807)733-2012		
Postal Code:	P0Y 1A0	Fax:	N/a		

PEACE TIME ASSIGNMENT

	First Call Help	Cover	Second Call Help	Cover	Third Call Help	Cover
Fire Department:	McKenzie CWBay	Pellatt	Pellatt	CKFES Station #2	CKFES Station #2	CKFES Station #3
Radio Call Sign:	XJO 455	XJO 455	XJO 455	XJO 455	XJO 455	XJO 455
Frequency:	156.015	156.015	156.015	156.015	156.015	156.015
Telephone Number:	(807)733-3892	(807)543-2601	(807)543-2601	(807)547-2905	(807)547-2905	(807)548-4349

EQUIPMENT SUMMARY

RESOURCES	Staff-F/FF	Staff-V/ff	Number of Fire Stations	Pumper/Mini-pumper/CAFS	Elevating Devices	Utility Units	Tankers	Rescue Units	High Volume	Portable Supply Lines	Portable Pumps	SCBA Units	SCBA Spare Cylinders	Fixed Air Fill Station	Mobile Air Unit	Portable Generators	District Haz Mat Equipment	Boats (fire or rescue)	Extrication Equipment	Extrication Equipment-Hand	Airlbags	High-angle Rescue Power	Confined Space Rescue Equipment	Mobile Light Unit	Mobile Command Post	COMMENTS
	0	16	1	0	0	0	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	N	0	0		
TOTAL	0	16	1	0	0	0	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

ZONE COORDINATOR: Warren F. Brinkman **FIRE COORDINATOR:** Warren F. Brinkman

RUNNING CARD ASSIGNMENT - PELLATT UNITED FIRE FIGHTERS

Fire Department:	Pellatt	Fire Chief:	Barry Bennett	Radio Call Sign:	XJO 455
Station Address:	Highway 641	Location Code:	6090-06	Radio Frequency F1	156.015
City/Province:	Pellatt, Township	E-mail	puff@kmts.ca	F2	154.07
Postal Code:	P0X 1C0			F3	158.235
				F4	154.995
Mailing Address:	RR#1, Site 7A, Box 12	Station Phone Number:	(807)543-2601		
City/Province:	Keewatin, Ontario	Emergency Phone Number:	(807)468-3473		
Postal Code:	P0X 1C0	Fax:	(807)543-3455		

PEACE TIME ASSIGNMENT

	First Call Help	Cover	Second Call Help	Cover	Third Call Help	Cover
Fire Department:	McKenzie CWBay	CKFES Station #2	CKFES Station #2	CKFES Station #3	CKFES Station #3	CKFES Station #4
Radio Call Sign:	XJO 455	XJO 455	XJO 455	XJO 455	XJO 455	XJO 455
Frequency:	156.015	156.015	156.015	156.015	156.015	156.015
Telephone Number:	(807)733-3892	(807)547-2905	(807)547-2905	(807)548-4349	(807)548-4349	(807)548-5801

EQUIPMENT SUMMARY

RESOURCES	EQUIPMENT SUMMARY																							COMMENTS	
	Staff-FTFF	Staff-Vff	Number of Fire Stations	Pumper/Mini-pumper/C.A.F.S	Elevating Devices	Utility Units	Tankers	Rescue Units	High Volume Supply Lines	Portable Pumps	SCBA Units	SCBA Spare Cylinders	Fixed Air Fill Station	Mobile Air Unit	Portable Generators	District Haz-Mat Equipment	Boats (fire or rescue)	Extrication Equipment	Extrication Equipment-Hand	Airbags	High-angle Equipment-Power	Confined Space Rescue Equipment	Mobile Space Rescue Equipment		Mobile Light Unit
	0	22	2	2	0	0	1	1	0	6	4	4	0	0	3	0	1	1	0	0	0	0	0	0	
TOTAL	0	22	2	2	0	0	1	1	0	6	4	4	0	0	3	0	1	1	0	0	0	0	0	0	

ZONE COORDINATOR: Warren F. Brinkman **FIRE COORDINATOR:** Warren F. Brinkman

RUNNING CARD ASSIGNMENT - MINAKI VOLUNTEER FIRE DEPARTMENT

Fire Department: Minaki	Fire Chief: Mike Turcotte	Radio Call Sign: N/a
Station Address: Minaki	Location Code: 6090-02	Radio Frequency F1: N/a
City/Province: Minaki, Ontario	E-mail: dawnandmike_7@sympatico.ca	F2:
Postal Code: P0X 1M0		F3:
		F4:
Mailing Address: Box 108	Station Phone Number: (807)-224-2181	
City/Province: Minaki, Ontario	Emergency Phone Number: (807)224-1100	
Postal Code: P0X 1J0	Fax: (807)-224-3296	

PEACE TIME ASSIGNMENT

	First Call Help	Cover		Second Call Help	Cover		Third Call Help	Cover
Fire Department:	Pellatt	McKenzie CWBay	Fire Department:	McKenzie CWBay	CKFES Station #2	Fire Department:	CKFES Station #2	CKFES Station #3
Radio Call Sign:	XJO 455	XJO 455	Radio Call Sign:	XJO 455	XJO 455	Radio Call Sign:	XJO 455	XJO 455
Frequency:	156.015	156.015	Frequency:	156.015	156.015	Frequency:	156.015	156.015
Telephone Number:	(807)543-2601	(807)733-3892	Telephone Number:	(807)733-3892	(807)547-2905	Telephone Number:	(807)547-2905	(807)548-4349

EQUIPMENT SUMMARY

RESOURCES	EQUIPMENT SUMMARY																							COMMENTS
	Staff-FTFF	Staff-Vol	Number of Fire Stations	Pumper/Mini-pumper(CAFS)	Elevating Devices	Utility Units	Tankers	Rescue Units	High Volume Supply Lines	Portable Pumps	SCBA Units	SCBA Spare Cylinders	Fixed Air Fill Station	Mobile Air Unit	Portable Generators	District Haz Mat Equipment	Boats (fire or rescue)	Extrication Equipment	Extrication Equipment-Hand	Airbags	High-angle Equipment-Power	Confined Space Rescue Equipment	Mobile Light Unit	
	0	12	1	1	0	0	1	0	0	2	4	7	0	0	1	0	1	0	0	0	0	0	0	
TOTAL	0	12	1	1	0	0	1	0	0	2	4	7	0	0	1	0	1	0	0	0	0	0	0	

ZONE COORDINATOR: Warren F. Brinkman **FIRE COORDINATOR:** Warren F. Brinkman

RUNNING CARD ASSIGNMENT - REDDITT VOLUNTEER FIRE DEPARTMENT

Fire Department:	Redditt	Fire Chief:	Glen Bowes	Radio Call Sign:	N/a
Station Address:	Redditt	Location Code:	6090-04	Radio Frequency F1	N/a
City/Province:	Redditt, Ontario	E-mail	bowes@kmrts.ca	F2	
Postal Code:	P0X 1M0			F3	
				F4	
Mailing Address:	General Delivery	Station Phone Number:	N/a		
City/Province:	Redditt, Ontario	Emergency Phone Number:	N/a		
Postal Code:	P0X 1M0	Fax:	(807)225-2265		

PEACE TIME ASSIGNMENT

	First Call Help	Cover	Second Call Help	Cover	Third Call Help	Cover
Fire Department:	Pellatt	McKenzie CWBay	McKenzie CWBay	CKFES Station #2	CKFES Station #2	CKFES Station #3
Radio Call Sign:	XJO 455	XJO 455	XJO 455	XJO 455	XJO 455	XJO 455
Frequency:	156.015	156.015	156.015	156.015	156.015	156.015
Telephone Number:	(807)543-2601	(807)733-3892	(807)733-3892	(807)547-2905	(807)547-2905	(807)548-4349

EQUIPMENT SUMMARY

RESOURCES	EQUIPMENT SUMMARY																							COMMENTS
	Staff-FTFF	Staff-Vif	Number of Fire Stations	Pumper/Mini-pumper/CAPS	Elevating Devices	Utility Units	Tankers	Rescue Units	High Volume	Portable Pumps	SCBA Units	SCBA Spare Cylinders	Fixed Air Fill Station	Mobile Air Unit	Portable Generators	District Haz Mat Equipment	Boats (fire or rescue)	Extrication Equipment	Extrication Equipment-Hand	Airbags	High-angle Equipment-Power	Confined Rescue Equipment	Mobile Space Rescue Equipment	
	0	13	1	1	0	0	1	0	0	3	4	4	0	0	2	0	0	1	0	0	0	0	0	
TOTAL	0	13	1	1	0	0	1	0	0	3	4	4	0	0	2	0	0	1	0	0	0	0	0	

ZONE COORDINATOR: Warren F. Brinkman **FIRE COORDINATOR:** Warren F. Brinkman

RUNNING CARD ASSIGNMENT - MCKENZIE CLEARWATER BAY VOLUNTEER FIRE DEPARTMENT

Fire Department:	McKenzie Clearwater Bay	Fire Chief:	Russell Bell	Radio Call Sign:	XJO 455
Station Address:	Highway 17 West	Location Code:	6090-09	Radio Frequency F1	156.015
City/Province:	Clearwater Bay, Ontario	E-mail	clearwaterrescue@bellnet.ca	F2	154.07
Postal Code:	P0X 1S0			F3	158.235
				F4	154.995
Mailing Address:	Box 20	Station Phone Number:	(807)733-3892		
City/Province:	Clearwater Bay, Ontario	Emergency Phone Number:	(807)547-2400/733-3677		
Postal Code:	P0X 1S0	Fax:	(807)733-3892		

PEACE TIME ASSIGNMENT

	First Call Help	Cover	Second Call Help	Cover	Third Call Help	Cover
Fire Department:	Pellatt	CKFES Station #2	CKFES Station #2	CKFES Station #3	CKFES Station #3	CKFES Station #4
Radio Call Sign:	XJO 455	XJO 455	XJO 455	XJO 455	XJO 455	XJO 455
Frequency:	156.015	156.015	156.015	156.015	156.015	156.015
Telephone Number:	(807)543-2601	(807)547-2905	(807)547-2905	(807)548-4349	(807)548-4349	(807)548-5801

EQUIPMENT SUMMARY

RESOURCES	EQUIPMENT SUMMARY																				COMMENTS				
	Staff-F/TF	Staff-V/f	Number of Fire Stations	Pumper/Mini-pumper/CAPS	Elevating Devices	Utility Units	Tankers	Rescue Units	High Volume	Portable Supply Lines	Portable Pumps	SCBA Units	SCBA Spare Cylinders	Fixed Air Fill Station	Mobile Air Unit	Portable Generators	District Haz Mat Equipment	Boats (fire or rescue)	Extrication Equipment	Extrication Equipment-Hand		Airbags	High-angle Rescue Equipment	Confined Space Equipment	Mobile Light Unit
	0	26	2	2	0	0	1	0	20	4	8	8	0	0	1	0	1	1	1	0	0	0	0	0	
TOTAL	0	26	2	2	0	0	1	0	20	4	8	8	0	0	1	0	1	1	1	0	0	0	0	0	

ZONE COORDINATOR: Warren F. Brinkman **FIRE COORDINATOR:** Warren F. Brinkman

RUNNING CARD ASSIGNMENT - LONGBOW LAKE VOLUNTEER FIRE BRIGADE

Fire Department: Longbow Lake	Fire Chief: John Baker	Radio Call Sign: XJO 455
Station Address: Storm Bay Road	Location Code: 6090-03	Radio Frequency F1: 156.015
City/Province: Kirkup Township	E-mail: longbowf@kmts.ca	F2: 154.07
Postal Code: POX 1H0		F3: 158.235
		F4: 154.995
Mailing Address: General Delivery	Station Phone Number: (807)548-4110	
City/Province: Longbow Lake, Ontario	Emergency Phone Number: -911	
Postal Code: POX 1H0	Fax: (807)548-4110	

PEACE TIME ASSIGNMENT

	First Call Help	Cover	Second Call Help	Cover	Third Call Help	Cover
Fire Department:	CKFES Station #4	CKFES Station #3	CKFES Station #3	CKFES Station #2	CKFES Station #2	CKFES Station #1
Radio Call Sign:	XJO 455	XJO 455	XJO 455	XJO 455	XJO 455	XJO 455
Frequency:	156.015	156.015	156.015	156.015	156.015	156.015
Telephone Number:	(807)548-5801	(807)548-4349	(807)548-4349	(807)547-2905	(807)547-2905	(807)467-2090

EQUIPMENT SUMMARY

RESOURCES	Staff-FTFF	Staff-Vol	Number of Fire Stations	Pumper/Mini-pumper/CAFS	Elevating Devices	Utility Units	Tankers	Rescue Units	High Volume Supply Lines	Portable Pumps	SCBA Units	SCBA Spare Cylinders	Fixed Air Fill Station	Mobile Air Unit	Portable Generators	Boats (fire or rescue)	Extrication Equipment	Extrication Equipment-Hand	Airbags	High-angle Equipment-Power	Confined Space Rescue Equipment	Mobile Space Rescue Equipment	Mobile Light Unit	Mobile Command Post	COMMENTS	
	0	26	2	2	0	1	1	0	20	4	8	8	0	0	2	N	0	1	0	N	0	0	1	0		
TOTAL	0	26	2	2	0	1	1	0	20	4	8	8	0	0	2	0	0	1	0	0	0	0	0	1	0	

ZONE COORDINATOR: Warren F. Brinkman **FIRE COORDINATOR:** Warren F. Brinkman

RUNNING CARD ASSIGNMENT - SIOUX NARROWS-NESTOR FALLS VOLUNTEER FIRE DEPARTMENT

Fire Department: Sioux Narrows/Nestor Falls	Fire Chief: Woody Linton	Radio Call Sign: XJO 455
Station Address: Highway #71	Location Code: 6008	Radio Frequency F1: 149.71
City/Province: Sioux Narrow, Ontario	E-mail: woody@voyageur.ca	F2: 154.07
Postal Code: POX 1N0		F3:
		F4:
Mailing Address: P.O. Box 417	Station Phone Number: (807)226-5241	
City/Province: Sioux Narrows, Ontario	Emergency Phone Number: Sation #1 226-1021	
Postal Code: POX 1N0	Fax: (807)226-5712	

PEACE TIME ASSIGNMENT

	First Call Help	Cover	Second Call Help	Cover	Third Call Help	Cover
Fire Department:	Longbow Lake	CKFES Station #4	CKFES Station #4	CKFES Station #3	CKFES Station #3	CKFES Station #1
Radio Call Sign:	XJO 455	XJO 455	XJO 455	XJO 455	XJO 455	XJO 455
Frequency:	156.015	156.015	156.015	156.015	156.015	156.015
Telephone Number:	(807)548-4110	(807)548-5801	(807)548-5801	(807)548-4349	(807)548-4349	(807)467-2090

EQUIPMENT SUMMARY

RESOURCES	EQUIPMENT SUMMARY																				COMMENTS			
	Staff-FTFF	Staff-Vff	Number of Fire Stations	Pumper/Mini-pumper/CAFS	Elevating Devices	Utility Units	Tankers	Rescue Units	High Volume Supply Lines	Portable Pumps	SCBA Units	SCBA Spare Cylinders	Fixed Air Fill Station	Mobile Air Unit	Portable Generators	District Haz Mat Equipment	Boats (fire or rescue)	Extrication Equipment	Extrication Equipment-Hand	Airbags		High-angle Rescue Power	Confined Space Rescue Equipment	Mobile Light Unit
	0	18	1	2	0	1	0	0	20	3	15	8	0	0	2	0	1	1	1	0	0	0	0	
TOTAL	0	18	1	2	0	1	0	0	20	3	15	8	0	0	2	0	1	1	1	0	0	0	0	

ZONE COORDINATOR: Warren F. Brinkman **FIRE COORDINATOR:** Warren F. Brinkman

RUNNING CARD ASSIGNMENT - SIOUX NARROWS-NESTOR FALLS VOLUNTEER FIRE DEPARTMENT

Fire Department:	Sioux Narrows/Nestor Falls	Fire Chief:	Woody Linton	Radio Call Sign:	XJO 455
Station Address:	Highway #71	Location Code:	6008	Radio Frequency F1	149.71
City/Province:	Sioux Narrow, Ontario	E-mail	woody@voyageur.ca	F2	154.07
Postal Code:	P0X 1N0			F3	
				F4	
Mailing Address:	P.O. Box 417	Station Phone Number:	(807)226-5241		
City/Province:	Sioux Narrows, Ontario	Emergency Phone Number:	Sation #2 274-2233		
Postal Code:	P0X 1N0	Fax:	(807)226-5712		

PEACE TIME ASSIGNMENT

	First Call Help	Cover	Second Call Help	Cover	Third Call Help	Cover
Fire Department:	Chappelle North	Manitou Rapids	Manitou Rapids	Emo	Emo	Barwick
Radio Call Sign:						
Frequency:						
Telephone Number:						

