

TOWN OF COCHRANE EMERGENCY PLAN

**EMERGENCY MANAGEMENT IDENTIFICATION #04-10-401
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ACRONYMS

CEMC	Community Emergency Management Coordinator
EIO	Emergency Information Officer
EM	Emergency Management
EOC	Emergency Operations Centre
MECG	Municipal Emergency Control Group
EPA	Environmental Protection Act
HIRA	Hazard Identification and Risk Assessment
EMPC	Emergency Management Program Committee

1 INTRODUCTION

The Town of Cochrane, with a population of approximately 5500 persons, is located on Highway. 11, 110 km North-East of Timmins and 716 km from Toronto.

The following emergency services are available within the community:

- Police Protection Ontario Provincial Police – Cochrane Detachment
- Fire Protection Cochrane Volunteer Fire Department
- EMS Cochrane District Social Services Administration Board
- Medical Services Lady Minto Hospital

2 PLAN PHILOSOPHY

Disasters or emergencies, for the purposes of this plan, are defined as situations, or the threat of impending situations, which affect the lives and property of the residents of the Town of Cochrane, and which by their nature and magnitude require a controlled and coordinated response by a number of agencies, government and private, under the direction of the Head of Council and/or appropriate elected official, as distinct from routine operations carried out by an agency or agencies, i.e.: Fire, Police, EMS, etc.

In this increasingly complex and technological society, emergencies of a man-made nature are increasing along with the natural disasters which have always been around.

Whenever a disaster or emergency occurs which affects the lives and property of the residents, the initial and primary responsibility for providing immediate assistance rests with the locally elected officials and those designated by them.

This Emergency Plan is intended to aid in ensuring the co-ordination of municipal and volunteer services in an emergency or disaster to bring the situation under control with the utmost effect.

To this end, certain duties and responsibilities are allocated to municipal officials, elected or appointed. It is intended that they will utilize the human and material resources available to them in their routine operations in helping to fulfill the purposes of this plan.

All municipal officials of the Town of Cochrane, elected or appointed, must be fully conversant with this emergency plan and must be prepared to carry out the duties and responsibilities allocated to them.

3 PURPOSE OF THE PLAN

The purpose of the Town of Cochrane Emergency Plan is to establish a plan of action for the most efficient employment of all services in order that the following may be accomplished:

- The earliest possible response to a local emergency by all required services,
- The establishment of overall control of the emergency operations,
- The establishment of traffic and crowd control at the site(s) so that emergency operations are not impeded and additional casualties are prevented,
- The taking of immediate action to eliminate all sources of potential danger in the area,
- The evacuation of the area as required,
- The immediate rescue of any trapped people,
- The provision of First Aid at the site(s),
- The provision of controlled evacuation of the site(s) to the appropriate destination,
- The controlled reception of evacuees from another municipality and the provision of essential services for same,
- The provision of, as deemed necessary, essential social services to those affected by the incident and to the emergency services personnel involved,
- The provision of accurate information to the officials involved, the media and to concerned citizens, and
- The restoration of normal services as soon as possible.

4 HAZARD IDENTIFICATION AND RISK ASSESSMENT (HIRA)

Any number and/or type(s) of emergencies could occur within the Town of Cochrane. Included in the list of possibilities are:

TYPE OF HAZARD		Probability	Consequence	Risk Level		
Human Health Emergency – Epidemic		Possible	Significant	Medium / High		
Forest / Wildland Fire		Possible	Significant	Medium / High		
Critical Infrastructure Failure		Possible	Significant	Medium / High		
Extreme weather		Possible	Significant	Medium / High		
Explosion / Fire		Likely	Significant	Medium / High		
Reception of Evacuees		Very Likely	Minor	Medium		
Transportation Emergency – Air, Road and Rail		Possible	Moderate	Medium		
Drinking Water Emergency		Possible	Moderate	Medium		
Natural Gas Emergency		Unlikely	Moderate	Low / Medium		
RISK MATRIX		Consequence				
		Negligible	Minor	Moderate	Significant	Severe
Probability	Very Likely	Low/Medium	Medium	Medium/High	High	High
	Likely	Low	Low/Medium	Medium	Medium/High	High
	Possible	Low	Low/Medium	Medium	Medium/High	Medium/High
	Unlikely	Low	Low/Medium	Low/Medium	Medium	Medium/High
	Very Unlikely	Low	Low	Low/Medium	Medium	Medium

5 CRITICAL INFRASTRUCTURE

CRITICAL INFRASTRUCTURE	SCORE*
Emergency Services-Fire, Police, EMS	10
Fuel-Gasoline, Diesel, Oil	7
Communications-Media and Public Broadcast	7
Food Supply	6
Hospital/Health Care	10
Electric Power Supply	7
Water Supply including Filtration Plant & Distribution	10
Gas Supply-Distribution System	8
Sewage	5
City Hall-Public Awareness	7
Road and Bridge Infrastructure	7
Transportation-Rail, Ground, Air	7
Continuity of Government Services	8
Telecommunications -Telephone, Cellular & Internet Service	9
Financial Institutions-Banking Services	8

**Score 1 to 10 - 1 being the lowest and 10 being the highest*

Identification of Critical Infrastructure			
Sector	Type of Critical Infrastructure	Components	Owners, Operators
Emergency Services	Emergency Fire fighting services	Fire stations facility	Northern 911 1-888-402-1111 Cochrane Fire Department Fire Chief Richard Vallée 23 Fifth Street, Cochrane, ON P0L 1C0 705-272-6758

