

*PEACETIME EMERGENCY PLAN FOR THE CO-ORDINATION OF SERVICES
IN THE EVENT OF A REAL OR IMPENDING EMERGENCY*

General:

Marathon has a population of approximately 3,500 people and is located on the North Shore of Lake Superior, 5 km (3 miles) south of Highway 17 at the south end of Peninsula Rd. It is 306 km (190 miles) east of Thunder Bay and 418 km (260 miles) west of Sault Ste. Marie.

The C.P. Trans Canada freight line runs north and south dividing Marathon in half. Mining is the major industry in the area. Marathon has a Municipal Airport with a runway 3,933 feet in length and 100 feet wide. Aviation fuel is available. Marathon is protected by a Volunteer Fire Department with a full time Fire Chief. The Town is policed by the Ontario Provincial Police and is serviced by the Superior North EMS.

It is felt that the most probable emergencies to affect the Municipality would be a dangerous goods spill, a train derailment, power failure during heavy snowstorms, blizzards, tornado, forest fire and/or aircraft crash.

Forward:

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

The Emergency Management Act of 2003 is the primary authority enabling passage of the by-law formulating this Emergency Plan which will govern the provision of necessary services during an emergency. This plan also prescribes procedures under the manner in which municipal employees and other persons will respond to an emergency.

The Emergency Management Act states that "The Head of Council may declare that an emergency exists in the Municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the Emergency Plan of the Municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area." Accordingly, it is clear that the principal function of the Emergency Control Group (E.C.G.), if assembled, is to assist the Head of Council in making and placing in effect any decisions and orders that are made to control and mitigate the effect of an emergency.

All members of Council, Emergency Control Group, and members of responding agencies must read the plan, know where their copy is kept and be familiar with their duties in the event of an emergency. In addition to this Emergency Response Plan, each responding agency will also have its own Emergency Response Plan, call-out and resource list.

Aim:

To establish a general plan of action for the co-ordinated response in the event of an

emergency or impending emergency, in order to preserve life, health and property and the restoration of essential services.

A Message from Mayor Rick Dumas:

Marathon has had an emergency plan for quite some time, but it has outlived its usefulness. The need for something more has resulted in the current document that spells out for the Town of Marathon a plan for emergency response. I believe that this plan, with the detail that is encompassed in its design, will enable those in positions of accountability to better do their jobs especially in the face of disaster.

Much work has gone into the development of this complete and detailed plan. It is with pride that I fully endorse this approach and offer my thanks for the many months of work that has gone into producing this living document. Marathon is now in a better position to encounter the future in our ever-changing world.

Composition of Emergency Control Group (E.C.G.):

All emergency operations shall be directed and controlled by the E.C.G. Their role is one of strategic planning during an emergency, as compared to the site management team's role as tactical responders. The E.C.G. is primarily responsible to address the ongoing or potentially expanding threat to the broad community, including the health, safety and well being of persons, property and infrastructure, essential services, the environment, the local economy and to instil a level of confidence in the public.

The E.C.G. shall be comprised of the following persons:

Mayor
C.A.O.
Fire Chief
C.E.M.C.
Treasurer
Works & Operations Manager
Emergency Information Officer

While not members of the Emergency Control Group, the following people(s) may be asked to provide support or assistance during an emergency:

Social Services Administrator
Public Health Nurse
O.P.P. Detachment Commander
Ambulance Service Superintendent

In case of a forest fire or flood:

District Manager, Ministry of Natural Resources

Implementation of the Plan:

It is the responsibility of the first responding agency at the scene of an emergency to assess the situation and to recommend whether this plan should be implemented. If the size or seriousness of the emergency appears beyond the capability or responsibilities of that agency, the plan shall be put into effect. The C.A.O., or the Fire Chief, upon realizing the magnitude of an emergency or impending emergency warrants the plans implementation, may do so. Once established, the C.A.O. will set the agenda and operational cycle for the E.C.G.

Emergency Alerting of E.C.G.:

On receipt of instructions from a member of the E.C.G., the **CAO** will call out the E.C.G. All members will be called. In the event telephone service is out, the E.C.G. will be contacted by the most effective means. Whichever member of the E.C.G. requests a call-out or stand-by, they must ensure the instructions are explicit. The call-out shall be either:

- a) This is an emergency call-out. Please attend the Emergency Operations Control Centre at _____.
- The Primary Emergency Operations Control Centre is the Police/Fire Building, 6 Hemlo Drive.
- The Alternate Emergency Operations Control Centre is the Municipal Airport Terminal Building.
- b) This is an emergency stand-by call only. Please remain by your telephone until further notice.

The standby call may also be made by one of the E.C.G. members who could supply more information.

When an emergency exists, but has not yet been declared to exist, municipal employees may take such action(s) under this Emergency Plan as may be required to protect lives and property of the residents of Marathon.

Declaration of an Emergency:

An emergency is defined under the Emergency Management Act as “A situation or an impending situation caused by the forces of nature, an accident, intentional act or otherwise that constitutes a danger of major proportions to life or property.”

Under the Emergency Management Act, only the head of Council of a municipality (or his/her designate) and the Premier have the authority to declare an emergency.

Notification of Declaration of an Emergency

The Mayor can officially declare an emergency at any time and, upon doing so, shall immediately notify:

1. The Minister of Community Safety and Correctional Services;
2. All members of Council;
3. Neighbouring municipal officials, as required;
4. The local Member of Parliament
5. The local Member of the Provincial Parliament
6. The public, and
7. The media.

A second call should be made if the individual is not contacted the first time. A list of who was NOT contacted should be given to the E.C.G.

Notification of the Minister of Community and Correctional Services must be done through the Duty Officer of Emergency Management Ontario, by calling 1-866-314-0472. Written declaration shall be made on municipal letterhead and faxed to 1-416-314-6220.

If an emergency situation is pending, the notification process can be put into effect prior to the actual declaration of an emergency to alert the Emergency Control Group to standby status.

Once a decision to declare an emergency is made, the municipality must notify Emergency Management Ontario (on behalf of the Minister of Community Safety and Correctional Services). This can be done through the Duty Officer at Emergency Management Ontario at 1-866-314-0472. Written declaration shall be made on municipal letterhead and faxed to E.M.O. at 1-416-314-0474.

Termination of a State of Emergency:

The Mayor or Council as a whole, can officially declare the termination of the emergency at any time and, upon so doing, shall immediately notify:

- 1 The Minister of Community Safety and Correctional Services;
2. All members of Council;
3. Neighbouring municipal officials, as required;
4. The local Member of Parliament
5. The local Member of the Provincial Parliament
6. The public, and
7. The media.

Notification of the Minister of Community and Correctional Services must be done through the Duty Officer of Emergency Management Ontario, by calling 1-866-314-0472. Written declaration shall be made on municipal letterhead and faxed to E.M.O. at 1-416-314-0474.

Authority to terminate an emergency is given to head of Council, Premier of the province and municipal Council. Notify the Duty Officer of Emergency Management Ontario and all affected groups and organizations when emergency is terminated.

Request for Assistance

Assistance may be requested from neighbouring municipalities and/or the private sector at any

time. Such a request for assistance shall not be deemed to be a request that the assisting entity assume authority and control of the emergency.

Assistance may be requested from the Province of Ontario, or from the Federal Government through the Province of Ontario, at any time. Such a request can be made by contacting the E.M.O. Duty Officer by phone at 1-416-314-3723 or 1-866-314-0472 (toll free), or by fax at 1-416-314-0474.

Such a request for assistance shall not be deemed to be a request that the Province assume authority and control of the emergency.

Operational Cycle of Emergency Control Group:

Upon activation of the E.C.G. it will be necessary to keep all members updated on the activities surrounding the emergency. To accomplish this, regular meetings must be held early in the operations and continued throughout. The scheduling of the meetings and setting of the agenda should be assigned to either the C.A.O. or the Community Emergency Management Coordinator (C.E.M.C.). The timing of meetings should be on an hourly basis at the early stages of the emergency and less frequently as ongoing functions take place. Records of all actions and decisions made are kept by the group. Each member will be allowed to display information regarding their action on the display board in the Emergency Operations Centre or use any other means to illustrate actions taken.

Support and Advisory Staff:

Administrative assistance during an emergency for the E.C.G. is crucial to the smooth operation of any incident. The need for record takers, timing of events as well as providing for the continuity of operations is critical to the process.

Special advisors may be called to offer assistance. They may be from government, business, industry or the legal field. Security for the E.C.G. is important and outside distractions and access to members and staff should be limited. Consideration is also given to the nature of the incident and the possibility of setting up a shift rotation to maintain continuity of operations throughout the emergency.

Location of Emergency Operations Centre:

Primary: Fire Building, 6 Hemlo Drive.

Secondary: Municipal Airport Terminal Building, Highway 17 West.

Necessary Equipment for Emergency Control Group:

All necessary equipment will be on site at the Emergency Operations Centre and it will be the responsibility of the C.E.M.C to ensure readiness.

- a) Back-up power supply
- b) Telephone outlets for members of E.C.G. – call Bell Repair at 1-(800) 465-6833,

provide cable and pair information and ask for emergency service to be restored

- c) Radio base station
- d) Up to date maps
- e) Status display boards
- f) AM/FM radio, weather radio
- g) Photocopier, fax machine, computer
- h) Copies of Emergency Response Plan, resources, dangerous goods directories
- i) Log book
- j) Identification badges, nametags
- k) Flashlight, candles, batteries
- l) Office and stationary supplies

The Emergency Control Group Shall:

- a) Advise the head of Council on declaration of an emergency and what part of the municipality should be designated as the emergency area.
- b) Notify Emergency Management Ontario of declared or impending emergency.
- c) Appoint an Emergency Site Manager.
- d) Activate Emergency Response Plan.
- e) Authorize the expenditure of municipal funds, required for the preservation of life and health.
- f) Manage information, including maintenance and retention of events log and records pertaining to expenditures. Share information on the emergency and important actions taken via a written flip chart type of device and retain the pages for record purposes.
- g) Establish an information centre for issuance of accurate releases to the news media and for issuance of authoritative instructions to the public.
- h) Direct the movement of equipment and resources beyond the immediate emergency site(s).
- i) Order evacuation as necessary.
- j) Discontinue utilities or services on a wide scale, as necessary.
- k) Direct, co-ordinate and supply administrative and logistic support to all municipal departments and volunteer organizations in controlling the emergency or disaster.
- l) Arrange for extra resources (human and material).
- m) Liaise with other municipalities and other levels of government, including the activation

of mutual aid assistance agreements.