EQUIPMENT SUMMARY

RESOURCES	EQUIPMENT SUMMARY																							COMMENTS
	Staff-FTFF	Staff-Vol	Number of Fire Stations	Pumper/Mini-pumper/CAFS	Elevating Devices	Utility Units	Tankers	Rescue Units	High Volume Supply Lines	Portable Pumps	SCBA Units	SCBA Spare Cylinders	Fixed Air Fill Station	Mobile Air Unit	Portable Generators	District Haz Mat Equipment	Boats (fire or rescue)	Extrication Equipment	Extrication Equipment-Hand	Airbags	High-angle Rescue-Power	Confined Space Rescue Equipment	Mobile Light Unit	
	0	4	1	1	0	0	1	1	0	2	5	8	0	0	1	0	0	1	1	0	0	0	0	
TOTAL	0	4	1	1	0	0	1	1	0	2	5	8	0	0	1	0	0	1	1	0	0	0	0	

ZONE COORDINATOR: _____ **FIRE COORDINATOR:** _____

Running Card Assignments

Requests First Call Help and Cover

ZONE 2

Red Lake Volunteer Fire Department

Help call	Ear Falls	Machin	Dryden
Cover	Machin	Oxdrift	Wabigoon

Ear Falls Volunteer Fire Department

Help call	Red Lake Station #4	Red Lake Station #1	Red Lake Station #2
Cover	Red Lake Station #1	Red Lake Station #2	Red Lake Station #3

Mutual Aid and Automatic Aid Plan and Program Contact Information

Zone 2

Red Lake Volunteer Fire Department

Fire Chief Walter Scarrow

EMERGENCY: 911

Home: (807) 735- 3329

Work: (807) 727- 1290

Work Ext:

Fax: (807) 727- 2709

Cell: (807) 727- 0911

Fire Station 4: (807) 727- 2169

Email: firechief@redlake.ca

Ear Falls Volunteer Fire Department

Fire Chief Gary Gazankas

EMERGENCY: (807) 222- 3733

Home: (807) 727- 2925

Work: (807) 222- 3732

Work Ext:

Cell: (807) 727- 0781

Fire Station: (807) 222- 3732

Email: ggazankas@ear-falls.com

Zone 2 Co-ordinator

Fire Chief Gary Gazankas

EMERGENCY: (807) 222- 3733

Home: (807) 727- 2925

Work: (807) 222- 3732

Work Ext:

Cell: (807) 727- 0781

Fire Station: (807) 222- 3732

Email: ggazankas@ear-falls.com

RUNNING ASSIGNMENT - RED LAKE VOLUNTEER FIRE DEPARTMENT

Fire Department:	Red Lake	Fire Chief:	Walter Scarrow	Radio Call Sign:	XJO 453
Station Address:	2 Nuggett Street	Location Code:	6042	Radio Frequency F1	156.015
City/Province:	Red Lake, Ontario	E-mail	firechief@redlake.ca	F2	154.07
Postal Code:	P0V 2M0			F3	
				F4	
Mailing Address:	Box 1000	Station Phone Number:	(807)727-1290		
City/Province:	Balmertown, Ontario	Emergency Phone Number:	-911		
Postal Code:	P0V 1C0	Fax:	(807)727-2709		

PEACE TIME ASSIGNMENT

	First Call Help	Cover
Fire Department:	Ear Falls	Machin
Radio Call Sign:	XJT 784	XJK 391
Frequency:	154.555	155.745
Telephone Number:	(807)222-3732	(807)227-2056

	Second Call Help	Cover
	Machin	Oxdrift
	XJK 391	XJK 382
	155.745	154.98
	(807)227-2056	(807)937-5929

	Third Call Help	Cover
	Dryden St#1	Dryden St#2
	XJK 382	XJK 382
	154.98	154.98
	(807)223-1178	(807)223-1178

EQUIPMENT SUMMARY

RESOURCES	EQUIPMENT SUMMARY																				COMMENTS				
	Staff-FTFF	Staff-VFF	Number of Fire Stations	Pumper/Mini-pumper/CAFS	Elevating Devices	Utility Units	Tankers	Rescue Units	High Volume Supply Lines	Portable Pumps	SCBA Units	SCBA Spare Cylinders	Fixed Air Fill Station	Mobile Air Unit	Portable Generators	District Haz Mat Equipment	Boats (fire or rescue)	Extrication Equipment	Extrication Equipment-Hand	Airbags		High-angle Rescue Equipment	Confined Space Rescue Equipment	Mobile Light Unit	Mobile Command Post
	1	64	5	5	0	1	1	2	30	12	37	45	3	0	5	0	0	2	1	2	0	0	1	1	
TOTAL	1	64	5	5	0	1	1	2	30	12	37	45	3	0	5	0	0	2	1	2	0	0	1	1	

ZONE COORDINATOR: Gary Gazankas **FIRE COORDINATOR:** Warren F. Brinkman

RUNNING ASSIGNMENT - RED LAKE VOLUNTEER FIRE DEPARTMENT

Fire Department:	Red Lake	Fire Chief:	Walter Scarrow	Radio Call Sign:	XJO 453
Station Address:	9 Nuggett Street	Location Code:	6042	Radio Frequency F1	156.015
City/Province:	Red Lake, Ontario	E-mail	firechief@redlake.ca	F2	154.07
Postal Code:	P0V 2M0			F3	
				F4	
Mailing Address:	Box 1000	Station Phone Number:	(807)727-1290		
City/Province:	Balmertown, Ontario	Emergency Phone Number:	(807) 735-2555		
Postal Code:	P0V 1C0	Fax:	(807)727-2709		

PEACE TIME ASSIGNMENT

	First Call Help	Cover
Fire Department:	Ear Falls	Machin
Radio Call Sign:	XJT 784	XJK 391
Frequency:	154.555	155.745
Telephone Number:	(807)222-3732	(807)227-2056

	Second Call Help	Cover
	Machin	Oxdrift
	XJK 391	XJK 382
	155.745	154.98
	(807)227-2056	(807)937-5929

	Third Call Help	Cover
	Dryden St#1	Dryden St#2
	XJK 382	XJK 382
	154.98	154.98
	(807)223-1178	(807)223-1178

EQUIPMENT SUMMARY

RESOURCES	EQUIPMENT SUMMARY																				COMMENTS				
	Staff-FTF	Staff-Vol	Number of Fire Stations	Pumper/Mini-pumper/CAFS	Elevating Devices	Utility Units	Tankers	Rescue Units	High Volume Supply Lines	Portable Pumps	SCBA Units	SCBA Spare Cylinders	Fixed Air Fill Station	Mobile Air Unit	Portable Generators	District Haz Mat Equipment	Boats (fire or rescue)	Extrication Equipment	Extrication Equipment-Hand	Airbags		High-angle Rescue Equipment	Confined Space Rescue Equipment	Mobile Light Unit	Mobile Command Post
	3	62	5	5	0	1	1	3	30	7	35	50	4	0	4	0	0	2	1	4	0	0	1	1	
TOTAL	3	62	5	5	0	1	1	3	30	7	35	50	4	0	4	0	0	2	1	4	0	0	1	1	

ZONE COORDINATOR: Joe Blazek **FIRE COORDINATOR:** Warren F. Brinkman

Running Card Assignments

Requests First Call Help and Cover

Zone 3

Dryden Fire Service

Help call	Oxdrift	Machin	Wabigoon
Cover	Machin	Longbow Lake	Sioux Lookout

Oxdrift Volunteer Fire Department

Help call	Dryden Station #1	Dryden Station #2	Machin Station #1
Cover	Dryden Station #2	Wabigoon	Machin Station #2

Machin Volunteer Fire Department

Help call	Oxdrift	Dryden Station #1	Dryden Station #2
Cover	Dryden Station #1	Dryden Station #2	Wabigoon

Wabigoon Volunteer Fire Department

Help call	Dryden Station #2	Dryden Station #1	Oxdrift
Cover	Dryden Station #1	Oxdrift	Machin Station #2

Ignace Volunteer Fire Department

Help call	Wabigoon	Dryden Station #2	Oxdrift
Cover	Dryden Station #2	Dryden Station #1	Machin Station #2

Sioux Lookout Volunteer Fire Department

Help call	Sioux Lookout Station #2	Wabigoon	Dryden Station #2
Cover	Wabigoon	Dryden Station #2	Dryden Station #1

Pickle Lake Volunteer Fire Department

Help call	Sioux Lookout Station #1	Ignace	Wabigoon
Cover	Sioux Lookout Station #2	Wabigoon	Dryden Station #2

Mutual Aid and Automatic Aid Plan and Program Contact Information

Zone 3

Dryden Fire Service

Fire Chief Darryl Herbert

EMERGENCY: 911

Home: (807) 223- 5993

Work: (807) 223- 1178

Work Ext:

Fax: (807) 223- 7284

Cell: (807) 221- 8143

Fire Station: (807) 223- 1178

Email: dherbert@dryden.ca

Oxdrift Volunteer Fire Department

Fire Chief Donna Cockle

EMERGENCY: 911

Home: (807) 937- 5880

Work:

Work Ext:

Fax: (807) 937- 5929

Cell: (807) 221-9182

Fire Station: (807) 937- 5929

Email: dj@mail.drytel.net

Machin Volunteer Fire Department

Fire Chief Rob Wisneski

EMERGENCY: 911

Home: (807) 227- 2199

Work: (807) 227- 2199

Work Ext:

Fax: 1-866-505-3447

Cell: (807) 529- 4377

Fire Station: (807) 227- 2056

Email: fish@stanleys.com
machinfire@bellnet.ca

Wabigoon Volunteer Fire Department

Fire Chief John Scoular

EMERGENCY: 911

Home: (807) 938- 6325

Work: (807) 937- 7386

Work Ext:

Fax: (807) 938- 6427

Cell: (807) 221- 9605

Fire Station: (807) 938- 6427

Email: wabifire@drytel.net

Ignace Volunteer Fire Department
Fire Chief Robert Berube

EMERGENCY: 911

Home: (807) 934- 0759
Work: (807) 934- 2767
Work Ext:
Fax: (807) 934-2541
Cell: (807) 938-7201
Fire Station: (807) 934- 2211
Email: ignacefire@bellnet.ca

Sioux Lookout Volunteer Fire Department
Fire Chief Rob Favot

EMERGENCY: 911

Home: (807) 737- 3086
Work: (807) 737- 2564
Work Ext:
Fax: (807) 737- 4626
Cell: (807) 737-9131
Fire Station: (807) 737- 2564
Email: emergency@siouxlookout.ca
rfavot@siouxlookout.ca

Pickle Lake Volunteer Fire Department
Fire Chief Eric Dalzell

EMERGENCY: (807) 928- 2255

Home: (807) 928- 2357
Work: (807) 928- 2081
Work Ext:
Fax: (807) 928- 2708
Cell: (807) 221- 9621
Fire Station: (807) 928- 2316
Email: nwemspl@picklelake.org

Zone 3 Co-ordinator
Fire Chief Darryl Herbert

EMERGENCY: 911

Home: (807) 223- 5993
Work: (807) 223- 1178
Work Ext:
Cell: (807) 221- 8143
Fire Station: (807) 223- 1178
Email: dherbert@dryden.ca

RUNNING ASSIGNMENT - OXDRIFT FIRE TEAM

Fire Department: Oxdrift	Fire Chief: Donna Cockle	Radio Call Sign: XJK 382
Station Address: Highway #17 East	Location Code: 6090-07	Radio Frequency F1: 154.98
City/Province: Oxdrift, Ontario	E-mail: N/a	F2: 154.07
Postal Code: P8N 2Y8		F3:
		F4:
Mailing Address: P.O. Box 235	Station Phone Number: (807)937-5929	
City/Province: Dryden, Ontario	Emergency Phone Number: -911	
Postal Code: P8N 2Y8	Fax: (807)937-5929	

PEACE TIME ASSIGNMENT

	First Call Help	Cover
Fire Department:	Dryden St#1	Dryden St#2
Radio Call Sign:	XJK 382	XJK 382
Frequency:	154.98	154.98
Telephone Number:	(807)223-1178	(807)223-1178

	Second Call Help	Cover
	Dryden St#2	Wabigoon
	XJK 382	XJK 382
	154.98	154.98
	(807)223-1178	(807)938-6427

	Third Call Help	Cover
	Machin St#1	Machin St#2
	XJK 391	XJK 391
	155.745	155.745
	(807)227-2056	(807)227-2056

EQUIPMENT SUMMARY

RESOURCES	EQUIPMENT SUMMARY																				COMMENTS					
	Staff-FTFF	Staff-VFF	Number of Fire Stations	Pumper/Mini-pumper/CAFS	Elevating Devices	Utility Units	Tankers	Rescue Units	High Volume Supply Lines	Portable Pumps	SCBA Units	SCBA Spare Cylinders	Fixed Air Fill Station	Mobile Air Unit	Portable Generators	District Haz Mat Equipment	Boats (fire or rescue)	Extrication Equipment	Extrication Equipment-Hand	Airbags		High-angle Equipment-Power	Confined Rescue Equipment	Mobile Space Rescue Equipment	Mobile Light Unit	Mobile Command Post
	0	26	2	2	0	1	2	1	20	3	10	12	0	0	2	0	0	2	2	0	0	0	0	0	0	
TOTAL	0	26	2	2	0	1	2	1	20	3	10	12	0	0	2	0	0	0	2	2	0	0	0	0	0	

ZONE COORDINATOR: Darryl Herbert **FIRE COORDINATOR:** Warren F. Brinkman

RUNNING ASSIGNMENT - MACHIN VOLUNTEER FIRE DEPARTMENT

Fire Department: Machin	Fire Chief: Robert Wisneski	Radio Call Sign: XJK 391
Station Address: 62 Armstrong Street	Location Code: 6021	Radio Frequency F1: 155.745
City/Province: Vermilion Bay, Ontario	E-mail: fish@stanleys.com	F2: 154.07
Postal Code: P0V2Y4		F3:
		F4:
Mailing Address: P.O. Box 249	Station Phone Number: (807)227-2056	
City/Province: Vermilion Bay, Ontario	Emergency Phone Number: -911	
Postal Code: P0V 2V0	Fax: 1-866-505-3447	

PEACE TIME ASSIGNMENT

	First Call Help	Cover
Fire Department:	Oxdrift	Dryden St#1
Radio Call Sign:	XJK 382	XJK 382
Frequency:	154.98	154.98
Telephone Number:	(807)937-5929	(807)223-1178

	Second Call Help	Cover
	Dryden St#1	Dryden St#2
	XJK 382	XJK 382
	154.98	154.98
	(807)223-1178	(807)223-1178

	Third Call Help	Cover
	Wabigoon	Sioux Lookout
	XJK 382	XLQ 836
	154.98	151.31
	(807)938-6427	(807)737-2564

EQUIPMENT SUMMARY

RESOURCES	EQUIPMENT SUMMARY																				COMMENTS				
	Staff-FTFF	Staff-Vff	Number of Fire Stations	Pumper/Mini-pumper/C/AFS	Elevating Devices	Utility Units	Tankers	Rescue Units	High Volume Supply Lines	Portable Pumps	SCBA Units	SCBA Spare Cylinders	Fixed Air Fill Station	Mobile Air Unit	Portable Generators	District Haz Mat Equipment	Boats (fire or rescue)	Extrication Equipment	Extrication Equipment-Hand	Airbags		High-angle Rescue-Power	Confined Space Rescue Equipment	Mobile Light Unit	Mobile Command Post
	0	20	2	2	0	1	2	1	48	5	10	15	1	0	3	0	0	1	1	2	0	0	0	0	
TOTAL	0	20	2	2	0	1	2	1	48	5	10	15	1	0	3	0	0	1	1	2	0	0	0	0	

ZONE COORDINATOR: Darryl Herbert **FIRE COORDINATOR:** Warren F. Brinkman

RUNNING ASSIGNMENT - WABIGOON VOLUNTEER FIRE DEPARTMENT

Fire Department: Wabigoon	Fire Chief: John Scoular	Radio Call Sign: XJK 382
Station Address: 11 Bay Street	Location Code: 6090-05	Radio Frequency F1: 154.98
City/Province: Wabigoon, Ontario	E-mail: wabifire@drytel.net	F2: 154.07
Postal Code: P0V 2Y4		F3:
		F4:
Mailing Address: Box 50 Site 110 RR#1	Station Phone Number: (807)938-6427	
City/Province: Wabigoon, Ontario	Emergency Phone Number: -911	
Postal Code: P8N 2Y4	Fax: (807)938-6427	

PEACE TIME ASSIGNMENT

	First Call Help	Cover	Second Call Help	Cover	Third Call Help	Cover
Fire Department:	Dryden St#2	Dryden St#1	Dryden St#1	Oxdrift	Oxdrift	Machin St#2
Radio Call Sign:	XJK 382	XJK 382	XJK 382	XJK 382	XJK 382	XJK 391
Frequency:	154.98	154.98	154.98	154.98	154.98	155.745
Telephone Number:	(807)223-1178	(807)223-1178	(807)223-1178	(807)937-5929	(807)937-5929	(807)227-2056

EQUIPMENT SUMMARY

RESOURCES	EQUIPMENT SUMMARY																				COMMENTS				
	Staff-FTFF	Staff-Vol	Number of Fire Stations	Pumper/Mini-pumper/CAPS	Elevating Devices	Utility Units	Tankers	Rescue Units	High Volume Supply Lines	Portable Pumps	SCBA Units	SCBA Spare Cylinders	Fixed Air Fill Station	Mobile Air Unit	Portable Generators	District Haz Mat Equipment	Boats (fire or rescue)	Extrication Equipment	Extrication Equipment-Hand	Airbags		High-angle Equipment-Power	Confined Rescue Equipment	Mobile Space Rescue Equipment	Mobile Light Unit
	0	14	1	1	0	0	1	1	20	2	4	4	0	0	3	0	0	1	1	0	0	0	1	0	
TOTAL	0	14	1	1	0	0	1	1	20	2	4	4	0	0	3	0	0	1	1	0	0	0	1	0	
ZONE COORDINATOR:	Darryl Herbert										FIRE COORDINATOR: Warren F. Brinkman														