Identification of Critical Infrastructure			
Sector	Type of Critical Infrastructure	Components	Owners, Operators
	Police services	Police stations, facilities	Ontario Provincial Police – Cochrane 64 Third Avenue, Cochrane, ON P0L 1C0 1-888-310-1122 705-272-4391 Nishawbe-Aski Police Services 140 Fourth Avenue, Cochrane, ON P0L 1C0 705-272-5600
	Emergency Medical Services	Ambulance facility	Ambulance Service 276 First Avenue, Cochrane ON P0L 1C0 705-272-1318
Fuel-Gasoline, Diesel, Oil	Gas stations	Gasoline and diesel	Girard Esso 19 Hwy South, Cochrane ON P0L 1C0 705-272-5424 Canadian Tire Gas Bar 201 Hwy 11 West Cochrane, ON P0L 1C0 705-272-4850 Petro-Canada A-54 Hwy 11 West Cochrane, ON P0L 1C0 705-272-2737 Formula 21 Gasoline Cochrane 38 Huron Rd. Cochrane, ON P0L 1C0 705-272-2505 Esso 99 Hwy 11 South Cochrane, ON P0L 1C0 705-272-6624 Crevier 65 Hwy 11 West Cochrane, ON P0L 1C0 705-272-4303

Identification of Critical Infrastructure			
Sector	Type of Critical Infrastructure	Components	Owners, Operators
Fuel-Gasoline, Diesel, Oil	Oil industry	Heating oil, fuel	Meridian Fuels 10 Hwy 11 South Cochrane, ON P0L 1C0 705-272-5215
		Heating oil, fuel	McDougall Fuels Ltd. 580 Genier Rd. Cochrane, ON P0L 1C0 705-272-6199
Communications	Media and Public and Broadcast	Radio Stations	Moose FM 98.1 CHPB 22-B Fifth St, East Cochrane, ON P0L 1C0 705-272-6467 Pentecostal Church CSCJ 102.1 FM 357 Fifth St. East Cochrane ON P0L 1C0 705-272-5150 Cochrane Polar Bear Radio 104.7 FM 291 Eighth Avenue Cochrane ON P0L 1C0 705-272-2774 Country 93.1 CHMT-FM 103-32 Mountjoy St. N Timmins 705-267-6070 Easy Rock 99.3 FM & Q92 92.1 FM 260 Second Avenue Timmins 705-264-2351 CBC 96.1 FM Sudbury 1-800-461-1138
		Newspapers	Cochrane Times Post 705-272-3344 Timmins Daily Press 187 Cedar St. South, Timmins ON P4N2G9 705-268-5050 MCTV 681 Pine St. North, Timmins, ON 705-264-4211 after hours 705-264-4212

Identification of Critical Infrastructure			
Sector	Type of Critical Infrastructure	Components	Owners, Operators
Food Supply	Food distribution	Food distribution, retail grocers	<p>Bussiere’s Quality Meats 33 Second St. Cochrane, ON P0L 1C0 705-272-6152</p> <p>Cochrane Food Bank 141 Railway St. Cochrane ON P0L 1C0 705-272-4300</p> <p>Brennan & Samantha’s Independent Grocers 31 Hwy 11 West Cochrane ON P0L 1C0 705-272-4238</p> <p>Giant Tiger 180 Sixth Avenue Cochrane ON P0L 1C0 705-272-1369</p>
	Food inspection and monitoring	Food inspection systems, equipment, laboratories	<p>Porcupine Health Unit Cochrane 233 Eighth St. Cochrane ON P0L 1C0 705-272-3394</p> <p>Porcupine Health Unit Timmins 169 Pine St. S Timmins ON 705-267-1181</p>

Identification of Critical Infrastructure			
Sector	Type of Critical Infrastructure	Components	Owners, Operators
Hospital/Health Care	Hospital/Health Care	Hospital	Lady Minto Hospital 241 Eighth Street Cochrane ON P0L 1C0 705-272-7200
		Family Health Care	Cochrane Family Health Team 233 Eighth St. Cochrane ON P0L 1C0 705-272-4200
		Virtual Doctor	Good Doctors Cochrane (Pharmasave) 134-A Third St. Cochrane ON P0L 1C0 1-888-818-3254
			Rocket Doctor (Wallace Drug Store) 109 Sixth Ave Cochrane ON, P0L 1C0 1-867-670-2273
		Health Care	Cochrane Foot Care Wellness Centre 4-261 Third Ave Cochrane ON P0L 1C0 705-272-2273
			Ontario March of Dimes 233 Eighth St. Cochrane ON P0L 1C0 705-272-2499
Electric Power Supply	Electricity transmission and distribution	Local distribution	Northern Ontario Wires 153 Sixth Avenue, Cochrane ON P0L 1C0 Emergency Line Cochrane 705-272-6669 Emergency Line 1-800-619-6722 General Manager 705-272-2451 Chief Financial Officer 705-272-2918
			Hydro One P.O Box 5700 Markham, ON L3R 1C8 1-877-363-7464
Water Supply including Filtration Plant & Distribution	Wastewater and sewage	Distributors	Cochrane Infrastructure – Water and Sewer Department 92 Second Avenue Cochrane, ON P0L 1C0 705-272-5067
Gas Supply Distribution System	Gas distribution	Local distribution	Enbridge Gas General Inquiries 1-888-774-3111 Emergency 1-866-763-5427 or

Identification of Critical Infrastructure			
Sector	Type of Critical Infrastructure	Components	Owners, Operators
Sewage	Sewage		Cochrane Infrastructure – Water and Sewer Department 92 Second Avenue Cochrane, ON P0L 1C0 705-272-5067
City Hall	Public Awareness	Local	Town Hall 171 Fourth Avenue Cochrane, ON P0L 1C0 705-272-4361
Road and Bridge Infrastructure			Town Hall 171 Fourth Avenue Cochrane, ON P0L 1C0 705-272-4361 Cochrane Infrastructure 92 Second Avenue Cochrane, ON P0L 1C0 705-272-5067
Transportation	Rail, ground, and air	Freight/Passenger	Ontario Northland 200 Railway St, Cochrane ON P0L 1C0 705-272-4228 Main Switchboard 705-472-4500/800-363-7512 Public affairs 705-845-8005 ext. 529 Rail Traffic Control Centre 1- 800-363-7512 Emergencies ext. 8 non-emergencies ext. 4
		Ground	Andy's Cartage 288 First Ave Cochrane, ON P0L 1C0 705-272-5931 L. Richards Moving and Cartage 48 Airport Dr. Cochrane ON P0L 1C0 705-272-6000
		Air	Expedition Helicopters 190 Hwy 11 West Cochrane, ON P0L 1C0 705-272-5755 Cochrane Air Service #728 Hwy 652 Cochrane, ON P0L 1C0 1-888-234-8882