- n) Take initiative on any required action not covered in the Emergency Response Plan in order to minimize the effects of an emergency or disaster on the municipality or its inhabitants.
- o) Recommend the termination of emergency, when appropriate. Each agency should have a list of its personnel, which they will use as a “check-off list” at the termination of the emergency to ensure all personnel are accounted for.
- p) Implement a recovery strategy.
- q) Participate in post-emergency debriefings.
- r) The responsibilities of the E.C.G. and responding agencies will vary depending on the type and magnitude of the event.

The Head of Council Shall:

- a) Consult with members of the E.C.G. and decide if a state of emergency should be declared.
- b) Declare an emergency to exist if warranted.
- c) Order an evacuation of people in potentially life-threatening situations from the danger zone in a formal emergency, if warranted, and recommended by the applicable experts in the E.C.G.
- d) Contact the Solicitor General of Ontario and notify him/her of the declaration of an emergency.
- e) Approve news and public announcements.
- f) Request assistance from neighbouring municipalities for evacuation and reception centres.
- g) Update Council on emergency situation, as required.
- h) If a declaration of an emergency has been declared, make an official order that the "Emergency is Terminated" at the end of the situation.
- i) Keep a log of all action taken.

The C.A.O. Shall:

- a) Assume the role of the Emergency Operations Centre Co-ordinator.
- b) Co-ordinate the municipal response as per the Emergency Response Plan.
- c) Co-operate with other municipal departments, adjacent municipalities and other

applicable bodies.

- d) Provide or request mutual aid when required.
- e) Determine if municipal resources are adequate or if additional resources are required.
- f) Advise the Mayor, or his/her alternate, or Council, of any necessary actions that should be taken that are not covered in the Emergency Response Plan.
- g) Maintain a log of all action taken.

The Emergency Site Manager Shall:

- a) Serve as Incident Commander on scene.
- b) Co-ordinate resources as required.
- c) Develop strategic plan to resolve emergency.
- d) Report to E.C.G. on the status of emergency actions.
- e) Maintain log of all actions taken.

The Fire Chief Shall:

- a) Activate the Fire Department's Emergency Call-Out System.
- b) Co-ordinate fire fighting operations.
- c) Direct and/or assist rescue operations.
- d) Activate the Fire Mutual Aid System, if required.
- e) Appoint an on-site Co-ordinator.
- f) In the event of a dangerous goods spill.
 - i) Ensure the Ministry of the Environment and CANUTEC are contacted for any assistance required.
 - ii) Make available the applicable portion(s) of the book entitled "Dangerous Goods Guide to Initial Emergency Response" to the E.C.G..
- g) Keep the Emergency Site Manager updated on the emergency situation.
- h) Maintain a log of all action taken.

The O.P.P. Shall:

- a) The Detachment Commander or his designate will attend the scene of the emergency and determine the nature of the emergency.
- b) The Detachment Commander, if necessary, will institute a command post and notify the

District Duty Officer and request the necessary resources.

- c) Establish a perimeter security as required.
- d) Control traffic to facilitate the movement of emergency and evacuation vehicles.
- e) Conduct the evacuation of buildings and areas authorized by the Head of Council.
- f) Provide security and prevent looting in emergency or evacuation areas and reception centres.
- g) Advise the Coroner in the event of fatalities and perform whatever additional responsibilities may be necessary under The Coroners Act and other statutes.
- h) The Detachment Commander or Incident Commander will keep the E.C.G. apprised of the emergency situation.
- i) Maintain a log of all actions taken.

The Treasurer Shall:

- a) Provide for the safety of municipal records.
- b) Carry out any necessary administration work in connection with the emergency.
- c) Co-ordinate purchase and supply requirements.
- d) Maintain records of all purchases.
- e) Maintain liaison with all supporting agencies, as required.
- f) Maintain a log of all action taken.

The Public Health Nurse Shall:

- a) Activate the Health Unit's emergency alert system.
- b) Occupy the position of the Medical Officer of Health in the Emergency Operations Centre until the Health Officer arrives.
- c) Performs duties as per the Health Unit's Emergency Plan after the Medical Officer of Health arrives.
- d) Maintain a log of all action taken.

Ambulance Supervisor Shall:

- a) Activate the department emergency alert system and Emergency Response Plan.
- b) Assume responsibility for triage and evacuation of casualties from the emergency site.
- c) Assume responsibility for additional resources of ambulances, personnel and communications equipment.
- d) Provide and co-ordinate all transport requirements for the movement of casualties.
- e) Provide transport for and co-ordinate all hospital and related medical facilities evacuation.
- f) Keep the Emergency Site Manager informed at regular intervals of all ambulance service activities.

- g) Maintain a log of all action taken.

The Works and Operations Manager Shall:

- a) Activate the department's emergency alert system.
- b) Provide municipal equipment and personnel as necessary.
- c) Arrange on a local basis, the procurement of special equipment i.e., heavy duty cranes, pumps, etc.
- d) Arrange for disconnection of utilities which represent a hazard and keep a list of local suppliers and location of equipment in the event of an emergency.
- e) Advise the Emergency Site Manager when sustained damage to structures exceed safety limits
- f) Provide assistance in clean-up operations and repair damages where there is a municipal responsibility.
- g) Provide flashers and barricades.
- h) Provide assistance in search and rescue of trapped and injured people.
- i) Restore and obtain assistance in restoring essential services.
- j) Act as liaison with local and provincial utilities.
- k) Maintain a log of all action taken.

The Social Services Administrator Shall:

- a) According to the nature of the emergency, ensure the survival and well being of people during and following an emergency by co-ordinating with local volunteer groups for:
 - i) Emergency clothing to provide adequate protection from the elements.
 - ii) Emergency lodging to provide adequate temporary accommodations for the homeless.
 - iii) Emergency feeding to sustain those without food or adequate food preparation facilities.
 - iv) Individual and family services to assist and counsel individuals and families in need and to provide special care to unattached children and dependent adults.
- b) Contact the Director of Community and Social Services and request assistance if required.
- c) Arrange for reception centre to provide immediate registration and enquiry services.
- d) Arrange for volunteers to operate the reception centres.
- e) Collect information and answer queries concerning the safety and whereabouts of missing persons.
- f) Ensure a drugstore stays open (within reason) during an emergency
- g) Maintain a log of all action taken.

The Ministry of Natural Resources District Manager Shall:

- a) Issue the preliminary alert in a forest fire or flood situation to municipal officials.
- b) Provide for forest fire fighting or flood control as per Ministry policy.

- c) Recommend evacuation, if warranted.
- d) Determine the evacuation routes in conjunction with municipal officials and the O.P.P.
- e) On completion of the fire or flood emergency, will authorize the return of the residents if they have been ordered evacuated.
- f) Maintain a log of all action taken.

The Emergency Information Officer Shall:

- a) Arrange for the dissemination of information regarding the emergency.
- b) Provide information on health hazards as prepared by the Medical Officer of Health.
- c) Schedule press conferences on a regular basis.
- d) Arrange for media facilities and support near the Emergency Operations Centre.
- e) Provide public relations support to the emergency site.
- f) Gather information from emergency services and prepare releases for the approval of the Head of Council prior to all press conferences.
- g) Maintain a log of all action taken.

The Community Emergency Management Coordinator Shall:

- a) Activate the Communication Alert System.
- b) Provide communications in support of emergency or disaster operations.
- c) Provide back-up communications.
- d) Co-ordinate radio frequencies used.
- e) Establish and supervise the Emergency Communications Centre.
- f) Establish static and mobile communications posts as required.
- g) Provide liaison with the Lakehead Amateur Radio Club.
- h) Provide liaison with Bell Telephone.
- i) Provide or request mutual aid when required.
- j) Ensure that logs are maintained of all action taken, including all IN and OUT messages.

Marathon Emergency Control Group Call-Out List

All members and/or alternates must be notified in the event of an emergency or potential emergency.

Position	Name	Business #	Home #
Mayor			
C.A.O.			
C.E.M.C			
Fire Chief			
Treasurer			
Emergency Information Officer			
Works & Operations Manager			

IN THE CASE OF A FOREST FIRE OR FLOOD CALL			
	CALL- 310-FIRE		
While not members of the Emergency Control Group, the following people(s) may be asked to provide support or assistance during an emergency:			
Ambulance Superintendent			
O.P.P. Staff Sergeant			
Social Services Administrator			
Public Health Nurse			

It is not necessary for all members to be present for the E.C.G. to function, however, it is strongly recommended.

Additional personnel, i.e. M.N.R., Transport Canada, Hydro One, C.P. Rail, The Schools etc., may be required to perform a function within the E.C.G. depending on the nature of the emergency

CONTACTS & RESOURCES

Individual committee members will list their own contacts and alternates, along with available resources and relevant remarks.