RUNNING ASSIGNMENT - IGNACE VOLUNTEER FIRE DEPARTMENT

Fire Department: Ignace	Fire Chief: Robert Berube	Radio Call Sign: XJK 673
Station Address: 115 Front Street	Location Code: 6001	Radio Frequency F1: 153.8
City/Province: Ignace, Ontario	E-mail: ignacefire@bellnet.ca	F2: 154.07
Postal Code: POT 1T0		F3:
		F4:
Mailing Address: P.O. Box 856	Station Phone Number: (807)934-2211	
City/Province: Ignace, Ontario	Emergency Phone Number: -911	
Postal Code: POT 1T0	Fax: (807)934-2541	

PEACE TIME ASSIGNMENT

	First Call Help	Cover
Fire Department:	Wabigoon	Dryden St#2
Radio Call Sign:	XJK 382	XJK 382
Frequency:	154.98	154.98
Telephone Number:	(807)938-6427	(807)223-1178

	Second Call Help	Cover
	Dryden St#2	Dryden St#1
	XJK 382	XJK 382
	154.98	154.98
	(807)223-1178	(807)223-1178

	Third Call Help	Cover
	Oxdrift	Sioux Lookout
	XJK 382	XLQ 836
	154.98	151.31
	(807)937-5929	(807)737-2564

EQUIPMENT SUMMARY

RESOURCES	EQUIPMENT SUMMARY																				COMMENTS				
	Staff-FTFF	Staff-Vol	Number of Fire Stations	Pumper/Mini-pumper/CAFS	Elevating Devices	Utility Units	Tankers	Rescue Units	High Volume Supply Lines	Portable Pumps	SCBA Units	SCBA Spare Cylinders	Fixed Air Fill Station	Mobile Air Unit	Portable Generators	District Haz Mat Equipment	Boats (fire or rescue)	Extrication Equipment	Extrication Equipment-Hand	Airbags		High-angle Rescue Power	Confined Space Equipment	Mobile Light Unit	Mobile Command Post
	1	16	1	2	0	0	0	1	16	2	17	12	1	0	2	0	0	1	1	0	0	0	0	0	
TOTAL	1	16	1	2	0	0	0	1	16	2	17	12	1	0	2	0	0	1	1	0	0	0	0	0	

ZONE COORDINATOR: Darryl Herbert **FIRE COORDINATOR:** Warren F. Brinkman

RUNNING ASSIGNMENT - PICKLE LAKE VOLUNTEER FIRE DEPARTMENT

Fire Department:	Pickle Lake	Fire Chief:	Eric Dalzell	Radio Call Sign:	VCM 418
Station Address:	2 Dickenson Avenue	Location Code:	6049	Radio Frequency F1	169.505
City/Province:	Pickle Lake	E-mail	nwemspl@picklelake.org	F2	154.07
Postal Code:	P0V 3A0			F3	
				F4	
Mailing Address:	P.O. Box 58	Station Phone Number:	(807)928-2081		
City/Province:	Pickle Lake, Ontario	Emergency Phone Number:	(807)928-2255		
Postal Code:	P0V 3A0	Fax:	(807)928-2708		

PEACE TIME ASSIGNMENT

	First Call Help	Cover	Second Call Help	Cover	Third Call Help	Cover
Fire Department:	Sioux L. St#1	Sioux L. St#2	Ignace	Wabigoon	Wabigoon	Dryden St#2
Radio Call Sign:	XLQ 836	XLQ 836	XJK 673	XJK 382	XJK 382	XJK 382
Frequency:	151.31	151.31	153.8	154.98	154.98	154.98
Telephone Number:	(807)7374626	(807)7374626	(807)934-2211	(807)938-6427	(807)938-6427	(807)223-1178

EQUIPMENT SUMMARY

RESOURCES	EQUIPMENT SUMMARY																				COMMENTS				
	Staff-FTFF	Staff-Vrf	Number of Fire Stations	Pumper/Mini-pumper/CAFS	Elevating Devices	Utility Units	Tankers	Rescue Units	High Volume Supply Lines	Portable Pumps	SCBA Units	SCBA Spare Cylinders	Fixed Air Fill Station	Mobile Air Unit	Portable Generators	District Haz Mat Equipment	Boats (fire or rescue)	Extrication Equipment	Extrication Equipment-Hand	Airbags		High-angle Rescue-Power	Confined Space Rescue Equipment	Mobile Space Rescue Equipment	Mobile Light Unit
	0	14	1	2	0	0	0	1	0	2	10	10	1	0	2	0	0	1	1	0	0	0	0	0	
TOTAL	0	14	1	2	0	0	0	1	0	2	10	10	1	0	2	0	0	1	1	0	0	0	0	0	

ZONE COORDINATOR: Darryl Herbert **FIRE COORDINATOR:** Warren F. Brinkman

MUTUAL AID ACTIVATION REPORT

<u>Activation of the</u> _____ (County/District/Region)	<u>Mutual Aid System</u>
---------------------------------------------------------------------------------------------------------------------------------------	--------------------------

<p style="text-align: center;"><u>Activation Type</u></p> <p><input type="checkbox"/> <u>Mutual Aid</u></p> <p><input type="checkbox"/> <u>Auto Extrication (C/D/R)</u></p> <p><input type="checkbox"/> <u>Haz Mat (C/D/R)</u></p> <p><input type="checkbox"/> <u>CBRN/HUSAR (Prov)</u></p>

<p style="text-align: center;"><u>Incident Information</u></p> <p><u>Date:</u> _____</p> <p><u>Time:</u> _____</p> <p><u>Municipality:</u> _____</p> <p><u>Estimated Loss:</u> \$ _____</p> <p><u>Incident Type:</u> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p style="font-size: small;">(3 digit # from Standard Incident Report)</p>	<p style="font-size: small;"><u>Please provide any additional relevant explanatory comments on an attached sheet</u></p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------

<p style="text-align: center;"><u>Reason for Activation</u></p> <p><input type="checkbox"/> <u>Staffing</u></p> <p><input type="checkbox"/> <u>Water Supply</u></p> <p><input type="checkbox"/> <u>Additional Pump Capacity</u></p> <p><input type="checkbox"/> <u>Special Equipment</u></p> <p><input type="checkbox"/> <u>Other</u></p>	<p style="text-align: center;"><u>Comments</u></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------

<u>Resources (at incident)</u>	<u>Home</u>	<u>1st Help</u>	<u>2nd Help</u>
<u>Department Name</u>	_____	_____	_____
<u>Staff</u>	_____	_____	_____
<u>Pumpers</u>	_____	_____	_____
<u>Tankers</u>	_____	_____	_____
<u>Rescue Vehicles</u>	_____	_____	_____
<u>Elevating Devices</u>	_____	_____	_____
<u>Other</u>	_____	_____	_____

<u>Fire Chief's Signature:</u> _____	<u>Date:</u> _____
<i>(Fire Chief to forward to Fire Co-ordinator within 7 days)</i>	

<u>Fire Co-ordinator's Signature:</u> _____	<u>Date:</u> _____
<i>(Fire Co-ordinator to forward to Office of the Fire Marshal Emergency Management and Response Unit after review)</i>	

Contacting the Office of the Fire Marshal:

The Emergency Management Unit of Field Fire Protection Services is the point of contact for Fire Co-ordinators to forward:

- current copies of mutual aid plans
- updates to mutual aid plan resources and contact lists, and
- original copies of expense claims – faxed copies not acceptable for approved government procedures

Original copies of the above are to be mailed to:

Emergency Management and Response Unit
Field Fire Protection Services
% Ontario Fire College
1495 Muskoka Road North
Gravenhurst, ON P1P 1W5

Original copies of mutual aid activation forms may be mailed to the above address or faxed to (705) 687-8636

In those instances when a *fire co-ordinator* or *alternate fire co-ordinator* has a question about the expected roles and responsibilities he/she may contact the Chief of the Emergency Management and Response Unit of the Office of the Fire Marshal through the following methods.

- Ontario Fire College main reception at (705) 687-2294.
- During non-business hours contact may be arranged through the Provincial Emergency Operations Centre 1-866-314-0472.

During major emergencies with provincial interests OFM staff members will typically be assigned to the Provincial Emergency Operations Centre (PEOC) and/or at the Ministry Emergency Operations Group (MEOG). These staff members may be in contact with *fire co-ordinators* dependent on the location and type of situation. *Fire co-ordinators* will be provided with an appropriate contact number(s) for continued contact throughout the emergency.



Office of the Fire Marshal

Mutual and Automatic Aid Plan and Program

for the

District of Kenora

Fire Co-ordinator Warren F. Brinkman

City of Kenora Fire and Emergency Services

Appendices

Issue Date: July 2008

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Appendix "A"

Additional Local Minimum Requirements:

This appendix identifies additional local county, district or region minimum requirements for participation in the *mutual aid plan*. The following are examples of local conditions that could be considered for insertion in the plan. It is a local decision to include any or all of the following or additional requirements in the *mutual aid plan* as an appendix.

Participants in the (insert name) *mutual aid plan* must meet or exceed *acceptable* personnel requirements and fire station, apparatus and equipment standards. The following are the minimum requirements for participation in the county, district or region mutual aid plan:

Personnel Requirements:

Each *participant* must have a minimum complement of at least ____ active firefighters with the ability to assemble an initial attack team of at least ____ firefighters at any time.

Participants in *automatic aid* must be able to send an initial response team of at least ____ firefighters at any time with the ability to assemble additional staff sufficient to answer subsequent alarms within their own municipality or area.

Fire Station Standards: *(Sample only - standards must be tailored to local needs)*

Each *agency* must have exclusive control of a fire station or similar facility that:

- A. Is a sound building equipped with electrical power, telephone service and a suitable heating system;
- B. Offers inside accommodation and necessary facilities for *help* and *cover* crews;
- C. Is large enough to accommodate *help* and *cover* vehicles inside; and,
- D. Provides year round access to streets or roads for emergency responses.

Apparatus Standards: *(Sample only - standards must be tailored to local needs)*

Each *participant* must own or have exclusive control of at least:

- A. One (specify the type of vehicle, size of pump, and tank) ex. at least one pumper equipped with a 625 gpm or 3000 l/min pump and a 300 gallon or 1300 litre water tank certified to (insert appropriate standard).
- B. All participating vehicles must certified to MTO standards annually; and,
- C. Verification records must be available to the *fire co-ordinator* and local *fire protection adviser*, on request.

Equipment Standards:

Each vehicle responding for *mutual aid* assistance must be equipped with at least the following equipment:

- A. Identify primary equipment. Include such things as ground ladders, hose and nozzles, SCBA and spare cylinders, approved firefighting clothing and helmets, etc.

Appendix “B”

Options for Cost Recovery for Automatic Aid Responses:

The following are examples only. The *fire co-ordinator* may choose to appoint an automatic aid committee. To meet local needs and circumstances *participants* should agree to appropriate fees. Fees could be current MTO rates to avoid differing charges or frequent changes to the plan.

Option One:

1. All *automatic aid* responses will be on a cost recovery basis.
2. Response rates will be determined by (insert appropriate local mechanism such as an automatic aid committee)
3. The first one-hour of a response in the authorized participation areas will be considered *automatic aid*.
4. Any additional time spent in a *mutual aid* area will be provided on a reciprocal or no cost basis.
5. The *home fire department* must have sufficient firefighters on the scene of the emergency at the end of the first hour to qualify for *mutual aid*.
6. The committee will review each conversion from *automatic aid* to *mutual aid* and determine if sufficient firefighters were on the scene, depending on the nature of the emergency.

Option Two:

1. All *automatic aid* responses will be on a reciprocal or no cost basis,
OR
2. All *automatic aid* responses will be on a reciprocal or no cost basis for a period of one year, at which time the automatic aid committee will determine if a fee schedule should be implemented similar to Options One or Three.

Option Three:

1. The first one-hour of an *automatic aid* response will be at no charge if the situation can be alleviated in that hour by the first responding *fire department* and *mutual aid* is not required.
2. Where the responding *fire department* determines the incident will require more than one hour or *mutual aid*, the *home fire department* must attend and assume control, as soon as possible.

3. If the *home fire department* cannot respond, for any reason, its municipality or area will be charged for the entire duration of the incident.
4. The incident duration will be calculated from the time the initial call is received by the first responding *fire department* until it has terminated the emergency or turned over command to the *home fire department* as recorded at the appropriate communications centre.
5. The automatic aid committee will review all responses, at least annually.
6. Where the automatic aid committee determines a municipality or area requires significantly more first responses than it provides, they may initiate a different fee schedule or recommend a separate fire protection agreement for that specific municipality or area.

Appendix “C”

Identification of Equipment:

Each *participant* in the *mutual aid plan* is urged to code their equipment for easy identification at an emergency scene. As *mutual aid*, *automatic aid* and other forms of inter-departmental assistance are used, greater amounts of equipment may be misplaced or lost. The codes used should be *acceptable* to all *participants in the mutual aid plan* and steps should be taken to ensure the agreed to system clearly differentiates the owner of the equipment. Examples of identification methods that could be inserted in this appendix include:

- A. Alpha-characters e.g., Davisville - DAV
- B. Numeric - Davisville – 5335
- C. Colour -coding of equipment.

Appendix "D"

Sample By-Law Authorizing Participation in the Mutual Aid Plan:

**BY-LAW AUTHORIZING PARTICIPATION IN
THE [COUNTY, DISTRICT, REGION] OF _____
MUTUAL AID PLAN and PROGRAM**

Being a by-law to provide for the participation of the [Town] of _____ Fire Department in the [County, District, Region] of _____ Mutual Aid Plan and Program.

NOW THEREFORE the Council of the Corporation of _____ ENACTS AS FOLLOWS:

1. THAT the [Town] of _____ Fire Department be authorized to leave the limits of the municipality or fire area, at the discretion of the fire chief or designate and under the direction of the [County, District, Region] Fire Coordinator to respond to calls for assistance from other fire departments authorized to participate in the [County, District, Region] of _____ Mutual Aid Plan and Program or any other County, District or Regional Mutual Aid Plan and Program on a reciprocal basis.
2. In case the provisions of this by-law conflict with the provisions of other authorized fire protection agreements, the provisions of this by-law shall prevail

This by-law comes into effect on the day it is passed in the usual fashion.

Mayor

Clerk

Appendix "E"

Expense Account Guidelines

Submit expense accounts to the Office of the Fire Marshal Emergency Management and Response Unit (OFM EMR) for approval twice yearly, and more frequently if required, and before the end of March of each year when conducting business authorized by the Fire Marshal, as Fire Co-ordinator.

Travel by Private Vehicle:

	Southern Ontario	Northern Ontario
0 – 4000 km	33.75 cents per km	34.25 cents per km

Note:

- A. For travel over 4,000 km in a fiscal year contact OFM EMR for appropriate rates
- B. The District of Muskoka is now considered part of northern Ontario. Along Highway 400 the district commences north of Port Severn. Along Highway 11 it commences north of Severn Bridge. Between the two communities the boundary is the Severn River. East of Severn Bridge, the District of Muskoka is located north of Regional Highway 52. Highway 60 at Oxtongue Lake easterly to Killaloe Station and Highway 62 to Pembroke. The kilometre reimbursement map can be viewed at: <http://intra.ops.myops.gov.on.ca/myops/published.nsf/vRefID/tec00024>

Meals:	Breakfast	\$ 6.75
	Lunch	\$ 9.25
	Dinner	\$18.00

While receipts are not required to be submitted for claims at or below these meal allowances, claimants **must retain all receipts for meal expenses for one year**, in the event of an audit or spot check.

Hotel – Motel:

Paid at the going rate. However, always request the government rate. Original receipts are required.

Audit:

Expense accounts may be audited, up to three years, by provincial auditors.

Note: *Expenses that result from meetings when you are representing the municipality must not be charged to the Government of Ontario. If in doubt, check with OFM EMR before incurring the expenses.*

A copy of a sample Statement of Expenses form that is to be submitted follows these guidelines. Please request copies from the OFM EMR. (electronic copies of the expense form are posted on the fire co-ordinators website.)