Identification of Critical Infrastructure			
Sector	Type of Critical Infrastructure	Components	Owners, Operators
Continuity of Government Services		Federal	Charlie Angus 60 Wilson Avenue Rm.202 Timmins ON P4N 2S7 705-268-6464 OR 1866-935-6464
		Provincial	John Vanthof 129 Sixth Avenue unit B Cochrane, ON P0L 1C0 705-288-1788 Cell: 705-465-1315 Peter Politis 171 Fourth Ave Cochrane ON P0L 1C0 705-272-4361 ext. 231
Telecommunications	Telephone, cellular and internet Services	Telephone/internet	Cochrane Telecom Services 153 Sixth Avenue, Cochrane, ON P0L 1C0 705-272-4232 after hours 705-272-5445 Eastlink 1500 Riverside Dr. Timmins ON P4N 1A1 705-531-4400 or 1-888-345-1111
		Internet	Lake Land Networks 143 Fifth Ave Cochrane ON P0L 1C0 705-272-8182
Financial Institutions	Banking Services	Local distribution	Scotiabank 127 Sixth Avenue Cochrane, ON P0L 1C0 705-272-4327 CIBC 127 Sixth Avenue Cochrane, ON P0L 1C0 705-272-4261 Desjardins 187 Fifth Avenue Cochrane, ON P0L 1C0 705-272-4258

6 EMERGENCY MANAGEMENT PROGRAM COMMITTEE COMPOSITION

The mission of the Emergency Management Program Committee is to oversee the development, implementation and continuous improvement of the Town's Emergency Management (EM) Program.

Composition

The persons holding the following positions in the municipality shall be members of the Emergency Management Program Committee:

Voting members

- Head of Council (Mayor)
- Chief Administrative Officer (CAO)
- Community Emergency Management Coordinator (CEMC)
- Clerk
- Fire Chief
- Director of Protective Services
- Director of Operations and Infrastructure Services
- Director of Corporate Services

The CEMC is hereby appointed as chair of the Emergency Management Program Committee.

6.1 EMERGENCY MANAGEMENT PROGRAM COMMITTEE RESPONSIBILITIES

An Emergency Management Program for the municipality will be developed and reviewed annually by the Emergency Management Program Committee consistent with and in accordance with the Act and international best practices, including the four core components of emergency management, namely: mitigation/prevention, preparedness, response and recovery, and such program shall include:

- a. training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
- b. public education on risks to public safety and on public preparedness for emergencies; and
- c. any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario.

The Emergency Management Program Committee shall advise Council on the development and implementation of the municipality's Emergency Management Program and shall review the program annually.

7 EMERGENCY OPERATIONS CONTROL GROUP (MECG) COMPOSITION

The main elements of an emergency response consist of the Municipal Emergency Control Group, which oversees both needs of those attending to the emergency as well as the community at large, the On-site Commander and the response elements under his/her control, and the numerous agencies and departments that function within and around the emergency.

Response to an emergency will be implemented through the Municipal Emergency Control Group (MECG), as directed by the Mayor and the Municipal Council, in support of the On-site Commander.

The Emergency Operations Control Group shall be composed of the following members:

- Mayor or Head of Council
- Chief Administrative Officer (CAO)
- Community Emergency Management Coordinator (CEMC)
- Fire Chief
- OPP Staff Sergeant
- Emergency Information Officer
- Director of Operations and Infrastructure Services
- Director of Corporate services
- Director of Community Services

The following group may be called to participate in an emergency if deemed necessary:

- Manager of Cochrane Telecom Services
- Manager of Northern Ontario Wires
- Manager of Hydro One
- EMS Services representative
- Lady Minto Hospital representative
- Manager of Union Gas
- Porcupine Health Unit
- Canadian Red Cross
- Ministry of Natural Resources and Forestry
- Minto Counselling

The number of active participants in the Group will depend on the extent and nature of the emergency. Other potential members, depending on the emergency. If warranted, a special Provincial Response/Support Team specific to the emergency will be included as part of the MECG structure through Emergency Management Ontario. All members of the Emergency Operations Control Group shall be trained. One training and exercise must be conducted annually.

7.1 MUNICIPAL EMERGENCY CONTROL GROUP RESPONSIBILITIES

The Municipal Emergency Control Group (MECG) shall ensure that the functions listed below are performed during an emergency and shall, where appropriate, assign specific duties to members of the group, selected municipal staff and/or designated support groups or volunteer personnel. The individual assignments are detailed in the applicable sections of this plan and those involved should consult the section that applied to their particular area of responsibility.

The functions involved are:

- The obtaining of additional resources if necessary,
- The procurement of the services of professionals to advise on any aspects of the emergency,
- The maintenance of records of outside services used,
- The recording and reporting of all compensable injuries,
- The authorization of the expenditure of municipal funds which may be required immediately for the preservation of life and health,
- The accommodation of outside resource personnel,
- The allocation of personnel as required,
- The maintenance of the security and integrity of municipal records,
- The provision of information to the residents, the media, and those personnel directly involved,
- The notification of those senior levels of government as determined by the nature of the incident and the emergency plan,
- The maintenance of records concerning the cost of human and physical resources, and
- The provision of liaison between municipal and outside personnel.

7.2 STANDARD OPERATIONAL GUIDELINES

Upon receipt of the warning of a real or potential emergency or disaster, the members of the MECG will report to the designated Emergency Operations Centre (EOC) which will be one of the following locations (depending on the nature or location of the emergency):

- Fire Hall 23 Fifth St.
- The Town Hall 171 Fourth Ave.
- The Tim Horton Event Centre 7 Tim Horton Drive

8 REVIEW AND AMENDMENT

This Plan will be reviewed annually by the Emergency Operations Control Group.