AGENCY	NAME	TELEPHONE #	RESOURCES & REMARKS

Airport Emergency Action Committee

Fire Chief	Scott Trach		
C.A.O./Clerk	Daryl Skworchinski		
Mayor	Rick Dumas		
O.P.P.	Detachment Commander		

Emergency Telephone List

FIRE DEPARTMENTS	
Marathon	
Ministry of Natural Resources	
HOSPITALS	
Wilson Memorial General Hospital	
Ambulance	
POLICE DEPARTMENTS	
Ontario Provincial Police	
Thunder Bay Air Radio	
NAV Canada	
Public & Marine	
Airport Manager	

AMBULANCE	
Marathon – Emergency	
Marathon Ambulance Base	
Thunder Bay Emergency Dispatch (Includes Air Ambulance)	
Central Communication - (Administration)	
Provincial Air Ambulance Dispatch (MMATC)	
Low Priority Emergency/Inquiries – Toronto	

Sault Ste. Marie Emergency Dispatch	
CLERGY	
Holy Saviour Roman Catholic Church	
Parkland Pentecostal Church	
St. John's United Church	
COAST GUARD	
Marine Search & Rescue - 24 Hours	
COMMUNICATIONS	
Bell Canada – Emergency Repair – 24 Hour	
Lakehead Amateur Radio Club	
Radio Amateurs of Canada District Emergency Coordinator	

DANGEROUS GOODS	
CANUTEC - 24 Hours (call collect) - For Non-Emergency information	
Ministry of the Environment - Northern Ontario Region	
MOE Senior Officer for Marathon	
Ministry of the Environment Spills Action Centre - 24 Hrs	
O.P.P. Dangerous Goods Enforcement Officer	
O.P.P. Duty Officer (O.P.P. will contact E.P.O. Officer) 24 hours	
EMERGENCY MANAGEMENT ONTARIO	
E.M.O. – Provincial Operations Centre - 24 hours Emergency Fax #	
E.M.O. – Community Officer for Marathon If you have difficulty reaching the E.M.O. Duty Manager, call the O.P.P. Duty Officer	
EQUIPMENT RENTAL	

B & J Equipment Rental	
George O. Hill Supply Industrial Equipment	
After Hours for George O. Hill	
J. U. Calonego Construction	
Northwest ARGO	
Thunder Bay Harbour Improvements	

FIRE CENTRE	
General - Forest Fire Reporting	
Ministry of Natural Resources – General Inquiries	
Fire Operations Supervisor	
FLOOD	
General - Flood Reporting	
Provincial Response Control - S.S. Marie After hours 1-705-942-4242 ask for unit 1903	
M.N.R. - District Manager	
Acting Flood/Fire Supervisor	
HEALTH	
Coroner – Dr. Orrantia, Marathon	
Regional Coroner, Thunder Bay	
Wilson Memorial General Hospital - Marathon	
Manitouwadge Hospital	
Terrace Bay Hospital	
Emergency Health Services Field Office	
Ministry of Health	

Tele-Health Ontario – 24 Hour Medical Assistance	
Poison Control Centre	
Victorian Order of Nurses	

EMERGENCY TELEPHONE LIST- AREA CODE 807 UNLESS INDICATED
HIGHWAYS

INDUSTRY	
Williams Mine, Barrick Corporation Manager	
MTO – UNKNOWN, Manager	
Hydro One – 24 Hour Emergency:	
MEDIA	
CBQ – Radio A.M. 1010 KHZ & CBC/CBQ F.M./A.M. 89.1/730	
CFNO Marathon F.M. 93.1 MHZ	
CJLB A.M. 1230 KHZ	
CKPR-CHFD T.V.	
CKPR-CJSD F.M. 580 KHZ	
Shaw Cable Systems, Technical Manager	
MUNICIPAL	
Mayor Rick Dumas	
Councillor Greg Vallance	
Councillor Zack Souckey	
Councillor Todd Wheeler	
Councillor Ray Lake	
OFFICE OF CRITICAL INFRASTRUCTURE PROTECTION & EMERGENCY PREPAREDNESS	
Toronto Office - 24 Hour	
Operations Centre – Ottawa Office – 24 Hour	

POLICE	
O.P.P. Staff Sgt.	
O.P.P. Communications Centre – Thunder Bay – 24 hrs	
C.P. Police - Emergency Response (24 Hours)	
POLLUTION CONTRACTORS	
Thunder Bay Marine Services	
Potter's Pumping	
A-1 Sewage Services (24 Hour)	
RAILWAYS	
C.P. Chief Rail Traffic Control Officer	
C.P. Rail Emergencies	
RADIATION PROTECTION SERVICES	
Ministry of Labour – Emergency Planning Officer - Duty Officer	
E.M.O. Emergency	
Pickering Nuclear Generating Station, Side "A" - Shift Manager	
Transportation Emergency Assistance Plan (T.E.A.P.)	
Petro Canada	
SCHOOLS	
Ecole Cite Superiore	
Marathon High School	
Margaret Twomey Public School	
Holy Saviour School & Ecole Val Des Bois	
Marathon Day Care	

SCHOOL BOARDS	
Superior-Greenstone District School Board	
Superior North Catholic District School Board	
SEARCH AND RESCUE – AIR & MARINE	
Rescue Coordination Centre Trenton - 24 Hour	
SEARCH AND RESCUE – LAND	
Lakehead Search & Rescue – Area Commander -- Terry Yahn Deputy Area Commander -	
SOCIAL SERVICES	
Canadian Red Cross - Branch Manager	
Community & Social Services Regional Program Manager	
St. John Ambulance – Manager	
St. John Ambulance Brigade	
Superior North Victim Services- Program Manager	
TOWING - HEAVY DUTY	
Thunder Bay – Airplane Towing (24 hour)	
Thunder Bay – Commerce Towing (24 hr) Light to Medium	
Thunder Bay – Smith & Walters (24 hour) Ed Newbold – Owner	
Marathon – D&A Towing (Dan Sauve)	
Sault Ste. Marie - Town-Country Towing (24 hour)	
White River – Albert & Son’s Towing	

EMERGENCY TELEPHONE LIST- AREA CODE 807 UNLESS INDICATED

TRANSPORTATION	
Ministry of Transportation – XXXX	
Southland Transportation Marathon Office	
Marathon - Ontario Northland Bus Line Thunder Bay – Ontario Northland Bus Line	
Thunder Bay – Happy Time Tours	
Laidlaw Bus Lines	
UNDERWATER SERVICES	
Thunder Bay Marine Services	
F.O.B. Marine Services (24 hour)	
Thunder Bay Harbour Improvements	
WEATHER OFFICES	
Environment Canada - 24 hour – Emergency	
Environment Canada – Client Relations	

Request for assistance:

- 1) Terrace Bay Municipal Office (807) 825-3315
- 2) Manitouwadge Municipal Office (807) 826-3227
- 3) Province of Ontario – E.M.O. – Duty Officer (866) 314-0472

PLAN MAINTENANCE AND REVISION

An Emergency Management Program Committee, chaired by the CEMC or designate, will be composed of staff from various Town departments and other representatives as deemed by the CEMC to be appropriate. The Committee will obtain input from outside agencies as deemed necessary or desirable. The Committee will be responsible for keeping the Plan (and its appendices) current with respect to legislation, agency roles and responsibilities and any other pertinent information. Town departments are responsible for reviewing and amending their internal sub-plans annually.

Amendments to and changes in the Plan shall be subject to approval by the Council of the Town of Marathon. Additions to and/or revisions in appendices shall be made by the Community Emergency Management Coordinator and shall not require approval by Council. The Emergency Management Program Committee will review and revise the Plan in January of each year and any amendments shall be distributed to all persons and/or agencies, as per "List of Distribution", in a timely manner.

NO.	AMENDMENT DATE	PAGES	AMENDED BY
1	January 1990		Keith German
2	March 1990		Keith German
3	September 1990	ALL	Keith German
4	April 1991	iii, 3, 20-28, 30, 31, Appendix II-2, 4, 6	Keith German
5	December 1991	1, 3, 20-28, 30, 31, Appendix II-1, 2, 4	Keith German
6	September 1992	ii, iii, 1, 3, 20 Appendix I, Appendix II-1, 2, 4, 6, 8, 9, 10, 11 Appendix III-1	Keith German
7	May 1993	Main body of Plan	Keith German
8	September 1994	Main body of Plan	Keith German
9	September 1995	Main body of Plan	Scott McLeod
10	October 1996	ALL	Scott McLeod
11	November 1999	All - Updated & Additions	Administration
12	October 2001	ALL	Don MacArthur
13	February 2002	Phone numbers	Don MacArthur
14	April 2004	ALL	Don MacArthur

15	February 2007	All	Rick Kerster
16	January 2007	Phone numbers/names	Rick Kerster
17	October 2007	Phone numbers/names	Rick Kerster
18	October 2009	Phone Numbers/names	Rick Kerster
19	November 2009	Phone numbers/names	Rick Kerster
20	January 2010	Phone numbers/names	Rick Kerster
21	November 2017	All	Rick Kerster
22	November 2018	Phone numbers/names	Serena Goodchild
23	November 2019	ECG Members	Serena Goodchild
24	December 2020	ECG Members	Serena Goodchild

DISTRIBUTION LIST- ELECTRONIC ISSUANCE ONLY

NAME	NUMBER OF PLANS	PLAN NUMBER
Mayor	1	
C.A.O.	1	
Treasurer	1	
Fire Chief	1	
Marathon Fire Department	1	
Works & Operations Manager	1	
Wilson Memorial Hospital	1	
O.P.P./Marathon	1	
O.P.P./Thunder Bay	1	
M.N.R./Terrace Bay	1	
Councillors	1 each	
Public Information Officer	1	
Welfare Administrator	1	
Ambulance Supervisor	1	
Superior-Greenstone S. B.	1	
Communications Officer	1	
Emergency Operations Centre	1	
Public Health Nurse	1	
Alternate Operations Centre	1	
Missing Copies	1	
Fire Dispatch	1	
E.M.O.	1	

Town Of Marathon
Map



APPENDIX I

TOWN OF MARATHON



**MUNICIPAL OIL SHORTAGE
CONTINGENCY PLAN**

**APPENDIX I
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APPENDIX I

MUNICIPAL OIL SHORTAGE CONTINGENCY PLAN

THIS APPENDIX WILL PROVIDE GUIDELINES FOR THE MUNICIPAL DEPARTMENTS FOR AN EMERGENCY RESPONSE TO A SHORTAGE OF PETROLEUM PRODUCTS.

Background

Political instability in the Middle East and dependence on imported oil from OPEC nations forces Western nations to recognize the possibility of future oil shortages.

Canada and other member countries of the Organization for Economic Cooperation & Development (OECD) established the International Energy Agency (IEA). An oil sharing program was developed to ensure that during a serious energy shortage, all members share equitably the available supply of oil.

Once a national emergency is declared, the federal government will immediately implement crude oil, and then petroleum products allocation programs. If demand has not been acceptably reduced, gasoline rationing will be introduced.

The Canadian government, through the Energy Supplies Allocation Board (ESAB), has placed wholesale fuel purchases into three priority groups for the purpose of their petroleum product allocation program. The Services and industries within the categories (A) Critical (B) Essential and (C) Non-Essential are shown in Table 1.