Ontario

Statement of Travelling / General Expenses

Name of Claimant (Print Clearly) **A.C. SMITH** Phone **1-705-555-5555** Public Servant Yes No Bargaining Unit
 Ministry **Community Safety & Correctional Services, Office of the Fire Marshal**
 Purpose of Trip and Nature of Expenses **Duties of trip and/or expenditure required or assigned as fire coordinator** Page **1** of **1**

Date Year 2004	Particulars Destination, time of departure, return, etc. and mode of travel. Explain General Expense items.	Kilometres		Meals			Daily Cost	Accom.	Travel & Other	Total Amount	Rec. No.
		S.Ont. @0.3375	N.Ont. @0.3425	B ?	L ?	D ?					
	Travel via personal vehicle									\$0.00	
20-Feb	Midhurst to Hamilton	155				x	18.00			\$18.00	
	Travel to attend fire coordinators meeting									\$0.00	
21-Feb	Hamilton Accommodation							119.00		\$119.00	
21-Feb	Hamilton - long distance phone/fax calls								29.65	\$29.65	
21-Feb	Hamilton - Meals			x	x		16.00			\$16.00	
	Attend the coordinators meeting.									\$0.00	
21-Feb	Hamilton to Midhurst	155				x	18.00			\$18.00	
	Return Travel									\$0.00	
3-Mar	Midhurst/Collingwood/R	96				x	9.25			\$9.25	
	Meet with county fire chiefs to review mutual aid plan									\$0.00	
5-Mar	Midhurst to Sudbury	63	237			x	27.25			\$27.25	
	Travel to attend mtg. at request of OFM regl.Mgr									\$0.00	
6-Mar	Sudbury Accommodation							124.99		\$124.99	
6-Mar	Sudbury - long distance phone/fax charges								18.70	\$18.70	
6-Mar	Sudbury - meals			x	x		16.00			\$16.00	
	Attend Mtg. At request of OFM reg'l. Manager									\$0.00	
6-Mar	Sudbury to Midhurst	63	237			x	18.00			\$18.00	
	Return Travel									\$0.00	
										\$0.00	
										\$0.00	
		532	474				122.50	243.99	48.35	\$414.84	

Sample Only

Name of Passengers	Total Km	532	474			Sub Total	\$414.84
This is to certify that the above expenses were incurred by me while on Government business.	Km Cost	\$179.55	\$162.35				\$341.90
	Signature of Claimant	Total km	Previous 0	This Claim 1006	To Date	Total Claim Amount	\$756.74
Date (yyyy/mm/dd)	30-Mar-04			Signature of Approving Official		Advances	
Branch/Section	Office of the Fire Marshal, Field Fire Protection Services			Name		<input type="checkbox"/> Credit Advance	
Headquarters Address	YOUR COUNTY/DISTRICT/REGION EX. SIMCOE COUNTY			Title		\$	
Home Address	YOUR ADDRESS			Chief, Emergency Management & Response		<input checked="" type="checkbox"/> Payment	
				Date Approved/Authorized (yyyy/mm/dd)		\$	



Appendix "F" Request For Replacement

Date: _____

Barry McKinnon, Chief
Emergency Management and Response
Office of the Fire Marshal
1495 Muskoka Road North
Gravenhurst, ON P1P 1W5

Dear Sir:

Due to the pending retirement of the appointed (fire co-ordinator/alternate fire co-ordinator/zone fire co-ordinator) for the County/ District/ Region of _____ it is necessary to appoint a new (fire co-ordinator/ alternate fire co-ordinator/ zone fire co-ordinator). I have reviewed the criteria for appointment to these positions and I am recommending that _____ of the _____ Fire Department be appointed as the (fire co-ordinator/alternate fire co-ordinator/zone fire co-ordinator).

- Fire chief, deputy fire chief or senior officer with the necessary training and experience to co-ordinate the system
- Willingness of proposed fire co-ordinator or alternate to fill the role.
- Agreement of employer for fire co-ordinator or alternate to fill the role
- Consent letter from council or CAO attached
- Capability to monitor, receive and transfer radio communications within the county, district or region and between other counties, districts and/or regions.
- Familiarity and continuity within the system.
- Where possible (and where practicable of attainment) the coordinator and alternate come from the same department.
- Agreeable to the roles and responsibilities as defined in the mutual aid plan

General comments (ex. recommended individual has filled position as alternate co-ordinator for five years)

Appendix "G"

Request for Temporary Appointment



Date: _____

To Fax Number (416) 325-3119

Doug Crawford
Deputy Fire Marshal
Office of the Fire Marshal
5775 Yonge Street, 7th Floor
Toronto, ON M2M 4J1

Dear Sir:

Due to the absence of an appointed fire co-ordinator for the County/ District/ Region of _____ it is necessary to appoint an interim fire co-ordinator for the period of _____ to _____. I am requesting that _____ of the _____ Fire Department be appointed as Fire Co-ordinator for the specified period.

_____ is, in my opinion, fully qualified to act in this capacity.

Signature and Title

Fax Number

OFM RESPONSE

Pursuant to section 7 of the **Fire Protection and Prevention Act, 1997**, I have approved your request to appoint _____ as the interim Fire Co-ordinator for the specified period. The **Fire Protection and Prevention Act, 1997** provides immunity to Fire Co-ordinators while executing their duties in good faith.

Doug Crawford
Deputy Fire Marshal
Pursuant to Delegated Authority

Appendix “H”

Border Crossing Couplings

Algoma District

Sault Ste. Marie (insert physical location(s) where couplings stored)

- 18 sets – 72 adapters – 36 F3s and 36 F4s²
 - Michigan State (NS thread) – Ontario (CSA thread)

Essex County

Windsor (insert physical location(s) where couplings stored)

- 27 sets – 108 adapters – 54 F3s and 54 F4s
 - Michigan State (NS thread) – Ontario (CSA thread)
- 40 sets – 160 adapters – 80 F3s and 80 F4s
 - Detroit (Detroit thread) – Ontario (CSA thread)

Kenora District

Kenora (insert physical location(s) where couplings stored)

- 5 sets – 20 adapters – 10 F3s and 10 F4s
 - Winnipeg (WPG thread) – Ontario (CSA thread)

Lambton County

Sarnia (insert physical location(s) where couplings stored)

- 23 sets – 92 adapters – 46 F3s and 46 F4s
 - Michigan State (NS thread) – Ontario (CSA thread)
- 10 sets – 40 adapters – 20 F3s and 20 F4s
 - Detroit (Detroit thread) – Ontario (CSA thread)

² F3 adapters have CSA female connections and off standard male connections
F4 adapters have off standard female connectors and CSA standard male connections

Leeds and Grenville County

Prescott & Ivy Lea Bridge? (insert physical location(s) where couplings stored)

- 50 sets – 200 adapters – 100 F3s and 100 F4s
 - New York State (NS thread) – Ontario (CSA thread)

Niagara Region

a) Queenston (insert physical location(s) where couplings stored)

- 25 sets – 100 adapters – 50 F3s and 50 F4s
 - NY State (NS thread) – Ontario (CSA thread)
- 7 sets – 28 adapters – 14 F3s and 14 F4s
 - Buffalo (Buffalo Thread) – Ontario (CSA thread)

b) Fort Erie (insert physical location(s) where couplings stored)

- 12 sets – 48 adapters – 24 F3s and 24 F4s
 - NY State (NS thread) – Ontario (CSA thread)
- 14 sets – 56 adapters – 28 F3s and 28 F4s
 - Buffalo (Buffalo Thread) – Ontario (CSA thread)

c) Niagara Falls (insert physical location(s) where couplings stored)

- 30 sets – 120 adapters – 60 F3s and 60 F4s
 - NY State (NS thread) – Ontario (CSA thread)
- 14 sets – 56 adapters – 28 F3s and 28 F4s
 - Buffalo (Buffalo Thread) – Ontario (CSA thread)

Prescott Russell County

Hawkesbury (insert physical location(s) where couplings stored)

- 30 sets – 120 adapters – 60 F3s and 60 F4s
 - Montreal (Mod Montreal thread) – Ontario (CSA thread)

Rainy River District

Fort Frances (insert physical location(s) where couplings stored)

- 5 sets –20 adapters – 10 F3s and 10 F4s
 - International Falls (Int Falls thread) – Ontario (CSA thread)

Stormont, Dundas and Glengarry County

Cornwall (insert physical location(s) where couplings stored)

- 30 sets – 120 adapters – 60 F3s and 60 F4s
 - Montreal (Mod Montreal thread) – Ontario (CSA thread)
- 25 sets – 100 adapters – 50 F3s and 50 F4s
 - NY State (NS thread) – Ontario (CSA thread)

Thunder Bay District

Thunder Bay (insert physical location(s) where couplings stored)

- 5 sets –20 adapters – 10 F3s and 10 F4s
 - Minnesota (NS thread) – Ontario (CSA thread)

Appendix “I”
Fire Co-ordinator Check List

- What is the problem?
- What specifically do you need? [equipment, staffing, pumping, other]
- How can I assist - advice or on-scene presence?
- Is this an unorganized territory?
- Where exactly is the incident? Can you fax a map with the location?
- What is the best route and approach to the site?
- Has mutual aid been enacted? [If yes, who is currently involved?]
- Has a command post been set up? [If yes, who is in charge at the scene?]
- Have you exhausted all of your resources?
- Has an emergency been declared?
- Is your Emergency Operations Centre set up?
- Are you following your emergency plan?
- Who else have you contacted for assistance?
- Do you have a return phone / cell / fax number as a contact?
- What radio frequency are you using?

Fire Co-ordinators' Contacts List

Zone Fire Co-ordinators & Fire Chiefs in your Area
Your neighbouring District Fire Co-ordinators
OPP (PERT) – through POC
POC - 1-866-314-0472
Local - Police or OPP contact
Local - OFM and EMO contact
Local – MNR contact
Mayor & Acting Mayor & CAO

Fire Co-ordinator Information

Name -
Address & Postal Code -
e-mail address -
Fax # -
Work # -
Home # -
Cell # -
Fire Dispatch # -

Appendix "J"

FORM FOR PROPOSAL TO CHANGE PROVINCIAL MUTUAL AID PLAN

Forward to: Emergency Management and Response Unit
Field Fire Protection Services
% Ontario Fire College
1495 Muskoka Road North
Gravenhurst, ON P1P 1W5

Fax: 705-687-8636

Name _____ Phone (B) _____
Department _____ Phone (R) _____
Position _____ Fax _____
Email _____

Proposal recommends (check one)

New text

Revised text

Deleted text

Additional appendix

Other _____

Attach copy of page(s) on which you are suggesting change(s) be made

Proposed changes: (include suggested wording, contacts for follow-up, commitment your department would make to assist in development)

Reason for change or addition of new material and substantiation for proposal (indicate benefit to improved public safety and copies of research documents, fire experience, etc.)

This proposal is original material (not copied from another source) This proposal is not original material; its source is as follows:

I hereby grant the Office of the Fire Marshal (OFM) the authority to control the future use of this proposal. I understand the proposal will be assessed and appropriate changes will be made. I understand the OFM will publish appropriate segments of this proposal.

Signature (required) _____ Date _____

Appendix K

**THE CORPORATION OF THE
TOWNSHIP OF SIOUX NARROWS - NESTOR FALLS**

BY-LAW NO.

Being a by-law to authorize the Mayor and Clerk to enter into an Automatic Aid Agreement with the Longbow Lake Volunteer Fire Brigade

WHEREAS the Council of the Corporation of the Township of Sioux Narrows - Nestor Falls deems it desirable to enter into an agreement with the Longbow Lake Volunteer Fire Brigade for the provision or receipt of automatic aid in respect of fires, rescues and emergencies;

NOW THEREFORE the Council of the Corporation of the Township of Sioux Narrows - Nestor Falls ENACTS AS FOLLOWS:

1. The Mayor and Clerk are authorized to sign the attached agreement acknowledged as Schedule "A" to this by-law;
2. That Schedule "A" shall form part of this by-law;
3. Where any by-law passed prior to this by-law conflicts with this by-law, the terms of this by-law shall prevail.
4. That this by-law shall come into force and take effect upon the date of final passing hereof.

READ A FIRST AND SECOND TIME
THIS 16TH DAY OF MAY, 2006.

MAYOR - J. O'LEARY

CLERK - W. KABEL

READ A THIRD TIME AND FINALLY PASSED
THIS 16TH DAY OF MAY, 2006.

MAYOR - J. O'LEARY

CLERK - W. KABEL

AUTOMATIC AID AGREEMENT

Made, in duplicate, as of the 16th day of May, 2006.

BETWEEN

THE CORPORATION OF THE TOWNSHIP OF
SIOUX NARROWS - NESTOR FALLS

(Of the First Part)

AND

THE LONGBOW LAKE VOLUNTEER FIRE BRIGADE

(Of the Second Part)

WHEREAS the Municipal Act, S.O. 2001, c.25, Section 20 (1) and 20 (2) provides that a municipality may enter into an agreement with one or more municipalities or local bodies, or a combination of both, to jointly provide, for their joint benefit, any matter which all of them have the power to provide within their own boundaries, and outside their boundaries, anywhere that any of the municipalities or local bodies have the power to provide the matter; and,

WHEREAS the Fire Protection and Prevention Act, S.O. 1997, c.4, Section 2 (6) provides that a municipality may enter into an automatic aid agreement to provide or receive the initial or supplemental response to fires, rescues and emergencies; and,

WHEREAS the Fire Protection and Prevention Act, S.O. 1997, c.4, Section 13 (3) provides that a firefighter or such other person as may be authorized by the fire chief may, without a warrant, enter on lands or premises that are outside the territorial limits of the municipality of the fire department that employs the firefighter or fire chief for the purposes of fighting a fire or of providing rescue or emergency services on such lands or premises if the council of the municipality has entered into an automatic aid agreement or any other agreement under which the entry is permitted; and,

WHEREAS the Township of Sioux Narrows - Nestor Falls deems it desirable to enter into an automatic agreement with the Longbow Lake Volunteer Fire Brigade for the provision of automatic aid to that portion of the geographical Township of Sioux Narrows - Nestor Falls as shown on Schedule 'B' attached to and forming part of this agreement; and,

WHEREAS the Township of Sioux Narrows - Nestor Falls agrees to reimburse the Longbow Lake Volunteer Fire Brigade for the provision of automatic aid services as set out in Schedule 'C' attached to and forming part of this agreement;

NOW THEREFORE it is mutually agreed by and between the Council of the said Corporation of the Township of Sioux Narrows - Nestor Falls and the Longbow Lake Volunteer Fire Brigade as follows:

1. Automatic Aid is intended to provide vital fire protection services which will ultimately improve the level of public safety for the residents of the area shown on Schedule 'B'.

SCHEDULE 'A' - BY-LAW NO. _____

Page 2

2. The Automatic Aid program is intended to be used on a day-to-day basis in order to meet the following objectives:
 - ensure the quickest available fire station immediately responds to an emergency, irrespective of existing municipal boundaries.
 - more immediately assemble an adequate fire attack team (which may be made up of personnel and equipment from two or more fire departments).
 - provide equipment and personnel, particularly at the outer extremities of the municipality, which are neither practical nor reasonable due to economic conditions inherent with their provision.
3. All automatic aid responses shall be on a cost recovery basis. The first one hour of a response shall be considered automatic aid. Any additional time spent in an authorized mutual aid area shall be provided on a reciprocal basis, ie. no cost. The Township of Sioux Narrows - Nestor Falls Fire Rescue Services must have sufficient firefighters on the scene of the emergency at the end of the first hour to enable mutual aid to be activated.
4. The following conditions apply when automatic aid is requested:
 - the Township of Sioux Narrows - Nestor Falls Fire Rescue Services must respond to the incident.
 - the requested assistance must be capable of arriving at the emergency scene prior to any additional and necessary assistance from

another station of the Township of Sioux Narrows - Nestor Falls Fire Rescue Services.

- activation of the second fire station in Sioux Narrows - Nestor Falls having an emergency is not automatic aid. Such response is expected and the second station should be ordered into action immediately.
 - a request for mutual aid participation has priority over any request(s) for automatic aid.
 - an alarm in the Longbow Lake Volunteer Fire Brigade response area has precedence over an automatic aid call.
 - unlike mutual aid, automatic aid is not intended to be provided at no charge to the Township of Sioux Narrows - Nestor Falls. A request for automatic aid, as opposed to a request for help at a major fire or emergency (mutual aid), is to be provided on a cost recovery basis, as set out in Schedule 'C'.
 - the Chief of Fire Rescue Services of the Township of Sioux Narrows - Nestor Falls, or his/her designate, must always assume overall command of all responding fire companies and should communicate with them and coordinate operations.
5. This agreement may be terminated at any time by either party giving written notice to the other party ninety (90) days prior to the desired termination date.

IN WITNESS HERETO the parties affixed their respective Corporate seals and attested by the hands of their respective officers on the dates hereinafter set forth.