The Emergency Operations Control Group shall make such changes as are deemed necessary and appropriate and will circulate the updated appendices to all listed holders of the plan.

All other changes will be referred to the Mayor and Council for review and approval.

9 SPECIFIC RESPONSIBILITIES MAYOR OR HEAD OF COUNCIL

9.1 RESPONSIBILITIES

The responsibilities of the Mayor or Head of Council during an emergency or disaster are to:

- Declare a disaster or emergency,
- Activate the Emergency Plan if it has not been activated already,
- Notify Emergency Management Ontario immediately through the Community Emergency Management Coordinator (CEMC),
- Prepare media releases through the Emergency Information Officer (EIO) or the Municipal Spokesperson,
- Request required assistance from senior levels of government,
- Authorize extraordinary expenses, and
- Take such action as is necessary to minimize the effects of an emergency or disaster on the Town of Cochrane and its inhabitants.

9.2 STANDARD OPERATIONAL GUIDELINES - GENERAL

On receipt of the warning of a real or potential emergency or disaster, the Mayor or Head of Council shall:

- Activate the Emergency Operations Control Group to the extent he/she deems advisable using the most appropriate means to do so,
- After determining or declaring its location, report to the Emergency Operations Control Centre,
- Activate the Emergency Plan in whole or in part,
- Appoint an agency to manage the emergency site(s), if required, and
- Co-ordinate the municipal response.

9.3 STANDARD OPERATIONAL GUIDELINES – EVACUATION

If required, the Mayor or Head of Council shall:

- Order an evacuation,
- Assemble the Emergency Operations Control Group (MECG),
- Determine evacuation routes in consultation with the other members of the MECG,
- Contact area Mayors and/or Reeves concerning the reception of evacuees, and
- Authorize the return of evacuees (except in the case of forest fires – this will be done by the Ministry of Natural Resources and Forestry).

9.4 STANDARD OPERATIONAL GUIDELINES - RECEPTION

When notified of the need for the reception of evacuees from another municipality, the Mayor or Head of Council will:

- Assemble the MECG in whole or in part,
- In consultation with the MECG, determine the level of services required, and
- Declare an emergency if required and notify the Emergency Management Ontario immediately of said declaration.

9.5 STANDARD OPERATIONAL GUIDELINES – HAZARDOUS MATERIALS INCIDENTS

When notified of a hazardous materials incident, the Mayor or Head of Council shall:

- Determine the degree of seriousness in consultation with the emergency personnel at the site(s),
- Declare an emergency if required,
- Order an evacuation as required,
- Notify the Emergency Management Ontario immediately,
- If the Municipality is responsible for the incident or the person responsible for the incident hasn't already done so, report the incident to Ministry of Environment, Conservation and Parks Spills Action Centre.
- IN ALL CASES A LOG MUST BE KEPT OF ALL ACTIONS TAKEN.

10 SPECIFIC RESPONSIBILITIES - CHIEF ADMINISTRATIVE OFFICER

10.1 RESPONSIBILITIES

The responsibilities of the Chief Administrative Officer during an emergency or disaster are to:

- Notify all required administrative staff and advise them of the location of the Emergency Operations Control Centre,
- Coordinate Municipal staff as deemed necessary to assist in the emergency
- Coordinate response activities with agencies, boards and neighbouring municipalities
- Commence a long-term operational plan as soon as possible and establish priorities for the reestablishment of discontinued services
- Advise the Emergency Operations Control Group of any actions that should be taken not covered in Municipal Emergency Plan Co-ordinate the supply and demand of human resources,
- Provide a supply of maps detailing all municipal utilities and roads,
- Advise the Mayor or Head of Council on all matters of human resource planning, and
- Initiate through the Emergency Management Planning Committee a review of damages and prepare an after-action report for Mayor and Council
- MAINTAIN A LOG OF ALL ACTIONS TAKEN.

10.2 STANDARD OPERATIONAL GUIDELINES – GENERAL

On receipt of the warning of a real or potential emergency or disaster the Chief Administrative Officer shall:

- If required, notify all required personnel, and
- Report to the Emergency Operations Control Centre.

10.3 STANDARD OPERATIONAL GUIDELINES – EVACUATION

Upon notification of the need for a whole or partial evacuation of the municipality, the Chief Administrative Officer shall:

- Report for the Emergency Operations Control Centre,
- Notify all required administrative staff,
- Provide for the integrity and security of municipal records, and
- MAINTAIN A LOG OF ALL ACTIONS TAKEN.

10.4 STANDARD OPERATIONAL GUIDELINES – RECEPTION

Upon receipt of notification of the need to provide for the needs of evacuees from another municipality(ies), the Chief Administrative Officer shall:

- Advise all members of the MCEG,
- Advise all required members of the administrative staff,
- Provide the MCEG with all available details concerning the evacuees,
- Act as liaison with local care providing facilities, and
- MAINTAIN A LOG OF ALL ACTIONS TAKEN.

11 SPECIFIC RESPONSIBILITIES – CEMC

11.1 RESPONSIBILITIES

- Develops and maintains the Town of Cochrane Emergency Plan,
- Develops and manages the work and the training of the emergency control group,
- Assume the responsibilities as the Emergency Management Program Committee Chair attends various emergency planning seminars and training sessions
- Advise Mayor and Council of the policy and procedures within the Emergency Plan
- Activate the Emergency Plan and Emergency Notification System
- Coordinate all emergency relief measures and activities with the Emergency Operations Control Group, including meetings
- Select the most appropriate site(s) for the registration of human resources,
- Ensure communication link between Emergency Operations Control Group and the On-site Commander
- Provide lists of human and material resources required for the emergency response
- Mobilize and deploy emergency support services
- Coordinate volunteer services
- Lay out and implement staffing schedules for the EOC personnel
- Consult with the CAO on additional municipal staff requirements
- Approve, in consultation with the Mayor, all major announcements and releases to the media
- Acts as a liaison between federal, provincial emergency response personnel and agencies, and
- Ensure that a scribe is appointed for the duration of the emergency
- Maintain a log of all actions taken

12 SPECIFIC RESPONSIBILITIES – FIRE CHIEF

12.1 RESPONSIBILITIES

The responsibility of the municipal Fire Chief during an emergency or disaster is to:

- Notify all fire department personnel, if necessary, using the department paging system,
- Co-ordinate firefighting operations,
- Assist with search and rescue operations,
- In conjunction with the Ontario Provincial Police, alert the affected residents,
- Activate the District of Cochrane Fire Department Mutual Aid Plan if required,
- Ensure that dangerous goods support agencies are contacted if necessary,
- Advise the Ministry of the Environment, Conservation and Parks, in compliance with Ministry guidelines, of any leaks or spills of hazardous materials,
- Advise the Community Emergency Management Coordinator (CEMC) of the need for additional or outside resources, and
- MAINTAIN A LOG OF ALL ACTIONS TAKEN.