TABLE I: SUMMARY OF CLASSIFICATION CATEGORIES

Controlled Petroleum Products except those used for space heating/cooling		Controlled Petroleum Products used for space heating/cooling
CRITICAL CATEGORY (health, welfare, security)		
A	Agriculture and food processing (primary agriculture, food production and processing of essential perishable food products)	C
A	Air flights (remote areas)	C
A	Commercial Fishing	C
A	DND Operations	C
A	Energy production/distribution	C
A	Fire, police and ambulance	C
A	Hospitals and health care	A

A	Marine bunkering (northern areas)	C
A	Public transportation	C

TABLE I: SUMMARY OF CLASSIFICATION CATEGORIES (CONTINUED)

ESSENTIAL CATEGORY (economic stability)		
B	Agriculture and food processing (other industries not included in Category A)	C
B	Air flights (commercial pilot training)	C
B	Car rentals	C
B	Construction Industry	C
B	Forest Industry	C
B	Freight transportation (road, rail, water)	C
B	Garbage Collection	C
B	Manufacturing	C
B	Marine Bunkering	C
B	Mining	C
B	Postal Service	C
B	Public Utilities (telephone, water)	C
B	Retail motor fuel outlets - diesel	C
B	Snow removal, road maintenance (streets and highways)	C
B	Service industries (retail delivery, consumer service, etc.)	C
B	Office buildings, merchandising and warehouses	C
B	Taxis	C

NON-ESSENTIAL CATEGORY (maintenance of standard of living)		
C	Government (federal, provincial and municipal)	C
C	Hotels and Motels	B
C	Marinas	C
C	Miscellaneous and unclassified	C

C	Recreational activities	C
C	Residential and apartments	C * Subject to Review
C	Schools	C * Subject to Review
C	Retail motor fuel outlets - gasoline	C

Energy Contingency Planning in Ontario

In order to support international and federal programs and also to manage any provincial supply disruption in absence of these programs, the Ontario Government completed a provincial supply disruption in absence of these programs. The Ontario Government completed a provincial Contingency Plan for Oil Shortages in May, 1987. The focus of the provincial plan is the management of demand restraint for crude oil and petroleum products to bring it in line with available supplies. Through the ongoing Provincial Energy Contingency Planning Program, the plan will be reviewed, tested, revised and maintained.

An important component of the provincial planning process is the Municipal Energy Contingency Planning Program to encourage and assist municipalities in the preparation of plans for the management of an oil shortage emergency. Municipalities in particular need to plan ahead to ensure the maintenance of essential public services and to meet an increasing demand for public transit. During an oil shortage, municipalities are in the best position to identify the potential for local energy savings in the community to assess and monitor the local situation and to deal quickly and directly with the concerns of its citizens. Municipalities will also be responsible for the implementation of a variety of measures to reduce oil consumption.

Contingency planning studies have shown that early planning and a coordinated approach will help to limit the adverse effects of a shortage felt in any one jurisdiction.

Aim

The Aim of this Appendix is to reduce the demand for petroleum products during a real or anticipated shortage while continuing to provide services essential for the maintenance of public health, welfare and economic stability.

Objectives

The objectives are as follows:

- a) Maintain essential government services during a period perceived and actual shortage.
- b) Assist in ensuring shortages are shared within the priorities and classifications as outlined.
- c) Demonstrate responsible and effective leadership in the oil shortage contingency.
- d) Ensure the general public is informed to ensure appropriate public reaction to coping with a shortage.
- e) Ensure a coordinated approach between key groups involved.

The Emergency Management Act gives explicit statutory power for the Municipality to plan for emergencies including energy shortage contingency planning.

Duties and Responsibilities

The Emergency Control Group, for this oil shortage plan, consists of the municipal-based people listed in the Plan's E.C.G. on page 5.

The effectiveness of the response to an oil shortage will depend on the action by the E.C.G., municipal employees and the elected officials. The mode of communications will be normal day to day system that is in place. Meetings will be kept to a minimum to eliminate the need for travel. To expedite community preparedness, it is helpful to divide the planning actions into stages.

This plan must remain flexible and fossil fuel consumption monitored constantly to verify:

- a) Strategy efficiency
- b) Employee compliance
- c) Actual fuel usage and reduction

If goals from any stage are not being met, steps in the next stage must be implemented. Planning should be conducted in anticipation of the next step. Even if the municipality does not use one of these types of fuel, the conservation information may be utilized to educate and assist local industry and the general public.

PRE-EMERGENCY (Growing Concerns)

Action by Provincial and Federal Authorities

- a) Alert municipalities of tightening supplies and ongoing monitoring of current situation, increase in state of readiness for an oil shortage and conservation information publicized in addition to advocacy of conservation programs.

Action by Municipal Authorities

- a) Monitor fuel consumption on a monthly basis.
- b) Liaise with and educate local industry and residents to prepare for petroleum shortage.
- c) Develop a spirit of co-operation and conservation.

Buildings

- a) Heat occupied premises to: a) 21°C (70°F) when doing office work and relaxing; b) 20°C (68°F) when working or exercising.
- b) Ensure heat outlets and cold air returns are unobstructed by carpets, furniture, etc.
- c) Replace disposable air filters and clean permanent air filters monthly.

Vehicles

- a) Educate drivers for slow acceleration and early stopping to utilize decompression of engine rather than using brakes.
- b) Ensure regular scheduled vehicle maintenance.
- c) Maintain maximum recommended air pressure in tires and have them checked monthly.

STAGE I (Perceived Shortfall)

Action taken by Provincial and Federal Authorities

- a) Perceived supply disruption due to media reports potentially causing imbalance in supply; no actual shortages; mandatory counter-measures invoked in the public sector (provincial and municipal levels); voluntary compliance to counter-measures requested from the private sector and general public.

Action by Municipal Authorities

- a) Voluntary measures applied by Municipal Departments to conserve on current petroleum consumption.
- b) Head of Council apprises local industry and residents of the impending situation and requests they take the necessary action to preserve existing petroleum stocks.
- c) Have oil burners serviced by a qualified service technician.
- d) Introduce minimum outside air consistent with existing codes and ordinance.
- e) Check for dampers or louvres stuck open on exhaust systems and close off openings for unused exhaust fans.
- f) Reduce minimum air settings of all outdoor dampers by actual measurement of outside airflow and not blade position.
- g) Provide zoning to avoid heating of unused spaces by:
 - i) installing dampers to allow manual shutdowns of air supplied to unused areas.
 - ii) installing thermostats or other controls that can be set down or off when spaces are unoccupied.
- h) Monitor energy weekly to assess effectiveness of all energy conservation practices.

Vehicles

- a) Eliminate idling time of gasoline engines.
- b) Reduce idling time of diesel engines. Warm idling diesel engines will be shut down in warm weather and shut down for up to 50 minutes in cold winter weather when they would normally be idling as they can still start without problems.

STAGE II (Moderate Shortfall)

- a) All conservation measures up to the end of Stage II made mandatory for all municipal departments
- b) Request local industry and residents comply with these conservation methods.
- c) Use teleconferences whenever possible to avoid travelling to meetings.
- d) Ensure efficient use of travel.
- e) Implement municipal ride-sharing program.
- f) No travelling for coffee breaks.

Buildings

- a) Check insulation and weather stripping for leaks
- b) Have caulking upgraded where required.
- c) Implement operating changes that would reduce partial or overtime occupancy and hence heating by having janitorial services done during working hours and restrict off-hour use to specific areas.
- d) Install ceiling fans to force the warmer air down to the occupied level.
- e) Install 7-day programmable thermostats with 5C lower for off-hours set-back.
- f) On current thermostats, have dust covers removed and thermostats delicately dusted with a soft brush and have set-points checked for accuracy with a good thermometer.
- g) Ensure floor-grills are vacuumed.
- h) Perform periodic inspection and operational check-out of entire temperature control system.
- i) Start up heating time in morning to be determined by the outside to inside temperature differential.

- j) Shutdown heating early in afternoon, allowing space conditions to drift to minimum temperature based on G.S.A. guideline standards.
- k) Erect a vestibule outside doors that have a great deal of pedestrian usage.

Vehicles

- a) Use synthetic motor oil in cars and half-ton trucks.
- b) Impose a policy for municipal employees to adhere to a maximum of 90 km/hr. speed limit.
- c) Install over-width tires when replacing worn tires on cars and half-ton trucks (less friction on road surface).

STAGE III (Severe Shortage)

Action by Provincial and Federal Authorities

- a) Severe shortages above 7% of supplies; federal programs under ESEA 79 invoked; full implementation of mandatory counter-measures in the public and private sectors by the province and municipalities to reconcile situation within their jurisdictions; actions acquired to protect health, safety and welfare of the public in support of federal programs.

Action by Municipal Authorities

- a) Initiate mandatory rationing in all municipal departments.
- b) Implementation of mandatory counter-measures in local industry and general public.
- c) Regulate the opening hours of all fuel-dispensing outlets.
- d) Be prepared to reduce some services such as grass cutting. Cover refuse during summer months only. No cut-back in services will be adopted without Council's approval.
- e) Co-ordinate an inter-municipal ride-sharing program.

Buildings

- a) Heat occupied premises to 1°C (2°F) less than shown in Pre-Emergency Plan.
- b) Install electric portable heaters.
- c) Install electric resistance heaters that are inserted in an existing forced-air oil furnace. This has the convenience of electric heat and gives the advantage of using oil only during the coldest winter weather.

- d) Install electric baseboard heating oil systems.
- e) Convert entirely from heating oil systems to the most cost-effective and available heating system.

Vehicles

- a) Have the mileage between scheduled vehicle tune-ups and oil changes.
- b) Replace large gasoline-driven vehicle and motors with diesel-driven vehicles and motors.
- c) Replace gasoline-engine cars with propane-engine cars and convert existing gasoline motors to propane.
- d) Ensure an adequate propane supply for municipal propane vehicles, either commercially or by installing a municipal propane facility.