The Corporation of the Township of
Sioux Narrows - Nestor Falls

Per: _____
Mayor - J. O'Leary

Per: _____
Clerk - W. Kabel

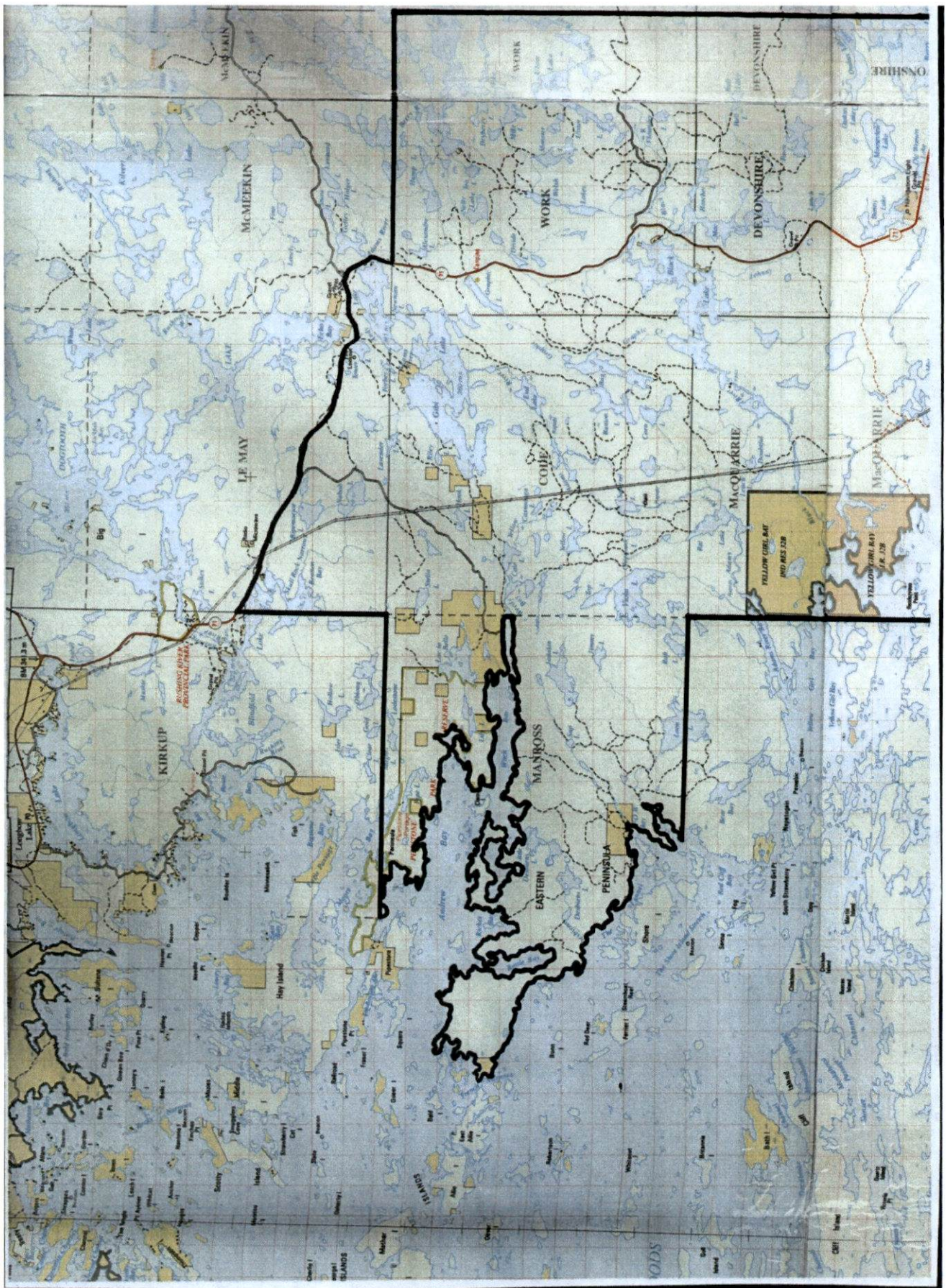
The Longbow Lake Volunteer Fire Brigade

Per: _____

Per: _____

SCHEDULE 'B' - BY-LAW NO. _____

NOTE: The geographical responsibility shall be South on Highway 71' and the area including Andy Lake and all properties accessible from Andy Lake north of that boundary.



SCHEDULE 'C' - BY-LAW NO. _____

FEE PAYABLE FOR AUTOMATIC AID RESPONSE

<i>Type of Emergency Call</i>	<i>Fee Payable*</i>
Fire	\$350.00 (Per vehicle)
Motor Vehicle Accident	\$350.00 (Per vehicle)
Rescue	\$350.00 (Per vehicle)
Consumables	As Per Usage, ie. "Foam", "etc."

**The above fees cover responses with at least three fire fighters and at least one first response vehicle, including false alarms and are considered activation fees.*

C-APPENDIX 5 – EOC LOCATIONS

EOC Locations – Primary and Alternate

EOCs	Location	Address	Contact
Primary Location	Municipal Office	2 Fifth St, Balmertown, ON, P0V 1C0	Office: Fire Emergency: 911
Alternate Location	Red Lake Fire	2 Nugget St, Red Lake, ON P0V 2M0	Add afterwards

EOC Location Criteria

Each EOC location should be evaluated against the following:

Accessibility

Adequate access for staff, vehicles, and emergency services.

Capacity

Ability to accommodate EOC staff, Control Group members, and essential equipment.

Infrastructure

Power, internet, and telecommunication connectivity; backup power availability.

Safety

Structural integrity, fire safety, and security.

Proximity

Central location relative to affected areas, away from hazard zones.

Alternate/Redundant Options

Secondary locations in case the primary site is compromised.

EOC Setup Requirements

Pre-assembled EOC kits including:

- Computers, monitors, phones, and radios
- Whiteboards and projectors
- Stationery, forms, pens, clipboards
- Vests with role labels, name tags
- Maps, floor plans, hazard overlays
- Access to satellite phone and backup communications.
- Clearly designated zones: Operations, Planning, Logistics, Communications, and Administration.

C-APPENDIX 6 – RED LAKE IMS ROLES AND RESPONSIBILITIES

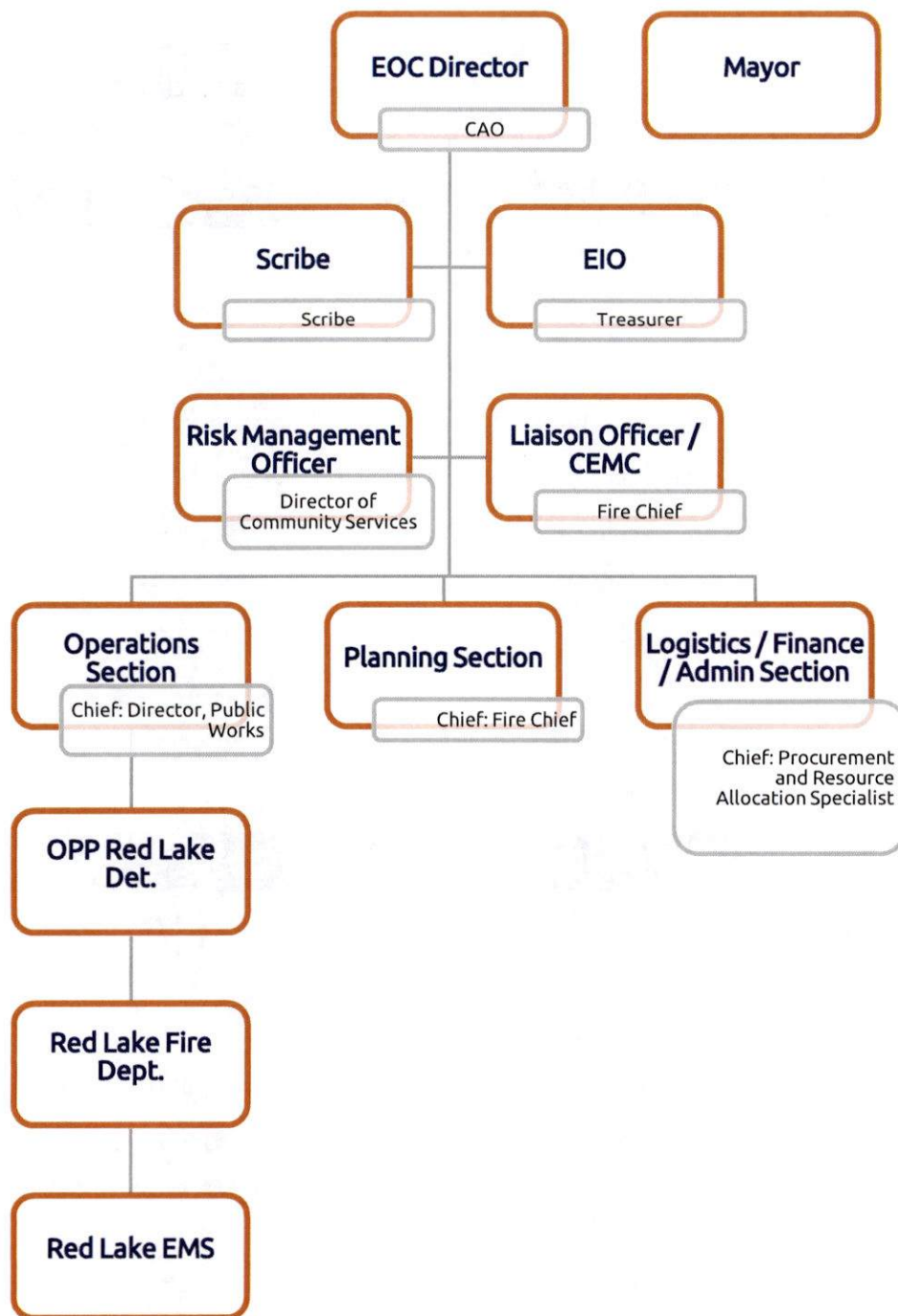
CCG Composition

The Red Lake CCG consists of senior representatives from selected departments as well as individuals from external agencies. They are organized by functional sections: Command, Operations, Planning, Logistics / Administration and Finance.

Note: The following responsibilities may be expanded to meet the needs of the emergency at hand. In the event that this plan is implemented in support of a local emergency, or upon direction from the Province of Ontario, the appropriate actions identified below will be taken under the direction of the lead agency/organization.

IMS Section Role	Primary	Alternate
Command		
EOC Director	CAO	CEMC
Command Staff		
Scribe	Clerk	Executive Assistant
Emergency Information Officer (EIO)	Treasurer	Communications and Community Development Manager
Risk Management Officer	Director of Community Services	HR/Health and Safety Manager
Liaison Officer / CEMC	Fire Chief	CAO
Operations		
Operations Chief	Director of Public Works	Operations Supervisor
Operations Section	OPP Red Lake Detachment	
	Red Lake Fire Dept	
	Red Lake EMS	
Planning		
Planning Chief	Fire Chief	District Chief (1 or 2)
Planning Section	TBD	TBD
Logistics, Finance, And Administration		
Logistics / Finance / Admin Chief	Procurement and Resource Allocation Specialist	Deputy Treasurer
Logistics / Finance / Admin Section	TBD Transportation Lead Volunteer Coordinator	TBD

Red Lake IMS Org Chart



IMS Role Checklists – All Red Lake CCG Staff Positions

This listing provides an overview of the common responsibilities applicable to all Red Lake CCG staff positions. In most cases, these tasks are not repeated in a specific IMS Role Sheet. Some tasks are one-time actions, while other tasks are repetitive for the duration of the Incident.

Activation Actions – EOC Not Activated:

- Receive assignment including:
 - Position (e.g. Logistics Section Chief etc.);
 - Initial Incident Briefing time;
 - Initial Incident Briefing location (virtual, boardroom, etc.);
 - Any special instructions (e.g., travel, safety);
 - Indicate to caller any specific issues re: accepting position assignment.
- Prepare for Initial Emergency Briefing:
 - Review specific Job Action Sheet.
- Attend Initial Incident Briefing **OR** report to EOC Director or Section Chief to obtain current situation status and specific job responsibilities expected of you.
- Acquire any required work materials.

Activation Actions – EOC Activated: Additional Actions

- Check-in to EOC using *EOC Check-In Check-Out (EOC 211B)*:
 - Establish physical workstation;
 - Obtain an identification vests.
 - Acquire any required work materials or equipment i.e., portable radio.
- Know the assigned contact information requirements for your area of responsibility (e.g. phone number, radio frequency, email, etc.) and ensure that communication equipment is operating properly.
- Participate in any safety orientations as required.
- Ensure supporting external agencies identify themselves to the Liaison Officer after check-in at the EOC.

Demobilization Actions:

- Respond to demobilization orders and brief any subordinates regarding demobilization. Ensure you are debriefed by your supervisor.
- Ensure any open actions are assigned to appropriate staff or other EOC sections to follow up on.
- Deactivate your assigned position and close out any paper logs.
- Complete all required forms, reports and other documentation. All forms should be submitted through your Section Chief to the Planning Section prior to your departure.
- Clean up your work area before you leave.
- If de-activating email accounts or telephones, set required notifications (e.g. out-of-office email or voicemail notification).
- Leave forwarding contact information where you can be reached.
- Turn in assigned equipment.
- Complete *Demobilization Checkout (EOC 221)*.
- Complete *After Action Review IMS Template*.
- Participate in After Action Review session as directed.

IMS Role Sheets

Mayor

Role
Ensures transparent public communication, supports Council's oversight responsibilities, and represents the community during emergencies. The Mayor works in coordination with the Municipal Emergency Control Group (MECG), provincial partners, and community stakeholders to uphold public safety and resilience.
Responsibilities
Public Updates
Acts as the primary spokesperson during emergencies. Works with the EIO to ensure timely, accurate, and transparent communication. Promotes public awareness and preparedness through regular messaging and community engagement.
Liaison with Council
Keeps Council informed of emergency developments and response actions. Liaises with the Head of Council for reception Municipalities.
Community Leadership
Represent the Municipality at official events, foster civic engagement, and promote partnerships that support local development.

Emergency Operations Centre (EOC) Director

Role	
Manages Red Lake's emergency responses within the EOC .	
Responsibilities	
Assess the Situation	
	Conduct initial assessment and identify potential threats
	Determine the scale and urgency of the response.
	Gather intelligence from reports, surveillance, and field staff.
Activate Plan	
	Determine the appropriate level of response:
	<ul style="list-style-type: none"> • Minor Incident → Level 1 – EOC on Standby. • Moderate Incident → Level 2 – Partial EOC Activation with IMS roles assigned. • Major Incident → Level 3 – Full EOC Activation with IMS roles assigned.
	Determine needs of EOC, if activated.
Notify CCG and External Agencies	
	Assign Command and General Staff (Operations, Planning, Logistics/ Finance).
	Alert External Agencies (If Needed)
Conduct Initial Briefing & Establish Objectives	
	Hold a Command Staff briefing within the first 15-30 minutes.
	Set response priorities (life safety, property protection, service continuity).
	Outline expected incident duration and next steps.
Approve and Monitor the Incident Action Plan (IAP)	
	Ensure the IAP aligns with the Municipality's policies and safety standards.
	Adapt the IAP based on real-time intelligence and situational updates.
Maintain Coordination with EOC & Operations Teams	
	Ensure real-time reporting from field staff.
	Approve resource requests for additional personnel, equipment, etc.
Monitor Public and Media Communications	
	Review external messaging before release.
	Ensure the EIO provides regular, accurate updates to staff, public, and media.

Responsibilities, cont'd	
	Adjust Response and Prepare for Recovery
	Plan for transition to recovery and business continuity operations.
	Initiate damage assessments and staff debriefings.
	Document & Evaluate
	Log decisions and actions for post-incident review.
	Identify lessons learned and areas for improvement.

Site Incident Commander

Role	
The Site Incident Commander (SIC) manages the response at the incident location , ensuring coordination, safety, and tactical execution. The SIC serves as the on-the-ground leader, directing field operations and communicating with the EOC (if activated).	
Responsibilities	
Receive Incident Briefing from IC	
	Understand mission objectives, resources available, and constraints.
	Clarify roles of on-site teams and support from EOC.
Take Command of On-Site Response	
	Establish an Incident Command Post (ICP) if needed.
	Direct strike teams, task forces, and operational staff.
	Ensure safety protocols are followed.
Monitor and Adjust Tactical Execution	
	Assess hazards and operational effectiveness.
	Adapt tactics based on changing incident conditions.
	Coordinate with Task Force and Strike Team Leaders.
Communicate with EOC	
	Provide status updates, resource requests, and critical decisions.
	Ensure consistent messaging with internal and external stakeholders.
Support Transition & Demobilization	
	Ensure site recovery and return to normal operations.
	Conduct post-incident debrief with IC and operations teams.

Emergency Information Officer (EIO)

Role	
Manages internal & external communication to ensure accurate and timely information.	
Responsibilities	
Gather & Verify Information	
	Work with IC, Planning, and Operations to get the latest situation updates.
	Confirm details before releasing to staff, public, and media.
Develop Public Messaging	
	Issue clear, concise, and reassuring statements for publics and staff.
	Use multiple platforms:
	<ul style="list-style-type: none"> • SMS Text, Emails, and Phone calls • Press Releases & Media Briefings • Social Media Updates
Coordinate with Media & Authorities	
	Liaise with local news agencies and emergency response teams to ensure unified messaging.
	Prepare a spokesperson (Mayor or designate will address the media).
Monitor Public Perception & Misinformation	
	Track public concerns, social media chatter, and rumors.
	Issue corrections or clarifications as needed.
Support Staff & Public Communication	
	Train front-line staff on consistent messaging for public inquiries.
	Provide FAQs and briefing documents to all departments.
Post-Incident Communication	
	Reassure publics & staff on recovery progress.
	Support post-incident reports and reputation management efforts.

Liaison Officer (LO) / CEMC

Role	
Acts as the primary point of contact between the EOC and external organizations, while ensuring that all coordination, compliance, and documentation requirements under the Emergency Management Act are met.	
Responsibilities	
External Coordination & Liaison	
	Maintain updated contact lists for municipal emergency services, provincial ministries, utility providers, NGOs, and health regulators.
	Serve as the EOC’s single point of contact for external agencies.
	Request external resources (e.g., ambulances, fire suppression, hazmat teams) on behalf of the EOC.
	Facilitate information flow between municipal response and partner agencies.
Compliance & Advisory	
	Advise EOC Director and CCG on emergency legislation, declarations, and cost-recovery eligibility.
	Ensure the municipality’s actions are aligned with mutual aid agreements, HIRA priorities, and provincial protocols.
	Address potential regulatory or liability issues.
Resource & Support Integration	
	Activate vendor contracts and mutual aid agreements for emergency supplies, sheltering, fuel, and transportation.
	Monitor continuity of utilities (power, water, telecoms/IT) and support restoration prioritization.
	Confirm availability of accessible transport and shelter resources for vulnerable populations.
Documentation & Reporting	
	Track all external agreements, approvals, and commitments.