12.2 STANDARD OPERATIONAL GUIDELINES

On receipt of a warning of a real or potential emergency or disaster, the Fire Chief shall:

- Alert all fire department personnel, if necessary,
- Report to the designated Emergency Operations Control Centre, and,
- Provide liaison between the Fire Department and the MECG

13 SPECIFIC RESPONSIBILITIES ONTARIO PROVINCIAL POLICE

At the scene of a disaster, responsibilities within the Police function include:

- The protection of life, property and exhibits,
- The initial rescue of injured and trapped persons, except at a fire upon the arrival of experienced firefighters of a fire department,
- Preventing further injury and/or property damage,
- Preventing unauthorized entry into the area,
- Establishing a frozen area¹,
- Maintaining order,
- Controlling traffic and providing access to other emergency services,
- Caring for cadavers by safeguarding the scene, arranging transportation to the morgue, identification and notification of next-of-kin,
- Conducting the evacuation of buildings or residential areas in consultation with the MCEG,
- Investigating criminal aspects of the emergency,
- Prompt notification to government, public utility and other involved agencies,
- Co-operation with all other involved agencies, and
- The preparation of required records and reports.

¹ "Frozen Area" means the restricted portion of a disaster site where unauthorized persons are prohibited access.

14 SPECIFIC RESPONSIBILITIES – EMERGENCY INFORMATION OFFICER

14.1 RESPONSIBILITIES

- Disseminate news to the media and the public
- Ensure that media contact lists including names, phone numbers and addresses are up to date
- Ensure that there is 24-hour access to local radio stations for any emergency reports including who to phone and where
- Ensure the Town Hall staff is briefed of the emergency and debrief literature is available for distribution
- Maintain a log of all actions taken

15 SPECIFIC RESPONSIBILITIES – SCRIBE

15.1 RESPONSIBILITIES

- open a master event record and ensure that it is maintained for the duration of the event

16 SPECIFIC RESPONSIBILITIES – DIRECTOR OF OPERATIONS AND INFRASTRUCTURE

16.1 RESPONSIBILITIES

The responsibility of the Director of Operations and Infrastructure during an emergency or disaster is to:

- Notify all required Municipal Operations personnel and assign duties as required,
- Provide an inventory of supplies, materials, and equipment available for use,
- Disconnect any utilities that represent a hazard,
- Advise the MCEG of any damage to utility services that might have an adverse impact on the situation,
- Provide alternate supplies of water where required and possible,
- Provide assistance in cleanup operations and repair of damage where there is a municipal responsibility,
- Advise the Emergency Operations Control Group of all damage to municipal infrastructure that could pose a hazard,
- Provide barricades and flashers for traffic control,
- Maintain to the degree possible the accessibility of all municipal thoroughfares, and
- MAINTAIN A LOG OF ALL ACTIONS TAKEN.

16.2 STANDARD OPERATIONAL GUIDELINES

Upon notification of a real or potential disaster or emergency, the Director of Operations and Infrastructure shall:

- Notify all required staff,
- Report to the Emergency Operations Control Centre,
- Co-ordinate the response of personnel and equipment,
- MAINTAIN A LOG OF ALL ACTIONS TAKEN.

17 SPECIFIC RESPONSIBILITIES – DIRECTOR OF CORPORATE SERVICES

17.1 RESPONSIBILITIES

- Maintain records of human resources and administrative detail that may involve financial liability,
- Co-ordinate purchase and supply requirements,
- Provide information and advice on financial matters as they relate to the emergency
- Liaise with other treasurers in the area as it may relate to the emergency
- Ensure financial records are kept of the emergency for future claims
- Ensure all invoices and claims incurred are paid and settled
- Control and record all equipment and supplies not owned by the Municipality and from both inside and outside the community
- Liaise with purchasing agents and Emergency Management Organizations of neighbouring municipalities
- Maintain and update vendor list and 24-hour contact numbers

18 SPECIFIC RESPONSIBILITIES – DIRECTOR OF COMMUNITY SERVICES

18.1 RESPONSIBILITIES

- Liaise with the Director of Operations and Infrastructure Services with respect to the opening and utilization of Municipal facilities
- Supervise the opening and operation of temporary and/or long-term Emergency Centres
- Liaise with the Emergency Management Coordinator for available emergency supplies such
- As sleeping bags, mattresses, etc.
- Provide recreational and cultural services as required for evacuees
- Maintain a log of all actions taken

19 APPENDIX A-1 – PROVINCIAL MINISTRIES

The following Provincial Ministries will assume a “Lead Ministry” role for their respective areas of responsibility:

MINISTRY	RESPONSIBILITY
Community Safety & Correctional Services George Drew Bldg 1Eighth Flr, 25 Grosvenor St. Toronto ON. M7A1Y6 Ph: 416- 326-5000 Toll Free: 866-517-0571 Fax: 416-325-6067 MCSCS.Customer.Service.Complaints@ontario.ca	Major Air Crashes, Snow Emergencies
Northern Development & Mines 159 Cedar St Sudbury ON. P3E6A5 Ph: 705-670-5755 Fax: 705-670-5818 – Sudbury ndmminister@ontario.ca	Coordinating Role in Northern Ontario
Natural Resources and Forestry – Cochrane Office 2-4 Hwy 11 South Cochrane, ON. P0L 1C0 Ph: 705-272-4365 Fax: 705-272-7183 <u>MNR Fire</u> Sector Response Officer – 705-272-7135 Radio Room – 705-272-7110 (from 0800-1900)	Forest Fire 1-888-863-3473 or 705-310-FIRE (3473) Flood Emergencies 1-866-898-7372
Ministry of the Environment – Timmins Ontario Government Complex 5520 Hwy 101 E, PO Bag 3080 South Porcupine ON P0N1H0 Ph: 705-235-1500 Toll Free: 800-380-6615 Fax: 705-235-1520 Spills Action Centre - 800-268-6060 or 416-325-3000	Gas Pipeline Breaks, Spills of Chemicals, Petroleum Products, Contaminants or Toxic Substances, Hydro One Emergencies
Porcupine Health Unit - Timmins 169 Pine Street South, Postal Bag 2012 Timmins, ON. P4N 8B7 705-267-1181 800-461-1818	Infectious Disease Prevention & Control Waste Disposal Evacuation Centers Food Safety / Water Safety Mass Casualties
Municipal Affairs and Housing Suite 401, 159 Cedar St Sudbury ON P3E6A5 Ph. 705-564-0120 Toll Free: 1-800-461-1193 minister.mah@ontario.ca	Funding and co-ordination of extraordinary Provincial expenditures on emergencies.

20 APPENDIX B-1 – HEALTH UNIT INVOLVEMENT IN COMMUNITY DISASTERS

Roles and Responsibilities of the Medical Officer of Health (MOH) or alternate:

- **Safe Water:** Respond to adverse events related to safe water such as reports of waterborne illness or outbreaks, issues arising from floods, fires, power outages or other situations that may affect water safety. Safe water issues relating to recreational water use including public beaches.
- **Food Safety:** respond to suspected and confirmed foodborne illnesses or outbreaks, unsafe food handling practices, food recalls, adulteration and consumer complaints. Food related issues arising from floods, fires, power outages or other situations that affect food safety
- **Evacuation Centres:** In the event of an evacuation the health unit will monitor and provide information on the provision of sanitary facilities, safety of water supply and food safety.
- **Waste disposal (Sanitation):** Provide direction on the disposal of solid waste and sewage as required
- **Infectious Disease Prevention & Control:** respond to infectious diseases of public health importance, including such areas as follow-up, immunization and isolation. In the event of a disease related emergency or pandemic there will be a coordinated effort to prevent the spread of disease in accordance with MOHLTC policies.
- **Mass casualties:** In the event of mass casualties the situation will be monitored to ensure the early and sanitary disposition of human remains to control and eliminate the spread of disease.

Communicate to the community any health-related issues with respect to an emergency or disaster. This includes any health-related issues with respect to the acute and long-term effects to the exposure of toxic chemicals.

The health unit will work in conjunction with first responders (fire, police and emergency medical services) in relation to any events related to bioterrorism

Liaise with other agencies as needed, such as the Ministry of Health and Long-Term Care (MOHLTC) or Public Health Ontario (PHO).

**** Provide information and advice to the public on pest control, personal sanitation, emergency clean-up and disinfection, water and food safety.

21 APPENDIX B-2 – HEALTH UNIT CONTACT LIST

REGIONAL CONTACT Medical Officer of Health
Porcupine Health Unit
169 Pine St. South, Postal Bag 2012
Timmins, Ontario P4N 8B7
705-267-1181
1-800-461-1818

TIMMINS CONTACT Manager of Public Health Inspection
Porcupine Health Unit
169 Pine St. South, P.O. Box 2012
Timmins, Ontario P4N 8B7
705-267-1181

COCHRANE CONTACTS Public Health Inspector
169 Pine St. South
TIMMINS, Ontario P4N 8B7
705-267-1181
1-800-461-1818

Emergency / After Hours: On-call Public Health Inspector: 1-800-461-1818
emergency@porcupinehu.on.ca

Duty Inspector Business: 1-800-461-1818

22 APPENDIX C-1 – COCHRANE LADY MINTO HOSPITAL CONTACTS

241 Eighth St.
Cochrane, Ontario
P0L 1C0
Ph: 705-272-7200
Fax: 705-272-5486

Director of Nursing (Lady Minto Hospital)
Business 705-272-7200 Ext. 2240

23 APPENDIX D-1 – COCHRANE EMS SERVICE CONTACTS

Derrick Cremin Cochrane District EMS Commander

Business 705-268-7722 ext. 287
creminde@cdssab.on.ca

If unable to reach Derrick Cremin call 1-800-290-3019 and ask to speak to the on-call Commander

24 APPENDIX E-1 – EVACUATION PROCEDURE - LOCAL

If the evacuation of a portion of the municipality becomes necessary, the residents shall be advised using any or all of the following methods:

- Radio Announcements via: Moose FM 98.1 Easy Rock 99.3 Q92 92.1 CBC 96.1
- Notification by mobile public address systems operated by the Ontario Provincial Police and/or the Cochrane Fire Department,
- Door-to-door canvass by volunteers from the community.

Possible Reception Centers

Tim Horton Event Centre, 7 Tim Horton Drive recreation@cochraneontario.com	705-272-5084
Cochrane Curling Club, 405 First Ave. cochranecurlingclub17@gmail.com	705-272-4419
Commando Park Pavilion, 226 Fifth St. recreation@cochraneontario.com	705-272-5084
Ecole Catholique Nouveau Regard, 399 Eighth St. nouveau-regard@csdgr.education	705-272-3080
Ecole Secondaire Cochrane High School, 453-B Chalmers Ave. cochs@dsb1.ca	705-272-4372
Ininew Friendship Centre, 190 Third Ave. reception@ininewfc.ca	705-272-4497
Knights of Columbus Hall, 216 Sixth Ave.	705-272-4665
Scout Hall, 438 Eleventh Ave. Firstcochranescoutgroup@gmail.com	705-272-3384
Transfiguration Church Hall, 201 Fifth St. transfig@puc.net	705-272-4072/4872
Airport Hangar, 59 Glackmeyer Concession Road 4.....	705-272-6500

25 APPENDIX E-2 – EVACUATION PROCEDURE – OUT OF TOWN

Notification procedures are as outlined in [Appendix E-1 – Evacuation Procedure - Local](#).