**PEACETIME SHORTAGE OF PETROLEUM PRODUCTS
(Gasoline, Diesel and Fuel Only)**

MARATHON

Date: _____

NORMAL STORAGE/CONSUMPTION Product	RATE OF CONSUMPTION			Comments
	Leaded	Unleaded	Annual Total	
Gasoline			67,993	
Diesel Fuel			64,490	
Propane				
Stove/Kerosene				
Furnace Oil				
Heavy Fuel Oil				
Fuel Oil			93,423	
GRAND TOTAL				

PRODUCT	CLASSIFICATION CATEGORY	PROPOSED ALLOCATION DURING EMERGENCY			COMMENTS
		5% MINOR SHORTAGE (VOLUNTARY MEASURES)	10% MODERATE SHORTAGE (MANDATORY MEASURES)	15% SEVERE SHORTAGE - RATIONING	
Unleaded & Leaded	B	64,593	61,194	57,794	
Propane					
Diesel	B	61,265	58,041	54,816	
Fuel Oil	B	88,752	84,081	79,410	
TOTAL					

TOWN OF MARATHON



EMERGENCY EVACUATION PLAN

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Aim

To establish a general plan of action for the co-ordinated response in the event that an evacuation in whole or in part of the Town of Marathon is required.

Composition

All evacuation operations shall be directed and controlled by the Emergency Control Group. Once they are alerted the following persons or their alternate shall assemble at the Emergency Operations Control Centre.

Mayor
C.A.O.
C.E.M.C.
Fire Chief
Treasurer
Works & Operations Manager
Public Information Officer

In case of a forest fire or flood:
District Manager, Ministry of Natural Resources

Emergency Alerting of E.C.G.

The alerting of the E.C.G. will be done by the Marathon Fire Dispatch. The alerting procedures will be the same as in the Town of Marathon Emergency Response Plan.

Town Evacuation: Partial

In the event that only a small portion of Marathon is ordered evacuated, reception centres in the safe areas of the Town will be utilized.

Town Evacuation: Complete

In an evacuation whereby the residents of the Town are required to leave Marathon, the reception municipalities are listed below. Their selection will be directed by the nature of the emergency and the safety of the evacuation routes:

TERRACE BAY	PRIMARY - WEST
-------------	----------------

SCHREIBER	SECONDARY - WEST
MANITOUWADGE	SECONDARY - EAST
WHITE RIVER	PRIMARY – EAST
WAWA	ALTERNATE - EAST

MUNICIPAL EMERGENCY CONTACT NUMBERS

LOCATION	TITLE	NAME	PHONE NUMBERS
Terrace Bay	Clerk/Administrative Officer		
	Treasurer		
Schreiber	Clerk/Deputy Treasurer		
	Treasurer/Deputy Clerk		
Manitouwadge	C.A.O.		
	Treasurer		
Pic River First Nation	Administrator		
White River	Clerk/Administrator		
	Treasurer		
Wawa	Adminstrator/Clerk		
	Treasurer		

On evacuation orders by the E.C.G., the Marathon Fire Department Dispatch will alert the residents by activating the Town's siren for a period of several minutes. If the sirens are not functioning or additional alerting of the residents is required. The Marathon Police Force will use sirens and P.A. system on vehicle.

As the Town sirens are being activated, announcements must be made on the local radio and T.V. stations. These announcements must provide information as set-out by the Public Information officer and the Mayor.

The Public Information Officer, will use the electronic media to assist in alerting residents, explaining the mode of travel and evacuation route.

The Mayor, time permitting, will give a brief interview to the electronic media to verify for

residents the authenticity of the evacuation order and to provide reassurance to residents.

SCHOOL EVACUATION STATISTICS AND CONTACT LIST

In a declared emergency or in anticipation of an emergency involving evacuation it is imperative that all schools are notified of the situation at the earliest possible time.

NAME	CONTACT	PHONE NUMBERS
Ecole secondaire Cite-Superieure	Principal	
17 Students, 7 Teachers & Support Staff		
Marathon High School	Principal	
453 Students, 45 Teachers & Support Staff		
Margaret Twomey Public School	Principal	
543 Students, 45 Teachers & Support Staff		
Holy Saviour School 132 Students, 26 Teachers & Support		
Ecole Val des Bois 90 Students, 11 Teachers & Support		
Totals both English & French: 212 Students, 22 Teachers & Support Staff		

In a situation when sufficient advance warning can be provided by the authorities, i.e., approaching forest fire, it is assumed that necessary steps to protect the school populations will be taken by school authorities, according to their plan. Assistance will be provided by the Municipality if required.

Where conditions do not allow for sufficient advance warning, and the situation requires early or immediate evacuation from the area, the Municipality will initiate the following procedures:

Evacuation by Bus and Other Vehicles

Emergency Control Group will:

- a) Determine priority in which schools will be evacuated.
- b) Notify school(s) of the situation and provide instructions.
- c) Order available transportation to predetermined boarding points in order of priority.
- d) Establish and set-up centres for arrival of students.
- e) Order additional transportation of assistance as required.

Schools will:

- a) Prepare for evacuation - by classroom.
- b) Move to boarding area as per instructions from E.O.C.G.
- c) Board vehicles beginning with younger grades.
- d) Load vehicles to maximum emergency capacity.
- e) Person in charge orders vehicle(s) to destination as per instruction.

In a continuing emergency some students will be picked-up by their parents from reception centres. Remaining students will be evacuated to the Reception Community if necessary as soon as transportation can be arranged.

School Buses - Maximum Emergency Capacity

It is assumed that the buses normally available at Marathon (and Heron Bay) can accommodate a significantly larger number of passengers than the official capacity rating. Travel under this condition must however, be restricted to slow speed and short distance.

BUS LOCATIONS	CAPACITY - ADULTS		EMERGENCY CAPACITY	
	(MTC Approved)		(Not MTC Approved)	
		+33%	+50%	+66%
Marathon (9)	48	64	72	80
Marathon, Wheelchair Accessible (1)	6	8	9	10
Heron Bay (1)	48	64	72	80
TOTAL:	486	648	729	810

Adult Capacity - 2 per seat

Child Capacity - 3 per seat

Additional Buses: Will be requested from surrounding communities by the E.C.G. if required.

BUS LOCATION	CONTACT	#UNIT & EST. TRAVEL
--------------	---------	---------------------

Marathon	Southland Bus Lines – 807-698-0006	
Terrace Bay	Township Office - 825-3315	

Evacuation on Foot

Under certain conditions, it may be necessary that school populations are evacuated from the school area without initial availability of buses or other vehicles.

The school most likely to be affected would be the Public School, however, this situation should not be ruled out for the other schools.

Emergency Control Group will:

- a) Determine priority in which schools will be evacuated.
- b) Notify school(s) of the situation and provide instructions.
- c) Establish and set-up reception centres for arrival of students.

Schools will:

- a) Prepare for evacuation; by classroom.
- b) Ensure enough older students accompany younger students to provide assistance until arrival at reception centre.

Evacuation Initiated by School

The school's internal Emergency Plan provides instructions for action to be taken.

It is imperative that the "evacuating" school(s) notify the Town Police of actions taken so that assistance can be provided should this be required.

RECEPTION FACILITIES

Arena Complex	Peninsula Road	
Holy Saviour Roman Catholic Church	Stevens Avenue	
Holy Saviour School	Penn Lake Road	
Lakeview Community Hall	Peninsula Road	

Parkland Pentecostal Church	16 Hemlo Drive	
Marathon High School	14 Hemlo Drive	
Margaret Twomey Public School	Penn Lake Road	
Royal Canadian Legion	Howe Street	
St. John's United Church	Birch Street	

FACILITY: **Arena Complex, 16 Peninsula Road**

Contacts: Brenda Major
Theatre Operator

RESOURCES

Feeding: Canteen - hot dogs, snacks

Washrooms: Women: 3 Men: 1 stall; 3 urinals
1 accessible 1 accessible

Showers: 4 dressing rooms complete with showers and washrooms
swimming pool with showers and washrooms

Lodging: None

Other: Have means to radio communications with fire department, 3 1/2 ton trucks, ski doo and ski dozer. Have bleachers of 500. Have 2 meeting rooms. Have 1 pay phone, 5 regular phones. Has access to approximately 14 support staff.

FACILITY: **Holy Saviour Roman Catholic Church, 17 Stevens Avenue,**

RESOURCES

Feeding: Full service kitchen seating - 250

Washrooms: Women: 2 Men: 2 stalls, 2 urinals

Showers: None

Lodging: None

Other: Able to supply approximately 25 volunteers.

FACILITY: **Holy Saviour School / Ecole Val des Bois, 23 Penn Lake Road East**

Contacts:

RESOURCES

Feeding: None

Washrooms: Women: 12 Men: 6 stalls; 6 urinals
3 singles - adult, 4 singles - children

Showers: Women: 4 Men: 4

Lodging: 12 gym mats no pillows or blankets

Other: Have 6 regular phones

FACILITY: Lakeview Community Hall, 2 Stevens Avenue

Contacts:

RESOURCES

Feeding: Full service kitchen, 250 seating available

Washrooms: Women: 3 Men: 2 stalls; 2 urinals

Showers: None

Lodging: 50 floor mats

Other: Meeting room, toys for children, 1 pay phone, 1 regular phone

FACILITY: Marathon High School, 14 Hemlo Drive, 807-229-1800

Contacts: Principal

RESOURCES

Feeding: Family studies classroom kitchen seating 160

Washrooms: Women: 11 Men: 6 stalls; 5 urinals

Showers: Women: 5 stalls Men: open area 6 shower heads

Lodging: 2,000 square feet of mats, no pillows or blankets

Other: Able to supply approximately 20 volunteers

FACILITY: Margaret Twomey Public School, 21 Chisholm Trail

Contacts: Principal

RESOURCES

Feeding: 2 small kitchen areas (only 1 oven, 2 stove tops & 2 microwaves)
Seating capacity in 1 kitchen area only - approximately 25 people

Washrooms: Women: 14 Men: 8 stalls; 5 urinals, 9 child size

Showers: Women: 5 Men: 4

Lodging: Mats to accommodate 100 persons, no pillows or blankets

Other: Have 6 phones available for outside calling, (only 4 have long distance capability). Toys available for children.

FACILITY: Parkland Pentecostal Church, 16 Hemlo Drive,

Contact:

RESOURCES

Feeding: Full Service Kitchen with seating capacity of 100
At the present time there is a vacant apartment at the church that has full facilities.

Washrooms: Women: 3 Men: 2 stalls; 1 urinal

Showers: Women: 1 Men: 1

Lodging: None, but could accommodate people on floor in sleeping bags.

Other: TV, VCR, 2 regular phones, Toys for children, access to approximately 25 volunteers.