	Log timelines of service restorations (power, water, IT, security reinforcements, etc.).
	Maintain IMS documentation required for provincial reimbursement and after-action reporting.
Preparedness & Recovery	
	Support annual updates of the HIRA.
	Ensure lessons learned from past emergencies (wildfire, pandemic, floods) are incorporated into revised protocols.
	Assist in the development of demobilization and recovery plans in coordination with other IMS sections.

Risk Management Officer (RO)

Role	
Ensures safety protocols, risk mitigation, and compliance.	
Responsibilities	
Identify & Assess Hazards	
	Conduct rapid safety assessments based on the incident type.
	Identify risks to staff, publics, and critical infrastructure.
Implement Safety Measures	
	Enforce protective actions (lockdowns, evacuations, restricted areas).
	Ensure personal protective equipment (PPE) and emergency gear are available.
Monitor Ongoing Risks	
	Track environmental hazards (fire spread, structural integrity, gas leaks, water damage).
	Conduct regular check-ins with Operations & Logistics for updated threats.
Ensure Compliance with Regulations	
	Confirm adherence to local fire codes, evacuation laws, and health & safety regulations.
	Coordinate with OSHA/local safety authorities if necessary.
Support Recovery & Incident Review	
	Provide a post-incident safety assessment before reopening facilities.
	Document lessons learned and safety improvements.

Scribe

Role	
Ensures accurate documentation of all incident activities, decisions, and reports for future analysis and legal compliance.	
Responsibilities	
Pre-Incident Preparedness	
	Confirm documentation protocols within the Plan.
	Ensure access to necessary forms, logs, and digital systems (e.g., incident logs, SITREPs, staff rosters).
	Set up communication channels with all IMS sections for seamless information flow.
	Support annual updates to the Vulnerable Person Registry and emergency contact list.
Incident Response Documentation	
Log Key Incident Details	
	Date, time, and location of the incident.
	Type of emergency and initial response actions taken.
	Names and roles of key personnel involved.
Record Key Decisions & Actions	
	Document EOC Director decisions and approvals.
	Track resource requests and allocations from Logistics.
	Log communication with external agencies (fire, police, EMS).
	Incident Response Documentation
Track Meetings & Briefings	
	Record Incident Briefings, Command Staff Meetings, and Tactical Planning Sessions.
	Ensure accurate meeting minutes and summary of key takeaways.

	Maintain Situation Reports (SITREPs)
	Update incident status every operational period.
	Log public impact reports, safety assessments, and facility conditions.
	Monitor & Archive Communication Logs
	Track radio, phone, and email communications related to the incident.
	Ensure EIO's media releases and public statements are documented.

Post-Incident & Recovery Documentation	
Finalize Incident Action Plan (IAP) Records	
	Ensure all versions of the IAP are stored for future review.
	Track any modifications made during the response.
Assist in After-Action Review (AAR)	
	Compile incident reports from all IMS sections.
	Summarize response strengths, challenges, and improvement areas.
Prepare for Legal or Insurance Needs	
	Secure documentation for liability claims, regulatory compliance, and insurance claims.
	Ensure financial records align with Finance/Admin Section reports.
Archive & Secure Incident Logs	
	Store all records on SharePoint platform.
	Ensure confidential information is protected.
	Finalize Incident Action Plan (IAP) Records

Operations Section Chief (OSC)

Role	
Directs all tactical response activities.	
Responsibilities	
Implement the Incident Action Plan (IAP)	
	Assign departments to either a Strike Team or a Task Force. See Operations Section.
	Ensure proper resource allocation.
	Manage Strike Teams and Task Forces.
Oversee Public & Staff Safety	
	Assist with evacuations, shelter-in-place, or movement restrictions.
	Monitor access control and perimeter security.
Manage Resources & Logistics Requests	
	Ensure fuel, power, and emergency supplies are stocked.
	Coordinate backup transportation or alternative accommodations if needed.
Monitor Field Conditions & Adjust Response	
	Track fire spread, flooding, security threats, and building integrity.
	Adjust response teams based on real-time conditions.
Coordinate with IC & Other Sections	
	Provide regular situation reports to the EOC Director and Planning Section.
Transition to Recovery Operations	
	Support facility repairs, cleanup, and public re-accommodation.
	Manage evacuations, shelter-in-place, or movement restrictions.
	Monitor access control and perimeter security.

Operations Section - Strike Team

Strike Team Role	
A Strike Team is a specialized team of the same type of resource (e.g., three Roads' staff). They work under a Strike Team Leader on a specific tactical function.	
Responsibilities	
Strike Team Leader	
Receive Assignment to Lead Strike Team	
	Report to Operations Section for briefing.
	Ensure team members understand objectives and safety protocols.
Direct Team to Complete Assigned Tasks	
	Guide team in fire suppression, security, medical response, or facility support, etc.
	Ensure safe and efficient execution of tasks.
Monitor Team Performance & Safety	
	Ensure all team members use proper protective gear (PPE).
	Adjust tactics based on evolving incident conditions.
Report Updates & Coordinate with Command	
	Provide progress reports, challenges, and resource needs to Operations.
Maintain clear communication with other teams.	
Wrap Up & Support Demobilization	
	Account for equipment, personnel, and facility status.
	Conduct a team debrief and submit reports.

Strike Team Member	
Responsibilities	
	Join Strike Team & Check In with Leader
	Receive briefing on mission, location, and role.
	Ensure you have the necessary equipment.
	Complete Assigned Tasks
	Follow strike team-specific duties (e.g., security, maintenance, medical).
	Adapt to changing incident conditions.
	Follow Safety & Reporting Procedures
	Identify and report hazards.
	Use approved communication protocols.
	Support Team & Maintain Readiness
	Assist teammates as needed.
	Stay alert for reassignment.
	Assist in Demobilization & Post-Incident Review
	Return equipment & supplies.
	Participate in debriefing & lessons learned.

Operations Section - Task Force

Task Force Role	
A Task Force is a multi-functional team of different types of resources (e.g., security, maintenance, etc.). They work under a Task Force Leader on a specific tactical function.	
Responsibilities	
Task Force Leader	
Receive Assignment to Lead Strike Team	
	Report to Operations Section for briefing.
	Ensure team members understand objectives and safety protocols.
Direct Team to Complete Assigned Multi-Skill Tasks	
	Assign and oversee security, medical, logistics, and engineering functions.
	Ensure smooth coordination between roles.
Monitor Team Efficiency & Problem-Solve	
	Identify and resolve operational roadblocks.
	Request additional resources if needed.
Report Updates & Coordinate with Command	
	Provide updates on task status and challenges.
	Ensure team members relay critical information.
Wrap Up & Support Demobilization	
	Ensure facilities return to normal operations.
	Conduct team debrief and submit reports.

Task Force Member	
Responsibilities	
Join Task Force & Check In with Leader	
	Receive briefing on mission, location, and role.
	Ensure you have the necessary equipment.
Complete Assigned Tasks	
	Work in a multi-functional team (security, logistics, medical, engineering).
	Adapt to new challenges and evolving conditions.
Follow Safety & Reporting Procedures	
	Identify and report hazards.
	Use approved communication protocols.
Support Team & Maintain Readiness	
	Assist teammates as needed.
	Stay alert for reassignment.
Assist in Demobilization & Post-Incident Review	
	Return equipment & supplies.
	Participate in debriefing & lessons learned.

Planning Section Chief (PSC)

Role	
Collects information, develops plans, and anticipates future needs. Manages the following roles: Resources Unit Leader, Situation Unit Leader, Documentation Unit Leader, and Demobilization Unit Leader.	
Responsibilities	
Gather & Analyze Incident Data	
	Maintain situation reports (SITREPs).
	Track public displacement, damage assessments, and security threats.
Develop & Update the IAP	
	Outline objectives, response priorities, and resource needs.
	Adjust strategies based on real-time conditions.
Facilitate Briefings & Documentation	
	Ensure consistent communication across all response teams.
	Record all decisions for post-incident analysis.
Plan for Next Operational Period	
	Identify potential secondary incidents (aftershocks, power failures, supply shortages, etc.).

Planning Section – Resource Unit

Role	
Manages personnel & equipment tracking, forecasts needs, supports demobilization	
Responsibilities	
Resource Unit Leader	
Responsible for tracking and managing personnel and equipment resources. Maintains accurate status records, assignments, and availability to support operational planning. Ensures resources are properly allocated and demobilized when no longer needed.	
Resource Unit Members	
Track & Manage Incident Resources	
	Maintain personnel, equipment, and supply records.
	Provide resource status updates to the Planning Section Chief.
Forecast Future Resource Needs	
	Assess staffing, equipment, and supply requirements.
	Coordinate with Logistics & Operations for resource support.
Support Demobilization Planning	
	Identify when and how resources will be released.
	Ensure proper documentation for cost tracking.

Planning Section – Situation Unit

Role	
Collects & analyzes incident data, maintains situational awareness, updates reports	
Responsibilities	
Situation Unit Leader	
Manages real-time data collection, analysis, and situational awareness. Produces incident maps, status reports, and forecasts to assist command decision-making. Ensures all teams have up-to-date operational intelligence.	
Situation Unit Member	
Monitor & Analyze Incident Conditions	
	Collect real-time data on the incident status.
	Use maps, reports, and briefings to update leadership.
Disseminate Situational Awareness Reports	
	Provide updates to the Planning Section Chief, and Operations.
	Ensure teams have relevant intelligence for decision-making.
Support Incident Documentation	
	Maintain a historical record of events, decisions, and actions.
	Assist with after-action reporting and lessons learned.

Planning Section – Documentation Unit

Role	
Maintains all incident records, prepares reports, supports information flow.	
Responsibilities	
Documentation Unit Leader	
Oversees record-keeping, reports, and historical logs of the incident. Ensures incident reports, briefings, and meeting notes are properly archived for post-incident reviews and legal compliance.	
Documentation Unit Member	
Maintain Incident Records & Reports	
	Collect and archive IAPs, status reports, and key communications.
	Ensure documentation is accurate and organized.
Support Information Flow	
	Provide updated briefing materials for leadership.
	Assist in preparing after-action reports and legal documentation.
Coordinate with Other Units	
	Work with Situation and Resources Units for accurate records.
	Ensure Finance/Admin has documentation for cost tracking.

Planning Section – Demobilization Unit

Role	
Plans resource release, coordinates transition, supports after-action review.	
Responsibilities	
Demobilization Unit Leader	
Develops and executes orderly disengagement plans for resources, personnel, and equipment. Ensures a smooth transition back to normal operations while maintaining accountability and safety.	
Demobilization Unit Member	
Develop Demobilization Plan	
	Identify timeline for releasing personnel & resources.
	Ensure safe and orderly transition back to normal operations.
Coordinate with Sections on Resource Release	
	Work with Operations, Logistics, and Finance to finalize demobilization.
	Track and document which assets are no longer needed.
Assist with After-Action Review	
	Support post-incident debriefing and lessons learned documentation.
	Archive all relevant demobilization records.

Logistics / Fin & Admin Section Chief (LFASC)

Role	
Manages facilities, supplies, and communications. Tracks financial costs, contracts, and documentation.	
Responsibilities	
Ensure Availability of Essential Resources	
	Procure, allocate, and track equipment, supplies, and personnel.
Maintain Communications & IT Systems	
	Support radio, phone, and internet functionality.
	Arrange backup communication systems if needed.
Manage Facility Support & Accommodations	
	Setup EOC and operational sites
	Ensure public relocations, emergency staff housing, and supply storage.
Oversee Transportation & Vendor Coordination	
	Arrange staff reinforcements, vendor support, and vehicle readiness.
Track Incident Costs	
	Maintain accurate records of emergency expenses.
	Oversee staff overtime and additional contractor payments.
Process Claims & Insurance Requirements	
	Document damage, liability concerns, and insurance reports.
Support Personnel & Time Tracking	
	Ensure proper documentation of staff working hours and special assignments.
Assist in Recovery & Legal Documentation	
	Track vendor agreements, external funding requests, and financial reimbursements.

Logistics / Finance and Admin Section – Resource and Supply Unit

Role	
The Support and Resource Unit oversees procurement, inventory, and delivery of all supplies and equipment.	
Responsibilities	
Resource & Supply Unit Leader	
Ensure that requested resources are acquired, tracked, and distributed to the appropriate operational areas without delay.	
Resource & Supply Unit Member	
Procurement of Equipment, Materials, and Services	
	Identify operational requirements from the Incident Action Plan (IAP).
	Source and purchase goods, materials, and professional services.
	Negotiate and establish contracts or emergency agreements with suppliers.
	Maintain accountability and compliance with municipal purchasing policies.
Storage, Inventory, and Distribution of Supplies	
	Set up secure storage and staging locations for critical resources.
	Track inventory levels and consumption rates.
	Prioritize supply allocation based on operational demands.
	Ensure timely delivery of resources to responders and facilities.
Transportation, Fuel, and Ground Support	
	Arrange vehicles and transport for staff, equipment, and supplies.
	Secure and allocate fuel for emergency operations and facilities.
	Provide maintenance and driver coordination for municipal fleets.
	Manage staging areas and traffic flow to support logistics.

Logistics / Finance and Admin Section – Facilities and Support Unit

Role	
The Resource Unit is responsible for managing emergency facilities and responder support services.	
Responsibilities	
Facilities and Support Unit Leader	
Maintain functional EOC, shelter, and staging facilities, ensuring communications, utilities, and responder welfare are supported.	
Facilities and Support Unit Member	
Establishment and Maintenance of EOC, Shelters, and Staging Areas	
	Identify and activate suitable facilities for emergency operations.
	Ensure utilities (power, water, HVAC) and accessibility are functional.
	Oversee setup of reception, evacuation, and mass-care shelters.
	Manage staging areas for resources, equipment, and personnel.
IT, Communications, and Technical Support	
	Provide reliable voice, data, and radio communications.
	Deploy IT equipment and software to EOC and field sites.
	Troubleshoot technical issues and coordinate with service providers.
	Maintain redundant systems to ensure uninterrupted operations.
Responder Health, Safety, and Medical Services	
	Provide basic medical support and first aid for responders.
	Monitor responder fatigue, hydration, and rest cycles.
	Ensure availability and proper use of PPE (Personal Protective Equipment).
	Coordinate with health agencies for responder well-being.

Logistics / Finance and Admin Section – Finance and Cost Unit

Role	
The Finance and Cost Unit directs financial tracking, cost control, and reimbursement processes.	
Responsibilities	
Finance & Cost Unit Leader	
Ensure all expenditures, contracts, and personnel time are accurately documented to support accountability and cost recovery.	
Finance & Cost Unit Member	
Tracking and Documentation of Expenditures and Contracts	
	Record all purchases, rentals, and contracted services.
	Maintain an audit trail for accountability and reimbursement.
	Ensure expenditures follow municipal financial protocols.
	Generate financial reports for command and external agencies.
Monitoring of Personnel Time, Payroll, and Overtime Costs	
	Track hours worked by all responders and staff.
	Verify overtime approvals and ensure fair compensation.
	Maintain accurate payroll records for cost recovery.
	Provide timekeeping summaries to section chiefs.
Claims, Insurance, and Reimbursement Processes	
	Document damage to municipal and private property.
	Process worker injury or accident claims.
	Liaise with insurers and government agencies for reimbursement.
	Prepare cost recovery submissions for provincial or federal aid.

C-APPENDIX 7 – EMERGENCY EVACUATION & ACCESS PROTOCOL

General

This appendix outlines procedures for evacuation and access during emergencies, including wildfire, flood-prone areas, severe weather warnings, remote forest access, and HazMat incidents. It provides guidance for safe, organized evacuations, prioritizing vulnerable populations and ensuring access for emergency services. All evacuations follow a two-stage process.

Aim

To ensure timely and safe evacuation of the Municipality of Red Lake, utilizing those resources immediately available.

Threat

Flood-prone areas	Rising water and road washouts can cut off access.
Wildland-Urban Interface (WUI) zones	Increased wildfire risk requiring rapid clearance.
Severe weather warnings	Short-notice evacuations or shelter-in-place protocols.
HazMat incidents	Toxic plumes or spills requiring zone-specific evacuation.
Remote area isolation	Risk of highway closure; northern contingency planning required.

Stage 1 (Vulnerable Populations):

- Forecast or active hazard poses elevated risk (flood levels nearing thresholds, severe weather warning issued, HazMat plume modeling shows potential spread).

- Vulnerable Person Registry identifies individuals at risk if transportation or medical support is delayed.
- Road or access route disruptions are anticipated, requiring early evacuation of medical facilities or mobility-challenged residents.

Stage 2 (General Community):

- Hazard directly threatens community safety (flood overtopping, confirmed HazMat release zone, wildfire encroachment from Appendix 8).
- Provincial, MNR, or EMO directive issued for full evacuation.
- Highway closures imminent or confirmed, requiring activation of northern contingency or alternate routes.