General

The reception community will be Timmins if it becomes necessary to evacuate any residents of the Town of Cochrane out of the community.

TIMMINS CONTACTS

Mayor’s Office - mayor@timmins.ca 705-360-2611

Administrator’s Office – cao@timmins.ca 705-264-1331

The possible evacuation routes, depending upon the location and nature of the emergency, are:

- Hwy. 11 South
- Hwy. 652 East and then South, and
- Hwy. 11 West to Hwy. 655 and then South,

If the nature of the emergency requires it, the Mayor may request assistance from the Ontario Northland Railway in providing transportation.

Additionally, the municipal airport may be utilized for evacuation purposes on a small scale.

Transportation

Transportation of evacuees will be by private motor vehicles where possible. Residents without private transport should endeavor to travel with neighbors. If this is not possible, the notifying agency, e.g. Police or Fire Department personnel, should be advised so that alternate arrangements may be made.

The MCEG will:

- In co-operation with the Ontario Provincial Police, make all necessary arrangements for the orderly movement of people by road or by rail including the co-ordination of road transport convoys, assembly areas and the provision of directing route signs, and
- Arrange for the evacuation of unattended children, the infirm and Senior Citizens.

26 APPENDIX E-3 – EVACUATION – SAMPLE SOCIAL MEDIA AND SOCIAL MEDIA AND RADIO MESSAGES

26.1 SAMPLE MESSAGES

The Mayor of the Town of Cochrane has declared an emergency in the Town of Cochrane.

All citizens of the Town of Cochrane are requested to leave the Town using the following route(s) **{insert route(s)}**

OR

People living or working in the area bounded by **{insert streets}** and **{insert streets}** are requested to leave their homes or work placed immediately and to proceed to **{insert destination(s)}**.

If required, the following should be inserted into either message:

The public is advised to take the following precautions to protect their health **{insert precautions}**.

Later bulletins can include a number of locations to which those people without temporary accommodation can report and receive advice and/or assistance in finding accommodation.

26.2 TOWN OF COCHRANE SOCIAL MEDIA ACCOUNTS

Town of Cochrane Official Website: www.cochraneontario.com



Facebook.com: @cochraneontario



Twitter.com: @CochraneOntario

27 APPENDIX E-4 – EVACUATION – SAMPLE GUIDELINES FOR RESIDENTS

Evacuation Guidelines for Residents

If the evacuation of Cochrane, in whole or in part, becomes necessary, the Public will be warned by one of the following means:

- Notification by mobile PA systems operated by the Ontario Provincial Police or the Fire Department or both
- A door to door canvass by community volunteers

On hearing the warning, immediately turn on your radio to Moose FM – 98.1 Cochrane, Easy Rock – 99.3 FM Timmins or CFTI – 92.1 DM Timmins, CBC – 96.1 FM, to receive instructions concerning evacuation routes and methods of travel.

If time permits, the following arrangements should be made in order of descending priority:

TAKE

- Prescription drugs, a copy of the prescription, eyeglasses, dentures.
- If applicable, baby formula, diapers, medication.
- For small children, something to keep them occupied.
- Sufficient money to meet contingencies, cheque book, credit cards, important papers.
- A change of warm clothing for each member of the family.
- Soap, towels, personal toilette articles.
- Enough ready-to-eat foods (sandwiches, etc.) for one or two meals.

DO

- Notify the authorities, family members or friends if you need assistance.
- Drive with friends or neighbors, offer assistance to those who may need it.
- Secure your home.
- Leave pets indoors with enough food and water for two or three days.
- Turn off all appliances, (except refrigerators and freezers).
- If dangerous substances are in the air, keep your car windows and outside vents closed.
- Stay tuned to a designated radio station or Official Social Media Accounts.
- Follow instructions concerning routes and destinations.
- Drive carefully, and do not speed.

28 APPENDIX F-1 – HAZARDOUS MATERIALS INCIDENTS REPORTING GUIDELINES

Hazardous Materials Incidents can involve spills or leaks of materials from existing facilities or from a transportation container or vehicle. Fire may or may not be involved or may be the initiating occurrence as in the cases of a fire in an existing storage facility.

The following provincial legislation applies to the reporting of spills or leaks:

The Environmental Protection Act (EPA), 1990, requires that every spill or leak be reported to the municipality in which it occurs.

Section 92 of the Environmental Protection Act (EPA), 1990 require that the municipality and its employees and/or agents report any spills or leaks into the natural environment to the Ministry of Environment without delay.

During regular office hours (08:15 to 16:30) call 705-235-1500
Or 1-800-380-6615

During off hours call 1-800-268-6060
Or 416-325-3000

29 APPENDIX F-2 – HAZARDOUS MATERIALS INCIDENTS REPORTING GUIDELINES

IN EVERY INSTANCE RELIABLE IDENTIFICATION OF THE SUBSTANCE(S) INVOLVED IS ESSENTIAL PRIOR TO SUBJECTING ANY PERSONNEL TO POSSIBLE EXPOSURE. THE MINISTRY OF THE ENVIRONMENT AND ENERGY MUST BE ADVISED OF EVERY INCIDENT IMMEDIATELY.

TYPE OF INCIDENT	AGENCY TO CONTACT	NUMBER
Railway Accident	ONR Train Master	Mike Sauer – 705-272-4120
	ONR Rail Traffic Controller	1-800-558-4129
Fuel Spill or Leak	Ministry of Transportation	705-272-4333
	Timmins Fire Department ²	705-360-2626
	Kapuskasing Fire Department	705-335-4225
Radioactive Materials Incidents	Ministry of Labour Protection Services (Environmental Health and Safety)	1-800-461-9847 919-515-7915
	Unknown Substance(s) Involved	CANUTEC
		1-888-CAN-UTEC (226-8832)
		Cellular *666
Electrical	Hydro One	1-800-434-1235
	Northern Ontario Wires	705-272-6669

² These fire departments are able to dispatch a trailer equipped to handle petroleum products incidents. These trailers are staffed and supplied by the District petroleum companies. All costs associated with their use will be charged to the organization/individual responsible for the incident.