FACILITY: Royal Canadian Legion, 37 Howe Street,

Contacts:

RESOURCES

Feeding: Full service kitchen seating - 300

Washrooms: Women: 4 plus 2 accessible Men: 1 stall; 2 accessible & 4 urinals

Showers: None

Lodging: None, but could accommodate people on floor in sleeping bags.

Other: Sponsor Scouts, Guides & Air Cadets - Available human resources. Also have 320 members and 62 auxiliary members who could be called upon for assistance. Have 4 regular phones plus 1 pay phone.

FACILITY: **St. John's United Church, 13 Steedman Drive,**

Contacts: Minister:

RESOURCES

Feeding: Kitchen available.

Washrooms: Women: Accessible Men: Accessible

Showers: None.

Lodging: None, but could accommodate people on floor in sleeping bags.

Other: Volunteer resources.

APPENDIX III

TOWN OF MARATHON



EMERGENCY RECEPTION PLAN

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Aim

To establish a general plan of action for the co-ordinated response in the event that evacuees from another community are to be located in Marathon.

Composition

All reception operations shall be directed and controlled by the E.C.G. who will assemble at the Emergency Operations Control Centre. The E.C.G. shall be comprised of the following persons or their alternates:

Mayor
C.A.O.
C.E.M.C.
Fire Chief
Treasurer
Works & Operations Manager
Public Information Officer

In case of a forest fire or flood:
District Manager, Ministry of Natural Resources

Alert

The C.A.O. of Marathon will be alerted by the community to be evacuated of the possible evacuation.

Implementing

This plan will be implemented by the C.A.O. of Marathon or designate upon receipt of notice that reception of evacuees from another community is considered necessary by the appropriate authorities in that community.

Emergency Alerting of E.C.G.

On receipt of instructions from a member of the Emergency Control Group, the MARATHON EMERGENCY SERVICES DEPARTMENT will call out the Emergency Control Group. All members of the E.C.G. will be called or their alternates if the E.C.G. member cannot be contacted. In the event telephone service is out, the O.P.P. will contact the E.C.G. by the most effective means. The C.A.O. or alternate will decide if this is to be a call-out or standby. Ensure the instructions are explicit. Instructions will include:

- a) This is an emergency call-out. Please attend the Emergency Operations Control Centre at _____.
- Or**
- b) This is an emergency standby call only. Please remain by your telephone until further notice. The standby call may also be made by one of the E.C.G. members who will supply more information.

- The Primary Emergency Operations Control Centre is the Police/Fire Building, 6 Hemlo Drive.
- The Alternate Emergency Operations Control Centre is the Municipal Airport Terminal Building.

Sequence of Reception Procedures

When the evacuation commences, the Mayor or Reeve of the evacuated community will advise the E.C.G. of the situation and provide the following information:

- a) Time of departure and estimated time of arrival at Marathon of first evacuees.
- b) Method of travel.
- c) Evacuation route.
- d) Total number of evacuees to be expected.
- e) Special instruction, ie: aged, infirm hospital cases, etc.

Tasks

In the event that reception of evacuees from other communities becomes necessary, the Town of Marathon's task will be to:

- a) Establish and maintain additional services throughout the reception phase.
- b) Maintain effective liaison with federal, provincial and commercial agencies.
- c) Provide for the health and welfare of evacuees.
- d) Make the necessary provision for the return of evacuees to their home town when requested.

Organization, Direction and Control

The E.C.G. will make up the Marathon Reception Committee.

Duties and Responsibilities

The following are the duties of the Reception Committee members or alternates:

The Mayor or Alternate Shall:

- a) Update Council on the situation as required.
- b) Advise the Emergency Planning Officer of the situation.

- c) Make public announcements as required.
- d) Confer with Provincial Ministries and Reeves of evacuation communities as required.
- e) Approve news and public announcements.
- f) Keep a log of all action taken.

The C.A.O. or Alternate Shall:

- a) Assume the role of Emergency Operations Centre Co-ordinator.
- b) Coordinate the municipal response as per the Emergency Response Plan.
- c) Maintain a record of reception activities and expenditures.
- d) Prepare situation reports.
- e) Establish and maintain liaison with all supporting agencies as required.
- f) Keep a log of all action taken.

The Community Emergency Management Coordinator Shall:

- a) Arrange for the installation of additional telephone facilities at the Reception Centres as required.
- b) Establish alternate methods of communications to the outside as required.
- c) Keep a log of all action taken.

The Works & Operations Manager or Alternate Shall:

- a) Ensure supplies are available throughout the crisis.
- b) Maintain liaison with local managers of hydro, domestic gas outlets, service stations, generator suppliers and grocery stores.
- c) Establish and maintain liaison with the Ministry of Transportation representatives and commercial vehicle managers.
- d) Make all necessary arrangements for vehicle assembly areas.
- e) Arrange for the transportation of any rail evacuees to the Welfare Reception Centre.
- f) Keep a log of all action taken.

The Fire Chief or Alternate Shall:

- a) Help provide manpower for Welfare Administrator.
- b) Establish increased fire protection procedures as required.
- c) Keep a log of all action taken.

The Public Health Nurse or Alternate Shall:

- a) Institute preventative measures to combat local health hazards.
- b) Ensure the names of evacuee hospital cases are made available to Welfare Registration and Inquiry Section.
- c) Arrange for first aid facilities at the Reception Centres.
- d) Keep a log of all action taken.

The O.P.P. Staff Sgt. or Alternate Shall:

- a) Maintain law and order.
- b) Provide traffic control where necessary.
- c) Provide patrol of assembly areas and reception centres.
- d) Ensure routes are kept clear of impediments.
- e) Assist other services as required.
- f) Keep a log of all action taken.

The Public Information Officer or Alternate Shall:

- a) Ensure local residents and evacuees are made aware of essential information.
- b) Prepare news media releases for issuing by the Mayor.
- c) Deal with all media inquiries.
- d) Keep a log of all action taken.

The Social Services Administrator or Alternate Shall:

- a) Be responsible for all evacuees care excepting hospital cases.
- b) Coordinate and direct the activities of the five welfare subcommittees; registration and inquiry, feeding, clothing, lodging and personal services.
- c) Keep a log of all action taken.

The Social Services Sub-Committee Shall:

Registration and Inquiry:

- a) Ensure all evacuees are registered prior to welfare servicing.
- b) Prepare situation reports for the Welfare Administrator.
- c) Tabulate the lodging location of evacuees.
- d) Obtain reception information of evacuees admitted to hospital.
- e) Provide facilities for local public inquiries.
- f) Disseminate necessary information to evacuees.
- g) Keep a log of all action taken.

Feeding:

- a) Establish and maintain liaison with the Supply Officer and restaurant managers.
- b) Arrange for the feeding of evacuees and reception committee members and staff.
- c) Keep a log of all action taken.

Clothing:

- a) Make provisions for the immediate clothing needs of evacuees.
- b) Keep a log of all action taken.

Lodging:

- a) Ensure the congregate lodging facilities are opened.

- b) Secure and billet evacuees in private homes.
- c) Make recommendation for additional buildings required, for the purpose other than lodging for welfare centres, foods and clothing depots, emergency hospitals, assembly areas, etc.
- d) Advise the Registration and Inquiry Manager of the locations and capacity of suitable available accommodation.
- e) Keep a log of all action taken.

Personal Services:

- a) Provide personal guidance on the basis of particular needs of individuals, families and special groups.
- b) Keep a log of all action taken.

Contacts and Resources:

- a) Members of the E.C.G. should compile a list of contacts and resources.

CANCELLATION OF THE EMERGENCY

Cancellation of the emergency requiring the evacuation will be made by the appropriate authority. If the emergency is a forest fire, cancellation can only be made by the Minister of Natural Resources.

TOWN OF MARATHON



EMERGENCY INFORMATION GUIDE

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Purpose

This guide can be used by the Public Information Officer or other persons responsible for making up press releases for the public during emergencies. This guide can also be used to provide helpful information to the public during special times of the year.

Public Information Guide: Evacuation

On hearing a warning from the Town's sirens, residents are requested to turn on radios or televisions to local stations and listen for announcements and/or instructions. When evacuation becomes necessary and is ordered, the following may be used as messages to direct the public.

Residents who do not have their own transportation are asked to assemble at _____.

Residents who are physically unable to move to these locations are requested to phone the broadcasted numbers and place a white cloth onto the door of residence facing the street or road. Pick-up will be arranged as soon as possible.

Residents who have their own transportation are asked to await further instructions.

Residents relying on emergency public transportation and/or public reception centres for accommodation are reminded that pets are not permitted in either of these facilities.

For the safety and comfort of your family and protection of your property, the following is suggested in case of an evacuation:

- a) secure home
- b) carry identification (driver's license, birth certificate, medical alert, etc.)
- c) carry sufficient money to meet contingencies
- d) take one blanket or sleeping bag per person
- e) take one air mattress per person, if available
- f) clothes, depending on season, and change of clothes
- g) raincoat, windbreaker or parka, depending on season
- h) enough ready-to-eat food to last at least 12 hours
- i) thermos bottle of hot beverage; no alcohol
- j) flashlight with spare batteries
- k) prescription drugs as required (carry prescription, if possible)

- l) soap, towel, personal toilet or hygiene articles
- m) kleenex or similar tissue paper
- n) book, magazine, game, etc.

Adults with small children should include items of special needs as required.

- o) infant formula in thermos bottle
- p) disposable diapers
- q) toys

NOTES:

If you are evacuated by private vehicle and you have room in your vehicle, please stop at _____ for extra passenger(s).

If transportation is by emergency public transport (other than train):

- a) Only one (1) piece of luggage per person can be taken (identify your luggage - it may be transported separately).
- b) Carry valuables and documents in a handbag or on your person.

Residents must register at Registration Centre(s) in the reception community, so that inquiries by relatives and friends can be answered as quickly as possible.

An Emergency Public Information Service will be established in the reception community.

Arrangements will be made with the local stores and gasoline outlets to remain open during an evacuation as long as conditions permit.

Public Information Guide: Dangerous Gases

IF EMERGENCY IS CALLED

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

DO NOT

- a) PANIC

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

IF UNABLE TO ESCAPE OR ARE TRAPPED

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

IN YOUR CAR

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

WHILE WALKING

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

Public Information Guide: Tornado

WEATHER WATCHES AND WARNINGS

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

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

A severe weather warning is issued to alert the public that severe thunder storms or tornadoes are imminent in the warning area, ie: a severe thunder storm is in progress or expected to occur within two hours.