Tasks

1. Primary Municipal Responsibilities

- Provide direction and resources for the safe evacuation of the population, using a Stage 1 (vulnerable) and Stage 2 (community-wide) framework.
- Ensure reception municipalities and host communities are alerted as pre-arranged.
- Maintain effective liaison with provincial ministries (MNR, EMO/PEOC), utilities, and commercial agencies.
- Prioritize vulnerable populations using the Vulnerable Persons Registry, identifiers (bracelets/tags), and medical/family support checks.
- Ensure transportation procedures are activated, including accessible vehicles, airline/bus agreements, and municipal escorts where required.

2. Supplementary Actions

- Request assistance from other agencies, public/private organizations, volunteers, and higher levels of government as needed.
- Establish an Information Centre for issuing instructions to residents.
- Establish a Reporting and Inquiry Centre for individual requests and family reunification.
- Activate northern and remote evacuation contingencies where primary road access is compromised.

3. Escalation

- a. If local actions are insufficient, request assistance from the provincial government through EMO/PEOC.

4. Provincial Authority

- a. Under the provisions of the Forest Fires Prevention Act (1990, c. F.24), the Minister of the Ministry of Natural Resources and Forestry may order an evacuation if an encroaching forest fire creates an emergency.

Evacuation Reception Areas

1. The City of Dryden (225 km via Highways 105 and 17 East).
2. The City of Kenora (275 km via Highways 105 and 17 West).
3. The City of Thunder Bay (540 km via Highways 105 and 17 East).
4. The City of Winnipeg (520 km via Highways 105 and 17 West).
5. The Township of Ear Falls (72 km via Highway 105).

Note: See C-Appendix #10 – Emergency Reception and Shelter Protocols

Evacuation Process (Stage 1 / Stage 2)

Stage 1 – Targeted Evacuation (Vulnerable Populations):

Activate the Vulnerable Person Registry; confirm priority categories (medical, mobility, no transport).

- Coordinate accessible transport (buses, vans, aircraft as needed).
- Ensure family needs are addressed (medications, formula, diapers).
- Registration & Inquiry Centre records evacuee details and emergency contacts.
- Shelter mobilization prioritized for vulnerable groups (pandemic-safe, Indigenous food, mobility aids).

Stage 2 – General Community Evacuation:

- Initiate broad evacuation when thresholds reached (flood levels, fire encroachment, HazMat spread).
- OPP and municipal staff manage traffic, staging, and clear routes.

- Implement northern contingency plan if highways inaccessible (alternate hosts, airlift).
- Reception Centres expanded for community-wide needs; volunteer management and donation tracking engaged.
- Gas card distribution protocols followed (self-evacuators vs ordered evacuees).

Guiding Questions based on IMS Roles

Operations (Immediate Response & Safety)

1. Are evacuation routes clear and secure?
2. Are all personnel safely evacuated and accounted for?
3. Who confirms all areas have been cleared?
4. What hazards or access issues need immediate attention?

Planning (Information, Tracking & Recovery Readiness)

1. What's the current status and location of evacuees?
2. How is situational information being updated and shared?
3. What criteria determine safe re-entry?
4. What documentation or lessons must be captured?

Logistics / Finance / Administration (Support & Sustainment)

1. What resources and transport are needed to support evacuation and access?
2. Are communication and power systems functioning?
3. How are personnel, costs, and resources being tracked?
4. What welfare or support measures are required post-evacuation?

Implementation

Preparedness

- Maintain equipment caches, transport resources, and volunteer lists.
- Update Vulnerable Person Registry annually; coordinate with agencies for client registration.
- Pre-identify shelters, staging areas, and alternate routes.

Activation

- Use Stage 1/Stage 2 triggers to deploy municipal resources and notify public.

- Pre-position crews, open reception centres, coordinate transportation.

Operations

- Monitor hazard, adjust evacuation routes, support shelters, maintain infrastructure, track vulnerable residents.
- Coordinate air evacuation if roads are blocked.

Demobilization & Repatriation

- Coordinate with Red Cross and host municipalities for orderly return.
- Track evacuees, vehicles, and shelter occupancy.
- Conduct post-incident debrief to update protocols and lessons learned.

C-APPENDIX 8 – WILDFIRE & REMOTE AREA PROTOCOL

General

Wildfire presents a significant risk to communities in remote areas, with the potential to threaten public safety, infrastructure, and essential services. This appendix supplements the general evacuation and access protocols (Appendix 7) with wildfire-specific triggers, coordination measures, and logistics considerations.

Aim

To provide clear direction for response, evacuation, and community protection for phased evacuation of residents and personnel from wildfire-affected areas, including remote communities with limited access.

Threats

- Active wildfire or wildfire threat in WUI zones.
- Smoke and air quality hazards affecting health.
- Road closures or isolation in remote areas, including Highway 105 or other critical routes.
- Encroachment on communities, critical infrastructure, and evacuation routes.

Trigger Overview

Stage 1 – Targeted Evacuation (Vulnerable Populations)

- Fire reported within proximity thresholds (e.g., 20–30 km), smoke hazard threatens at-risk individuals.

Stage 2 – Full Evacuation (General Community)

- Fire encroachment reaches critical boundaries; MNRF issues evacuation directive.

Northern / Remote Contingency

- Highway closure imminent; alternate route or airlift activated for isolated communities.

Tasks

1. *Evacuation Direction & Coordination*

- Direct and coordinate evacuation of vulnerable and general populations.
- Implement alternate evacuation routes for remote areas if Highway 105 or other primary routes are blocked.
- Activate Stage 1 (vulnerable) and Stage 2 (community-wide) evacuation protocols.

2. *Liaison & Communication*

- Maintain continuous liaison with MNR, OPP, PEOC, reception municipalities, and provincial agencies.
- Issue alerts and public instructions via EIO and ALERT systems.
- Provide guidance to reception municipalities regarding evacuee numbers and requirements.

3. *Transportation & Vulnerable Population Support*

- Coordinate transportation for residents without private means, including accessible vehicles, buses, and airlift if required.
- Ensure family and individual needs are met (medications, mobility aids, infant formula, etc.).
- Track vulnerable evacuees using the Vulnerable Person Registry.

4. *Reception & Shelter Operations*

- Establish and operate temporary Reception, Information, and Reporting & Inquiry Centres.
- Ensure shelters are pandemic-safe and accommodate vulnerable populations.
- Coordinate volunteer management, supply distribution, and donation tracking.

5. *External Support & Mutual Aid*

- Request assistance from NGOs, volunteer organizations, and other government levels as required.
- Coordinate resources, equipment, and personnel with provincial and federal agencies.

6. **Documentation & Tracking**

- Maintain records of evacuees, shelter occupancy, transportation resources, and operational decisions.
- Support demobilization and post-incident reporting, including lessons learned and cost recovery documentation.

7. **Aviation & Fuel**

- Confirm airport capacity (e.g., ability to accommodate 737 aircraft).
- Maintain agreements with fuel suppliers and local mining operations for bulk fuel storage and delivery (linked to Appendix 13).
- Coordinate transport logistics between airport, staging areas, and shelters.

8. **Special Populations**

- Prioritize Stage 1 evacuation of vulnerable persons (elderly, disabled, medically fragile).
- Coordinate with Indigenous communities, remote lodges, and agencies supporting vulnerable populations for early evacuation planning.

9. **Fire Protection Measures**

- Identify sprinkler deployment sites, pumping locations, and FireSmart infrastructure.

Guiding Questions based on IMS Roles

Operations (Immediate Response & Field Safety)

1. Are all personnel in remote or affected areas accounted for and safe?
2. What are current fire behavior, weather, and access conditions?
3. Are control points, safe zones, and escape routes clearly identified?
4. What immediate suppression, containment, or evacuation actions are required?

Planning (Situational Awareness & Coordination)

1. What updated maps, forecasts, and intelligence are available for the area?
2. How is information on fire movement and personnel locations being tracked?
3. What are the trigger points for evacuation or escalation?
4. How will re-entry, recovery, and post-incident review be documented?

Logistics / Finance / Administration (Support, Resources & Accountability)

1. What transportation, equipment, and communications are needed for remote operations?
2. Are fuel, water, PPE, and medical supplies adequate and accessible?
3. How are personnel movements, costs, and resource usage being recorded?
4. What welfare, rest, and recovery support is needed for remote crews?

Implementation

Preparedness

- Annual update of the Vulnerable Person Registry, contact lists, and pre-arranged reception agreements.
- Confirm airport capacity and ensure agreements with fuel suppliers and local mining operations are current (linked to Appendix 13).
- Map and maintain fire protection measures, including FireSmart infrastructure, sprinkler deployment sites, and pumping locations.

Activation

- Implement Stage 1 and Stage 2 evacuation protocols based on triggers.
- Open temporary Reception, Information, and Reporting & Inquiry Centres.
- Ensure transportation logistics are coordinated to host communities.
- Prioritize vulnerable populations with Indigenous and remote community coordination.

Operations

- Maintain liaison with MNR, PEOC, OPP, and reception municipalities.
- Deploy transportation resources, accessible vehicles, and buses to move evacuees efficiently.
- Implement fire protection measures in collaboration with municipal fire services and MNR.

Northern / Remote Contingency

- Activate alternate evacuation routes and airlift for isolated communities.

- Coordinate evacuee handoff to host municipalities.
- Staging areas provide short-term support: first aid, food, shelter, registration, and family support needs.

Trigger Point Matrix

Stage	Trigger	Municipal Action
Stage 1 – Vulnerable	Fire within ## km of vulnerable areas or smoke hazard	Activate Vulnerable Person Registry, notify at-risk individuals, prepare temporary reception hub
Stage 2 - Community	Fire near WUI zone, highway closures imminent, or MNR evacuation order	Activate Appendix 7, deploy transportation to host communities, open staging areas
Northern / Remote Contingency	Highway 105 blocked or remote community isolated	Implement Northern route plan, coordinate airlift, communicate with host communities and PEOC

Northern / Remote Contingency Guidelines

Alternate Evacuation Routes

- Use secondary roads, forest access roads, or municipal secondary highways to connect to pre-arranged host municipalities if Highway 105 is blocked.
- Liaise with MNR to ensure routes are safe, passable, and clearly signed.

Air Evacuation / Airlift

- Activate airport staging for helicopters or fixed-wing aircraft if road access is impassable.
- Coordinate with PEOC, Red Cross, and host communities for transport and reception.

Staging & Handoff

- Establish temporary hub/staging areas along alternate routes for registration, first aid, and short-term sheltering.

- Track evacuees using the Vulnerable Person Registry to ensure smooth handoff to host municipalities.

Communication & Coordination

- Maintain continuous liaison with MNR, OPP, PEOC, and reception municipalities to update route conditions and reroute transport as needed.
- Use ALERT system, radio, and satellite phones to communicate route changes to evacuees and transport crews.

Temporary Support at Staging Areas

- Provide registration, first aid, food, short-term shelter, and family support needs only—no long-term accommodation.

Demobilization & Recovery

- Return evacuees safely in coordination with Red Cross, host municipalities, and PEOC.
- Close shelters and account for all resources, volunteers, and donations.
- Conduct post-incident debriefs and update hazard maps, equipment readiness, and community resilience plans.

C-APPENDIX 9 – EXTREME WEATHER & SEVERE STORM PROTOCOL

General

If a weather emergency in the Municipality of Red Lake becomes a reality, reception of those who are unable to stay in their homes, or with friends and family in the Municipality will be located at one or more of the following:

- Red Lake Community Centre
- Cochenour Arena/Hall
- Evolution Rec Centre
- The Red Lake District High School
- The Red Lake Madsen Public School
- The Golden Learning Centre
- Red Lake Legion

Aim

To establish a plan of action for all tasks envisaged in a prolonged period of extreme temperatures (extreme heat or cold) in the Municipality of Red Lake, utilizing those resources immediately available.

Threat

- Severe thunderstorms, ice storms, blizzards, or heavy rainfall causing flooding.
- Risk to infrastructure: power lines, roads, bridges, water supply, and communications.
- Risk to vulnerable populations in homes, long-term care, and isolated communities.

Triggers

Stage 1 – Advisory

- Weather alert issued; monitor, pre-position equipment, notify staff and public.

Stage 2 – Preparatory

- Severe warning; activate EOC partially, secure infrastructure, prepare shelters.

Stage 3 – Emergency

- o Storm ongoing; full EOC activation, evacuate if needed, deploy crews, restore services.

Tasks

1. In the event of prolonged extreme temperature emergency, the Municipal tasks will be to:
 - a. Provide direction, resources, and facilities to support residents during extreme temperature events, including access to food, shelter, heating, or cooling as required.
 - b. Establish public-facing centres (Information, Reporting/Inquiry, and Reception) to share instructions, respond to resident concerns, and deliver essential services.
 - c. Maintain strong coordination with local agencies, volunteers, NGOs, and other levels of government to ensure adequate staffing, resources, and community support.

Guiding Questions based on IMS Roles

Operations (Immediate Response & Site Safety)

1. Are all personnel and assets sheltered or relocated to safe areas?
2. What hazards (wind, flooding, debris, power loss) are present or expected?
3. What immediate safety checks or shutdowns are required?
4. When and how can damage assessments and recovery operations begin safely?

Planning (Information, Forecasting & Coordination)

1. What current forecasts and warnings are in effect for the area?
2. How is situational information being collected, verified, and shared?
3. What are the triggers for escalating response or activating specific plans (e.g., shelter-in-place, evacuation)?
4. How will post-event impacts and lessons be documented for future planning?

Logistics / Finance / Administration (Support, Resources & Continuity)

1. What equipment, supplies, or backup systems (power, communications, fuel) are required?
2. Are personnel and critical resources accounted for and supported during the event?
3. How are costs, damages, and resource usage being tracked?
4. What welfare, repairs, or continuity measures are needed after the storm?

Implementation

- **Preparedness:** Equipment caches, staff training, pre-identify shelters and vulnerable populations.
- **Activation:** Use trigger stages to deploy resources, open shelters, and notify public.
- **Operations:** Monitor hazards, restore services, support shelters and transport.

Demobilization

- Close shelters, release staff, debrief, and document lessons learned.

C-APPENDIX 10 – EMERGENCY RECEPTION & SHELTER PROTOCOL

General

Provides guidance for temporary reception centres for municipal residents displaced during emergencies. Focus on short-term safety, registration, basic needs, and rapid transfer to alternate accommodations if needed. Applicable to floods, wildfires, hazardous materials incidents, and severe weather events.

Aim

- Protect municipal residents and vulnerable populations.
- Ensure safe, orderly registration and short-term sheltering.
- Facilitate transfer to family, friends, or nearby host municipalities.

Threats

Immediate hazards that displace residents: flooding, wildfires, extreme weather, hazardous materials. Risks include: overcrowding, loss of utilities, and exposure of vulnerable populations.

Reception Centre Trigger Points (Hub-Only Model)

Stage 1 – Preparation

- Hazard threatens residents or vulnerable populations.
- Pre-position staff, supplies, and alert volunteers.

Stage 2 – Activation

- Residents displaced; temporary shelter required.
- Open reception centres, register residents, provide food, mobility aids, and essential care.

Stage 3 – Full Operations

- High volume of displaced residents; multiple shelters or extended operations needed.
- Coordinate transport to alternate accommodations, track residents, maintain communications.

Stage 4 – Demobilization

- Hazard mitigated; residents returning home or relocated.
- Close shelters, release staff, track donations, and document lessons learned.

Tasks

1. **Monitoring & Alerts**
 - a. Track hazards, notify municipal staff, and communicate with residents.
2. **Reception Centre Setup**
 - a. Open temporary hubs, set up registration, first aid, food, and basic necessities.
3. **Vulnerable Populations**
 - a. Prioritize Stage 1 evacuation; provide mobility aids, medical support, and children's activities.
4. **Volunteer & Donation Management**
 - a. Recruit, rotate, and replace volunteers; track donations efficiently.
5. **Transportation**
 - a. Coordinate transport of residents to staging areas or host municipalities if needed.
6. **Demobilization**
 - a. Close centres, release staff, and document response actions.

Guiding Questions based on IMS Roles

Operations (Reception, Shelter Setup & Safety)

1. Is the reception or shelter site safe, accessible, and ready for occupancy?
2. Are registration, triage, and safety procedures in place and staffed?
3. What immediate needs (food, water, medical, security) must be met for evacuees?
4. How is shelter capacity being monitored and managed?

Planning (Information, Coordination & Transitions)

1. What is the current and projected number of evacuees and staff?
2. How is information on arrivals, needs, and resources being tracked and shared?
3. What are the criteria and process for transitioning or closing the shelter?
4. What documentation and lessons learned must be captured post-operation?

Logistics / Finance / Administration (Support, Resources & Accountability)

1. What supplies, equipment, and facilities are required to sustain shelter operations?
2. Are transportation, communications, and utilities functioning and supported?
3. How are personnel, volunteer hours, and costs being recorded?
4. What welfare and rest arrangements are available for staff and volunteers?

Implementation – Reception Centre (Hub-Only Model)

Preparedness

- Maintain pre-positioned supplies, cots, mobility aids, and equipment for short-term sheltering.
- Update the Vulnerable Person Registry and ensure agencies assist with registration.
- Identify and prepare reception centre locations, staging areas, and transport options.
- Train staff and volunteers in shelter setup, registration, and pandemic-safe operations.