TORNADO SAFETY HINTS

A personal tornado awareness program should include:

- a) Being aware of the weather, knowing the radio or television stations which broadcast up-to-the-minute weather information.
- b) Knowing the name by which Environment Canada refers to your forecast region when they issue weather watches and warnings.
- c) Reviewing your plans of action.

WHEN A TORNADO THREATENS

- a) Stay away from your windows, doors and outside walls. Protect your head.
- b) For maximum safety, go down to the basement or seek shelter under a stairway or sturdy table, or in a closet.
- c) Try to reach the centre of the house or the side away from the storm.
- d) Avoid buildings with large areas of unsupported roof, including arenas, barns or supermarkets. If caught in such a building, seek out the lowest floor, an inside hallway or small interior windowless room, or get under something sturdy.
- e) If caught in the open, try to determine the tornado's direction of travel and move at right angles to it. If you cannot avoid the storm, find a ditch, ravine or other depression and lie flat. **DO NOT REMAIN IN YOUR CAR.**
- f) If no shelter can be found, hang on to the base of a small tree or shrub.
- g) Remember that damaged and weakened structures, fallen debris, downed hydro wires

and gas leaks are potential dangers after a storm has passed.

TOWN OF MARATHON



AIRPORT EMERGENCY PLAN

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Emergency Telephone List

FIRE DEPARTMENTS	
Marathon	
Ministry of Natural Resources	
HOSPITALS	
Wilson Memorial General Hospital	
Ambulance	
POLICE DEPARTMENTS	
Ontario Provincial Police	
Thunder Bay Air Radio	
NAV Canada	
Public & Marine	
Airport Manager	

Airport Emergency Action Committee

Fire Chief			
Alternate – C.A.O./Clerk			
Mayor			
Alternate			
O.P.P.			

AIRCRAFT CRASH AT AIRPORT

The Ground Control Shall:

When a crash occurs at the Airport without prior warning, the flight service attendant will sound the alarm in the terminal building in order that the Marathon Emergency Services Department can be alerted if required.

The Marathon Emergency Services Department Shall:

An emergency vehicle will proceed to the crash site with all fire fighting equipment available.

The Fire Chief Shall:

If it is a major crash, the Marathon Emergency Services Department will be called by dialing 911.

The O.P.P. Shall:

The Marathon Detachment of the Ontario Provincial Police will notify Wilson Memorial General Hospital and request they confirm Ambulance has been notified. The O.P.P. will handle crowd control, traffic control, souvenir hunters and incidents that require police action. In the event of fatalities, they will notify the Coroner.

Airport Personnel Shall:

Airport personnel will proceed to the crash site with a person remaining at the telephone to maintain communications if practical.

The Ministry of Natural Resources Shall:

If directed by the District Manager, Ministry of Natural Resources, applicable personnel will be directed to the crash site.

The Fire Chief is to be called if not on duty.

If a crash occurs on the airport field, vehicles without radio communication will have to be escorted to the accident. Any aircraft in the vicinity that might be preparing to land, are to be warned.

Information to the press and local media will be disclosed only by the Mayor or Alternate.

The removal of the disabled aircraft will be the responsibility of the aircraft company or the owner.

If authority cannot be obtained from the company or owner, action will be taken to remove the aircraft so as not to disrupt service. No aircraft(s) involved in a crash or accident shall be moved in any way until advised to do so by senior personnel from Transport Canada.

AIRCRAFT CRASH OFF AIRPORT

The Ministry of Natural Resources Shall:

Assistance may be required of the Ministry. They are to control any bush fires and may aid in the search of aircraft occupants if their operations permit.

The O.P.P. Shall:

The O.P.P. will be called and given the location of the crash. They will notify Wilson Memorial General Hospital of the crash and request the ambulance be informed.

Crash outside of 8 Kilometre Zone:

If the crash is outside the Emergency Response Zone, the Fire Chief will attend the scene at the request of the O.P.P.

Wilson Memorial General Hospital Shall:

The hospital will be notified that a crash has occurred and that casualties may be expected. They are to notify the ambulance.

STAND-BY FOR AIRCRAFT EMERGENCIES

Stand-By Position:

The crash position for an aircraft emergency will be in front of the Terminal Building and on the old cross runway, clear of the main runway.

Airport Staff Shall:

The Fire Chief, upon notification of an in-flight emergency, will sound the alarm and the crash position will be taken. The crash position will depend on the approach of the aircraft. The position will always be such that the aircraft will be heading in the direction of the crash vehicles.

The Fire Chief Shall:

Depending on the severity of the situation, the Marathon O.P.P. is to be called.

The Fire Chief shall notify the Ministry of Natural Resources in the case of bush fire.

Medical personnel with equipment shall be alerted.

Other Aircraft Owners Shall:

Other aircraft owners and helicopter operators will be notified and requested to stand-by and ready themselves in case of an emergency.

STRUCTURAL FIRE

In the event of a structural fire at the airport, the Airport Facility Operator or alternate will alert the

Marathon Emergency Services Department and then will respond with the emergency vehicle and take action to extinguish or contain the fire.

On arrival of the Marathon Emergency Services Department, the Chief or alternate will take charge.

The building involved in the fire will be evacuated immediately. The person in charge is to ensure no one remains in the building.

If arson is suspected, the Marathon O.P.P. is to be notified.

Aircraft intending to land are to be notified of the emergency and that the emergency vehicle will not be available.

BOMB WARNING OR THREAT - AIRCRAFT

General

When the owner or operator of an aircraft receives or is informed of a threat considered to be against the safety of a specified aircraft or flight, he/she shall take all such measures as are reasonably necessary to ensure the safety of the aircraft and the protection of crew members including:

- a) In all cases advising the appropriate police agencies, Fire Chief and the pilot in charge of the aircraft of the circumstances of the threat.
- b) In the case where the aircraft is on the ground, ensure that:
 - i) the aircraft is moved to a safe place on the airport as directed by the Fire Chief or alternate
 - ii) the aircraft, the passengers and their personal baggage, goods and cargo on board are held for examination

Where the aircraft is being operated on the ground, the pilot in charge shall comply with any direction given pursuant to sub-paragraph (b) (i) unless such compliance would likely endanger the safety of the passenger, crew members or the aircraft.

The suspected aircraft will be parked close to the eastern end of the abandoned cross runway.

De-planed passengers should be taken, along with their cabin baggage to a designated holding area prior to baggage identification and checking. The designated holding area will be an area at least 325 metres from the aircraft.

Baggage carried in the baggage compartment of the aircraft should be removed and transported to the emergency search area for identification and inspection. The emergency search area will be located (see airport map).

Action by Persons Receiving the Bomb Threat or Warning

Persons receiving the call will:

- a) Immediately call 911.
- b) When and if safe to do so, attempt to carry out the procedure listed in Attachment I to this Section which may help identify the caller.

Fire Chief or Alternate on Receiving Notification Shall:

- a) Call 911.
- b) Activate an Emergency Co-ordinating Centre.
- c) The Fire Chief or alternate will act as Co-Ordinator.
- d) Commence check off to ensure:
 - i) Airport is secure by controlling access route to the Airport
 - ii) Emergency Services Department is alerted and on stand-by
 - iii) Police, ambulance and hospital have been notified
 - iv) Other interested parties are notified, ie: post office, servicing agencies, etc.
 - v) Aircraft is directed to the designated isolation area or if aircraft is abandoned, arrange towing to isolation area
 - vi) Airline is advised to move passengers to designated holding area
 - vii) Law enforcement officers are dispatched to the search area

The Airline Shall:

- a) Assign a representative to Control Centre.
- b) Arrange for immediate transportation of passengers to holding area.
- c) Make available all ground services.
- d) Arrange for transportation of baggage and cargo to the Emergency Search Area.
- e) Conform to Air Traffic Services Regulations.
- f) Notify passengers of reason for delay.
- g) In accordance with Section 8.10 of Air Regulations, searching will be done by the airline concerned, with the assistance of the O.P.P. officers trained in explosives.

- h) Search all baggage and cargo as necessary.
- i) Passengers should be taken, one at a time, to the emergency search area. Each passenger shall identify his/her own luggage and shall be asked whether he/she personally packed it. If the answer is in the affirmative, the baggage may be raised without further delay. If the answer is in the negative, a thorough search of the baggage must be conducted.
- j) Unclaimed luggage must be treated as suspect and removed to the bomb dispersal area for further expert examination.
- k) Cargo should be checked against waybills and non-commercial shipments may be dispatched to the bomb disposal area for expert examination.
- l) Mail bags may be delayed for examination after consultation with Regional and local mail authorities.
- m) Notify the necessary authorities when aircraft is to resume normal operations.
- n) Explosive experts can be contacted through the O.P.P. to assist in the investigation of a suspect package. The Fire Chief or alternate will be responsible for contacting the Ontario Provincial Police.

The Flight Service Attendant or Alternate Shall:

- a) Notify the Marathon Fire Department.
- b) Notify the Fire Chief or alternate.
- c) Provide the following information to the Manager:
 - i) nature of emergency
 - ii) identification and type of aircraft
 - iii) point of departure
 - iv) estimated time of arrival
 - v) number of persons on board
 - vi) amount of fuel remaining
 - vii) any requests or instructions by the pilot
- d) Clear the pilot to the eastern end of the abandoned cross runway. Close this area to other aircraft.

The O.P.P. Shall:

The Marathon Detachment of the Ontario Provincial Police will have the policing authority. They

will control traffic to allow free movement of emergency equipment.

They will co-ordinate the aircraft search with the airline or owner involved. If a suspect package is found, it will be moved by the O.P.P. bomb experts to the Bomb Disposal Area.

Media Inquiries:

All media inquiries concerning bomb threats are to be referred to the Mayor or the airline involved. The co-operation of the media representatives, in not publicizing the incidents, should be sought.

BOMB WARNING OR THREAT - GROUND

General

The Code word CONDITION 13 will be used to identify any bomb threat involving any airport buildings and properties other than aircraft.