Activation

- Use trigger points to open reception centres and mobilize staff and volunteers.
- Register displaced residents, provide basic needs (food, water, mobility aids), and assign shelter spaces.
- Prioritize Stage 1 evacuation for vulnerable populations.

Operations

- Coordinate transport for residents to staging areas or host municipalities as needed.
- Provide children's activities, clothing distribution, and culturally appropriate food.
- Manage volunteers and track donations.
- Maintain continuous communication with EOC, public, and supporting agencies.

Demobilization & Recovery

- Close shelters once residents are safely returned or relocated.
- Release staff and volunteers, ensuring proper rotation and handover.
- Document lessons learned, track donations, and update procedures for future events.

C-APPENDIX 11 - POWER & UTILITY OUTAGE PROTOCOL

General

If a power outage emergency in the Municipality of Red Lake becomes a reality, reception of those who are unable to stay in their homes, or with friends and family in the Municipality will be located at one or both of the following:

- Red Lake Community Centre
- Cochenour Arena/Hall
- Evolution Rec Centre
- The Red Lake District High School
- The Red Lake Madsen Public School
- The Golden Learning Centre
- Red Lake Legion

Aim

To establish a plan of action for all tasks envisaged in a prolonged power outage, in the Municipality of Red Lake, utilizing those resources immediately available.

Threat

It is believed that the main threat to the Municipality of Red Lake will be a major power failure.

Triggers

Stage 1 – Advisory / Monitoring:

- Localized outage or forecasted severe weather may impact power.
- Pre-position crews, verify backup generators, notify key staff.

Stage 2 – Partial Outage / Contingency:

- Widespread outage affecting critical infrastructure or vulnerable populations.
- Activate EOC partially, deploy backup power, communicate with utilities and public.

Stage 3 – Full Outage / Emergency:

- Extended or total outage impacting municipal operations or safety.
- Full EOC activation, prioritize restoration, coordinate shelters and essential services, update public regularly.

Tasks

In the event of a prolonged power outage, the Municipal tasks will be to:

- Provide direction and resources for the housing and feeding for the population.
- Maintain effective liaison with the appropriate local agencies.
- Requesting assistance from other agencies, organizations, staff, volunteers, or other levels of government.
- Setting up an Information Centre to issue instructions to residents and/or
- Establishing a Reporting and Inquiry Centre to handle individual information requests.
- Operating a Reception Centre to provide food, shelter, heat, power, and other essential needs.

Guiding Questions based on IMS Roles

Operations (Immediate Response & Impact Management)

1. What areas, systems, or facilities are affected by the outage?
2. Are there any immediate life-safety or critical operations impacted?
3. What temporary power or utility backups are available and functioning?
4. What actions are required to stabilize essential services or equipment?

Planning (Information & Recovery Coordination)

1. What is the current status and expected duration of the outage?
2. How are situational updates and restoration timelines being tracked and shared?
3. What are the priorities for power restoration and operational continuity?
4. What documentation and lessons need to be captured post-incident?

Logistics / Finance / Administration (Support & Sustainment)

1. What generators, fuel, lighting, or other resources are needed for continued operations?
2. How are personnel, equipment, and resource costs being monitored?
3. Are supplier or utility company contacts activated and coordinated?
4. What staff welfare or recovery needs must be supported during prolonged outages?

Implementation

Preparedness

- Maintain an up-to-date inventory of backup generators, fuel, pumps, lighting, and essential equipment.
- Identify critical infrastructure sites (hospitals, shelters, water treatment plants, communications hubs) and pre-plan priority restoration.
- Train staff and volunteers on outage protocols, alternate power use, and safety procedures.
- Develop agreements with utility providers and contractors for rapid response.

Activation

- Activate the EOC based on trigger points (localized or widespread outage, threat to critical services).
- Deploy crews to assess damage and implement emergency power solutions.
- Notify the public of the outage, safety measures, and estimated restoration timelines.

Operations

- Coordinate restoration of power, water, and communications, prioritizing critical facilities.
- Monitor and track outage impacts on residents, especially vulnerable populations.
- Manage logistics for equipment deployment, fuel distribution, and transportation of repair crews.
- Maintain continuous situational updates to EOC, Mayor, Council, and EIO.

Demobilization & Recovery

- Confirm restoration of power and utilities to all affected areas.
- Release crews and demobilize temporary resources.
- Conduct debrief and document lessons learned, costs, and resource usage.
- Update plans and inventories based on incident review for future preparedness.

C-APPENDIX 12 – PANDEMIC & INFECTIOUS DISEASE PROTOCOL

General

If a Pandemic Influenza Crisis should arise within the Municipality of Red Lake, the Northwestern Health Unit (Red Lake Office) shall declare an emergency with regards to the health of all residents in the Municipality.

Aim

To establish a plan of action for all potential tasks in a pandemic emergency in the Municipality of Red Lake, utilizing all resources immediately available.

Threat

- High absenteeism among staff and essential workers.
- Strain on hospitals, LTC homes, and community health services.
- Supply chain disruptions (PPE, medicines, food, fuel).
- Public anxiety and misinformation.
- Need for safe sheltering, spacing, and alternate accommodation.
- Secondary impacts: utility disruptions, economic and social instability.

Trigger Points

Stage 1 – Monitoring & Preparedness:

- Reports of pandemic influenza in neighboring regions or globally.
- Public health authorities issue early warnings or guidance.

Stage 2 – Localized Cases / Early Response:

- Confirmed cases within the municipality or nearby communities.

Stage 3 – Widespread Transmission / Full Response:

- Significant community transmission or outbreak impacting municipal operations.

Stage 4 – Recovery / Demobilization:

- Declining cases and public health authorities declare reduced risk.

Tasks

1. **Maintain Essential Services:** Ensure continuity of utilities, emergency services, and municipal governance.
2. **Support Health System:** Coordinate with hospitals, health units, and LTC facilities for resources and staffing.
3. **Protect Staff & Volunteers:** Provide PPE, implement infection control, stagger shifts.
4. **Screening, Containment & Vaccination:** Follow public health direction on case management, testing, vaccination, and containment.
5. **Public Communication:** Provide accurate, timely information; counter misinformation.
6. **Community Support:** Prioritize vulnerable populations and plan alternate accommodations (hotels, host sites, shelters) with spacing and separation protocols.

Guiding Questions based on IMS Roles

Operations (Health & Safety Implementation)

1. Are infection control measures (PPE, distancing, hygiene) in place and followed?
2. Are any personnel symptomatic, exposed, or requiring isolation?
3. How are work areas being sanitized and access controlled?
4. What essential operations must continue, and how will they be safely maintained?

Planning (Information, Tracking & Continuity Planning)

1. What is the current status of infection rates, exposures, and workforce impact?
2. What guidance or updates have been issued by health authorities?
3. What triggers or thresholds determine scaling up or down of response measures?
4. How are continuity of operations and recovery plans being documented and reviewed?

Logistics / Finance / Administration (Support, Resources & Personnel Welfare)

1. Are adequate PPE, medical supplies, and cleaning materials available and distributed?
2. How are remote work, accommodation, or isolation support needs being met?
3. How are personnel time, sick leave, and resource costs being tracked?
4. What health monitoring, mental health, or welfare support is available for staff?

Implementation

Authority

- The plan is activated by an Order from the Mayor's Office, following consultation with the Chief Executive Officer (CEO) of the Red Lake Northwestern Health Unit.

Preparedness

- Maintain up-to-date pandemic response plans, PPE stockpiles, and business continuity measures.
- Ensure staff and volunteer training for pandemic-safe operations and reception centre protocols.
- Identify and prepare shelters, alternate accommodations, and pandemic-safe spacing measures.

Activation

- Mayor issues formal order to activate the plan.
- EOC partially or fully activated depending on stage of outbreak.
- Coordinate with Health Unit on screening, containment, vaccination, and public guidance.

Operations

- Implement business continuity protocols to maintain essential services.
- Open and operate reception centres or shelters with pandemic-safe procedures.
- Ensure communication with residents, staff, and stakeholders regarding public health measures.
- Monitor staffing, supply levels, and the welfare of vulnerable populations.

Demobilization & Recovery

- Once the Health Unit advises reduced risk, gradually demobilize EOC operations and reception centres.
- Conduct debriefs, document lessons learned, and update pandemic response plan.
- Track expenditures, resource usage, and report to municipal and public health authorities.

C-APPENDIX 13 – AIRPORT BULK FUEL STORAGE PROTOCOL

General

Airport fuel storage is a critical component of emergency operations planning, particularly when large aircraft are required for evacuation, supply transport, or repatriation.

Aim

To outline protocols for fuel storage, distribution, and coordination at the municipal airport to support emergency operations, including evacuation and reception of large aircraft.

Threat

It is believed that the main threat to the Municipality of Red Lake will be limited air operations capacity.

Trigger Points – Bulk Fuel Storage

Stage 1 – Monitoring & Preparedness:

- Fuel levels fall below minimum operational thresholds for aircraft and municipal needs.
- Advance warning of incoming emergencies or large-scale evacuations requiring aviation support.

Stage 2 – Activation:

- Emergency operations require use of bulk fuel for aircraft or transport vehicles.
- Notification from EOC or incident command to activate fuel distribution protocols.

Stage 3 – Critical Operations:

- High-volume fuel demand due to mass evacuations or extended emergency response.
- Fuel shortages threaten continuity of airport operations, airlifts, or emergency transport.

Tasks

In the event of anticipated emergency air operations, the Municipal tasks will be to:

1. **Plan and Monitor Capacity:** Ensure sufficient bulk storage to support large aircraft (e.g., 737), maintain 72-hour reserve, and track daily availability.
2. **Secure Supplier Agreements:** Maintain formal agreements with fuel suppliers, mining partners, and private operators for guaranteed supply and delivery during emergencies.
3. **Coordinate Transport Logistics:** Establish transport plans for moving fuel between the airport, shelters, and emergency services; identify trucks, drivers, and refueling points.
4. **Maintain Communication Channels:** Assign an Airport Fuel Coordinator, ensure reliable communication between airport staff, EOC, and suppliers; equip with radios, Starlink system, and backup power.
5. **Ensure Safety and Security:** Control access to bulk fuel sites, provide spill response kits/training, and comply with aviation fuel storage regulations.

Guiding Questions based on IMS Roles

Operations (Immediate Response & Site Safety)

1. Is the fuel storage area secure, contained, and free of ignition sources?
2. Has any spill, leak, or fire been identified, isolated, and controlled?
3. Are responders wearing appropriate PPE and operating within safety perimeters?
4. What immediate actions are needed to protect personnel, aircraft, and infrastructure?

Planning (Information Management & Coordination)

1. What is the current status of the fuel system, containment, and weather conditions?
2. How is incident information being tracked and communicated to relevant authorities (e.g., airport ops, fire, environmental)?
3. What are the criteria and process for resuming fueling or re-entry to the area?
4. What data or reports must be captured for regulatory and post-incident review?

Logistics / Finance / Administration (Support, Resources & Documentation)

1. What specialized equipment or contractors (spill response, hazmat, testing) are required?
2. Are containment, communication, and power systems fully operational?
3. How are personnel, fuel losses, and costs being tracked and reported?
4. What recovery or cleanup support is needed to restore normal operations safely?

Implementation

Preparedness

- Maintain updated inventory of bulk fuel and verify storage capacity for large aircraft (e.g., 737).
- Maintain agreements with fuel suppliers and local mining operations for rapid resupply.
- Train staff on fuel handling, safety protocols, and transport logistics.

Activation

- EOC directs use of bulk fuel based on emergency requirements.
- Notify fuel suppliers and activate delivery agreements to ensure uninterrupted supply.
- Coordinate transport logistics between airport, staging areas, and shelters.

Operations

- Monitor fuel levels continuously and prioritize aircraft and emergency vehicle refueling.
- Ensure strict adherence to safety, environmental, and handling protocols.
- Maintain records of fuel use for operational accountability and cost recovery.

Demobilization & Recovery

- Return storage levels to standard operational minimums.
- Conduct post-event inspection of fuel storage and handling systems.
- Document lessons learned and update agreements, inventory levels, and emergency procedures.

Supplier	Type of Fuel/Chemical	Storage Capacity	Type of Storage
Fast Air Jet Center Local Contact: 662-7241 24-Hour Emergency: 1-866-232-9563	Jet A-1 Fuel	90,000 litres	Storage Tank (Below Ground)
	Aviation Gas	45,000 litres	Storage Tank (Below Ground)
	Jet A-1 Fuel Truck	14,000 litres	Fuel Truck
	Jet A-1 Fuel Truck	15,000 litres	Fuel Truck
	Aviation Gas Truck	13,000 litres	Fuel Truck
	Octane Gasoline	1,200 litres	Storage Tank (Above Ground)
	Dyed Diesel Fuel	1,200 litres	Storage Tank (Above Ground)
Wilderness North Cell:807-624-7405 Office:1-888-465-3474 24-Hour Emergency: 1-800-263-3474	Dyed Diesel Fuel	65,000 litres	Storage Tank
	Gas – Regular	50,000 litres	Storage Tank
Wasaya Local Contact: 662-1119	Unleaded Gasoline	50,000 litres	Storage Tank (Above Ground)
	Dyed Diesel	4,500 litres	Storage Tank (Above Ground)
	Gas – Regular	2,200 litres	Storage Tank (Above Ground)

C-APPENDIX 14 – HIRA

Rank	Hazard	Likelihood	Consequences	Total Risk	Risk Value
1	Wildland Urban-Interface Fires	5	4	20	High
2	High Wind	4	4	16	High
3	Open Pit Quarry-Mining Accident	4	4	16	High
4	Human Health – Pandemic	4	4	16	High
5	Utility Disruption	5	3	15	High
6	Forest Fire – Evacuees	5	3	15	High
7	Flood	4	3	12	Moderate
8	Ice Storm	4	3	12	Moderate
9	Communication Disruption	4	3	12	Moderate
10	Extreme Temperatures - Cold	5	2	10	Moderate

Schedule 'B'

**TO APPOINT A
COMMUNITY EMERGENCY MANAGEMENT CO-ORDINATOR
AND ALTERNATE FOR
THE CORPORATION OF THE MUNICIPALITY OF RED LAKE**

WHEREAS pursuant to O.Reg. 380/04, s. 10 (1) of the *Emergency Management and Civil Protection Act*, every municipality shall designate an employee of the municipality or member of the council as its Community Emergency Management Program Co-ordinator; and

WHEREAS pursuant to s. 10(2), the Community Emergency Management Program Co-ordinator shall complete the training that is required by the Chief, Emergency Management Ontario; and

WHEREAS pursuant to s. 10 (3), the Community Emergency Management Program Co-ordinator shall co-ordinate the development and implementation of the municipality's emergency management program within the municipality and shall co-ordinate the municipality's emergency management program in so far as possible with the emergency management programs of other municipalities, of ministries of the Ontario government and of organizations outside government that are involved in emergency management; and

WHEREAS pursuant to s. 10 (4), the Community Emergency Management Program Co-ordinator shall report to the municipality's emergency management program committee on his or her work under subsection (3); and

NOW THEREFORE the Council of The Corporation of the Municipality of Red Lake hereby **ENACTS AS FOLLOWS:**

1. **THAT** the Fire Chief is hereby designated as the Community Emergency Management Program Co-ordinator and the CAO is hereby designated as the Alternate.

Schedule 'C'

**TO ESTABLISH AND APPOINT MEMBERS TO
THE EMERGENCY MANAGEMENT PROGRAM COMMITTEE FOR
THE CORPORATION OF THE MUNICIPALITY OF RED LAKE**

WHEREAS pursuant to O. Reg. 380/04, s. 11 (1) of the *Emergency Management and Civil Protections Act*, every municipality shall have an Emergency Management Program Committee; and

WHEREAS pursuant to s. 11 (4), the Council shall appoint one of the members of the Committee to be the Chair of the Committee; and

WHEREAS pursuant to s. 11 (5) & (6), the Committee shall advise the Council on the development and implementation of the municipality's emergency management program; conduct an annual review of the municipality's emergency management program and make recommendations to the Council for its revision, if necessary;

NOW THEREFORE the Council of The Corporation of the Municipality of Red Lake hereby **ENACTS AS FOLLOWS:**

1. **THAT** the Emergency Management Program Committee is hereby established.
2. **THAT** the following are hereby appointed to the Emergency Management Program Committee:

Fire Chief/CEMC (Chair)
Chief Administrative Officer
Clerk
Treasurer
Director of Public Works
Director of Community Services
Mayor or Member of Council

Schedule 'D'

**TO APPOINT A
EMERGENCY INFORMATION OFFICER FOR
THE CORPORATION OF THE MUNICIPALITY OF RED LAKE**

WHEREAS pursuant to O.Reg. 380/04, s. 14 (1) of *the Emergency Management and Civil Protection Act*, every municipality shall designate an employee of the municipality as its emergency information officer; and

WHEREAS pursuant to s. 14 (2), the emergency information officer shall act as the primary media and public contact for the municipality in an emergency;

NOW THEREFORE the Council of The Corporation of the Municipality of Red Lake hereby **ENACTS AS FOLLOWS:**

1. **THAT** the Treasurer is hereby designated as the Emergency Information Officer.