The Party Receiving Bomb Warning Shall:

- a) Call 911.
- b) Make every effort to keep the caller on the line for as long as possible, completing the Bomb Threat Procedure Form (see Attachment I, Section 6).
- c) Remain available for interrogation by the police.

Fire Chief or Alternate on Receiving Notification Shall:

- a) Ensure the O.P.P. are notified.
- b) Assemble Emergency Action Committee
- c) The Manager or alternate will act as coordinator
- d) Commence check off, to:
 - i) ensure the airport is secure by controlling access routes
 - ii) ensure police, ambulance, fire and hospital are alerted and on stand-by
 - iii) ensure other parties are alerted, ie: airlines, postal authorities and other aircraft owners
 - iv) ensure all aircraft are moved from the vicinity of buildings

Search and Evacuation Procedures:

- a) The Fire Chief has been designated to evaluate the seriousness of all bomb threats in consultation with the O.P.P. and make decisions with respect to the safety of all

employees within the buildings concerned.

- b) Evaluation of a bomb threat will be made from details provided by the person receiving the original call (see Attachment I, Section 6). The decision to search, partially or total evacuation will be relayed to all concerned.
- c) Search procedures will be carried out by airport or airline personnel assisted by the police. All employees are to search their own work area and report any suspicious or unfamiliar objects.
- d) If no suspicious or unfamiliar object is found, the Fire Chief is to be informed after the entire building is searched.
- e) If a suspicious object is found, the Fire Chief is to be informed. He will determine the extent of the evacuation and have it carried out.

NOTE: UNDER NO CIRCUMSTANCES SHOULD THE FINDER OF A SUSPICIOUS OBJECT ATTEMPT TO MOVE OR HANDLE IT.

- f) Disposal of a suspicious object is the responsibility of the O.P.P.
- g) With the Mayor's approval, the Fire Chief may give information to the media. Media representatives will not be permitted into the evacuated area. The co-operation of the media in not publicizing such incidents should be sought.
- h) All bomb threats are to be reported to the Regional Administrator, Air Services, Transport Canada at 391 York Avenue, Winnipeg, Manitoba, R3C 0P6.

Bomb Threat
Telephone Procedures

EVACUATION GUIDELINES:

- Keep cool
- Follow Instructions of Supervisor
- Remember that you have a bomb threat plan and have been trained to cope with this
- When evacuating, remove personal property such as lunch containers, briefcases, purses, etc.

SEARCH GUIDELINE:

- Search your immediate area
- Don't touch anything - report any suspect object
- You can be of help by identifying strange or misplaced objects
- Unlock drawers, cabinets, etc., for search crew

PRECAUTIONS:

Should a device or suspect device be discovered:

- Do not touch or move it
- Do not assume that it is the only one
- Do - Notify your Control Centre immediately

KEEP THIS FOLDER NEAR YOUR TELEPHONE

WHEN A BOMB THREAT IS RECEIVED:

- Listen
- Be calm and courteous
- Do not interrupt the caller
- Obtain as much information as you can
- Initiate call trace action (where possible) and notify your responsible authority by pre-arranged signal while the caller is on the line

For telephone tracking, call:

QUESTIONS TO ASK:

WHAT TIME WILL THE BOMB EXPLODE?

WHERE IS IT?

WHY DID YOU PLACE THE BOMB?

WHAT DOES IT LOOK LIKE?

WHERE ARE YOU CALLING FROM?

WHAT IS YOUR NAME?

THREAT RECIPIENT'S PARTICULARS:

Name:

Sect./Br. Dept:

Person to contact:

Tel:

RECORD DATA:

Date	Time am pm	Duration of call
------	------------------	------------------

EXACT WORDING OF THREAT:

IDENTIFYING CHARACTERISTICS:

Gender:

Estimated Age:

Accent (Eng., Fr., etc.)

Voice (loud, soft, etc.)

Speech (fast, slow, etc.)

Diction (good, nasal, lisp, etc.)

Manner (calm, emotional, vulgar, etc.)

Background Noise:

Was voice familiar? Specify.

Was caller familiar with area? Specify.

CONTROL OF PERSONNEL & RELEASE INFORMATION

During firefighting operations and rescue of personnel, the Fire Chief or alternate will be in complete charge at the scene of the incident.

The release of information will be the responsibility of the Mayor of Marathon or alternate at the scene. No release of information will be given by any person at the scene without the permission of the Mayor or alternate.

DANGEROUS GOODS EMERGENCY SERVICE

The likelihood of an aircraft, with a nuclear device, landing at the Marathon Airport is extremely remote.

Cargo with a radiation hazard involved are strictly controlled by the Atomic Energy Commission and the International Air Transportation Association and would be in such small quantities that should the aircraft carrying this type of cargo be involved in an accident, normal crash procedures will be carried out.

In accidents involving a radiation hazard, see Annex B, Peacetime Emergency Plan, Town of Marathon.

AIRCRAFT CRASH RESCUE CHARTS

WILSON MEMORIAL GENERAL HOSPITAL
DISASTER PLAN

This disaster plan incorporates the following:

1. Known evacuation of Town (ie: forest fire)
2. Major disaster involving many people (ie: mill, train, bus)
3. Minor disaster involving less than 50 people.
4. Disaster in hospital.
5. Total evacuation of town, emergency (ie: major chlorine leak)

Procedures to be followed:

Known Evacuation of Town

- a) Hospital switchboard to notify all off-duty staff, medical staff and clergy.
- b) All staff report to supervisors who will assign duty areas.
- c) One doctor and./or director of nursing responsible for assessment of I/P re: immediate discharge.
- d) Notify relatives to pick up discharged patients at main door.
- e) Transportation for walking patients will be available at staff door, supervised by O.R. staff.
- f) Acute bed patients will leave from emergency entrance via ambulance and available station wagons with assigned nurse in attendance. Supervision handled by the head nurse and assigned nurses.
- g) Convalescent or chronic bed patients will leave from emergency entrance in available station wagons or cars. Supervised by head nurse and assisted by floor staff.
- h) Current I.P. charts must be moved to evacuation area in care of an assigned registered nurse.
- i) Hospital facilities will be shut down as soon as patients are evacuated.
- j) All outside doors to hospital will be locked.
- k) All remaining personnel will leave for assigned evacuation area.

Major Disaster Involving Many People

- a) Hospital switchboard to notify all off-duty staff, medical staff and clergy and direct staff to assigned areas, as per organizational chart attached.
- b) Patients will be discharged where possible, following assessment of assigned personnel.
- c) All patients will be tagged at the disaster site by the assigned physician following brief assessment, and sent to the following designated reception centres.

Reception Centre No. 1 - Hospital

- a) Patients will enter hospital through main door.
- b) Triage centre in main lobby supervised by Chief of Staff with aid of four (4) registered nurses.
- c) Assessment of injuries, patient particulars, identification bands and transfer to assigned department will be carried out.
- d) Emergency entrance, O.P.D., O.R. and O.B.S. corridors must be kept free for traffic.
- e) Critical injuries for immediate attention - sent to E.R.
- f) Auto injuries assigned to ward.
- g) Minor injuries assigned to playroom, ward corridors and solarium.

Reception Centre No. 2 - Lakeview Community Hall

- a) Only patients tagged at the disaster site, and designated to this area will be allowed entrance.
- b) There will be three (3) registered nurses in attendance to assess and treat injuries.
- c) Hospital staff will take full patient particulars and apply identification bands.
- d) First aid supplies will be available.

Reception Centre No. 3 - (temporary morgue)

- a) Patients tagged "as dead" by a doctor at the disaster site will be transported to the _____, at the earliest opportunity.
- b) Identification of bodies will be undertaken by the OPP under the direction of the Chief Coroner.

Minor Disaster Involving Less than 50 People

Procedure to be followed will be identical to Major Disaster, excluding Reception Centre No. 2 – Lakeview Community Hall.

Disaster in Hospital

Follow procedures as detailed in Hospital Fire, Safety and Emergency Manual.

Total Evacuation of Town, Emergency (ie: major rail incident)

- a) When the town evacuation signal is set off, all staff on duty will quietly and re-assuringly move all patients to emergency, main and staff doors, where transportation will be available.
- b) All persons must immediately evacuate the Town by any possible means of transportation.
- c) Hospital personnel with cars are required to help evacuate hospital patients and personnel.

TOWN OF MARATHON



C. P. RAIL SPILL RESPONSE PLAN

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SPILL RESPONSE PLAN FOR THE TOWN OF MARATHON C. P. RAIL CORRIDOR

Purpose

To establish the procedures to follow should an incident involving C. P. Rail occur within the boundaries of the Town of Marathon.

Procedures

1. Provide for the safety of the residents and any one else involved. Evacuate the area if necessary.
2. Identification of product(s) involved must be determined in order to set evacuation perimeters.
3. Notification of proper authorities must take place, i.e., E.C.G., Spills Action Centre, Canutec, C. P. Rail System Emergency (1-800-363-3277).
4. Preventing a hazardous product from entering the aquifer (drinking water supply) should only be undertaken once the risk to the public is minimized. Works and Operations Manager or his designate shall be notified of any/all spills that could affect the quality of water for the Municipality. Should a spill occur with the possibility of contamination, consideration should be given to isolating the effected well(s) immediately.
5. Utilize Town of Marathon Emergency Plan where necessary to alleviate the problem.

APPENDIX VI1

TOWN OF MARATHON



CABLE PAIR INFORMATION
ECG PHONE LINES

APPENDIX VI1

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INFORMATION

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158358

TN#	OE	CO PR	XB0X	F2 CA/PR	TERM'L	CN
229-0210	91-0-18-05	15-1116	mk 1 hemlo-716	161-2-1518	it police & fire bldg-18	R. Kerster
229-0277	90-1-03-07	15-1111	mk 1 hemlo-716	161-2-1511	it police & fire bldg-11	
229-0931	90-1-18-14	15-1113	mk 1 hemlo-713	161-2-151-	it police & fire bldg-15	
229-2629	920-0-15-19	15-1115	mk 1 hemlo-715	161-2-1517	it police & fier bldg-17	

▶ # After Hours Call - 1-800-465-6833

▶ During Business Hours Call 611

▶ Identify yourself, explain you are calling from The Emergency Operation Control Group of the Town of Marathon

▶ You wish to have an Emergency Re-connect of 4 phone lines

▶ Provide the Information above