30 APPENDIX F-3 – CANADIAN TRANSPORT EMERGENCY CENTRE (CANUTEC)

CANUTEC has information on approximately 25,000 products and can be contacted for immediate advice on what to do and, equally important, what not to do in case of a dangerous good transport emergency such as a spill, leak, fire or exposure.

CANUTEC can link emergency response personnel at the scene directly with individuals or organizations who can offer technical advice such as shippers or manufacturers of the product or others who can handle the same product. CANUTEC may be able to arrange on-scene assistance from organizations offering emergency response programs.

When contacting CANUTEC it is imperative that every effort be made to provide the following information:

- Caller’s Name/Organization ----- Call back number/Location
- Location of the emergency ----- Environmental conditions
- Product identification -----Help on site/Requested
- Problem details ----- Type of vehicle/Packaging
- Shipper/Origin ----- Manufacturer
- Bill of Lading/Waybill number ----- Carrier
- Consignee/Destination ----- Number of injuries/Deaths
- Time ----- Call sign/Car/Tractor/Trailer/Flight number

The correct spelling of the complete product name is imperative. Misspelling of even one letter or failing to provide the complete name of the product could result in improper identification of the product and, consequently, the methods of emergency response provided may be inappropriate.

The use of THE PHONETIC ALPHABET WHEN IDENTIFYING A PRODUCT IS HIGHLY RECOMMENDED.

CANUTEC should be advised when the emergency is resolved so that the center’s involvement may be terminated.

**CALL
24 HOURS A DAY
(888) CAN-UTEC
(888-226-8832)**

31 APPENDIX F-4 – PHONETIC ALPHABET

Phonetic Alphabet

A-----	ALPHA	N-----	NOVEMBER
B-----	BRAVO	O-----	OSCAR
C-----	CHARLIE	P-----	PAPA
D-----	DELTA	Q-----	QUEBEC
E-----	ECHO	R-----	ROMEO
F-----	FOXTROT	S-----	SIERRA
G-----	GOLF	T-----	TANGO
H-----	HOTEL	U-----	UNIFORM
I-----	INDIA	V-----	VICTOR
J-----	JULIET	W-----	WHISKEY
K-----	KILO	X-----	X-RAY
L-----	LIMA	Y-----	YANKEE
M-----	MIKE	Z-----	ZULU

Example

ETHYL MERCAPTAN would be spelled out in the following manner:

ECHO, TANGO, HOTEL, YANKEE, LIMA

MIKE, ECHO, ROMEO, CHARLIE, ALPHA, PAPA, TANGO, ALPHA, NOVEMBER

32 APPENDIX G-1 – RESOURCE DIRECTORY

ABSORBENTS CHEMICAL

Villeneuve Construction Co Ltd, 109 Hwy. 11 West, info@villeneuve.on.ca 705-272-4201

ACCOMMODATION FOR MASS RECEPTION

Cochrane Curling Club, 405 First Ave. cochranecurlingclub17@gmail.com 705-272-4419

Commando Park Pavilion, 226 Fifth St. recreation@cochraneontario.com 705-272-5084

Ecole Catholique Nouveau Regard, 399 Eighth St. nouveau-regard@csdgr.education 705-272-3080

Ecole Secondaire Cochrane High School, 453 Chalmers Ave., cochs@dsb1.ca 705-272-4372

Ininew Friendship Centre, 190 Third Ave. reception@ininewfc.ca 705-272-4497

Knights of Columbus Hall, 216 Sixth Ave. 705-272-4665

Lee Golf Club, 449 Second Ave. leegolfclub@puc.net 705-272-5005

Richelieu Club, 158 Fourth Ave. 705-272-4224

Scout Hall, 438 Eleventh Ave. Firstcochranescoutgroup@gmail.com 705-272-3384

Tim Horton Event Center, 7 Tim Horton Drive, recreation@cochraneontario.com 705-272-5084

Transfiguration Church Hall, 201 Fifth St. transfig@puc.net 705-272-4072/4872

AIRPORTS/ AERODROMES/ AIR SERVICE PROVIDERS

Air Creebec 800-567-6567

Cochrane Air Service, [620 Concession 6 & 7. cas@puc.net](mailto:cas@puc.net) 705-272-5570/ 888-234-8882

..... 49°07'16".62"N 81°02'05.46"W

Cochrane Municipal Airport, 519 Airport Drive..... 705-272-6500

cochrane.airport@cochraneontario.com 49°06'20.08"N 81°00'49.20"W

Cochrane Water dome / Seaplane Base..... 49°06'05.84"N 81° 01'29.12"W

Expedition Helicopters Inc., 190 Hwy 11 West 705-272-5755

todd@expeditionhelicopters.com 49°03'27.35"N 81°02'33.96"W

Skywrench Inc. 862 Lillabelle Lake Rd., skywren@puc.net 705-272-5786

EMS SERVICES

Municipal Boundaries..... 911

Cochrane-Outside Catchment Area 705-272-4357

ANIMAL CONTROL

Town of Cochrane Animal Control Officer animalcontrol@cochraneontario.com 705-272-9326
 Town of Cochrane By-Law Officer kurtis.king@cochraneontario.com 705-272-4262

APPARATUS REPAIRS

Génier Bros. Trucking Ltd, 260 Genier Rd., info@genierbros.com 705-272-6898
 Ray’s Diesel Service, 1455 Hwy 11 West..... 705-271-5154
 Roly’s Service Station, 84 Hwy 11 West, rolys@puc.net 705-272-6123
 Villeneuve Construction Co Ltd, 109 Hwy. 11 West, info@villeneuve.on.ca 705-272-4201

AUXILIARY LIGHTING

Cochrane Fire Department 705-272-6758

BARRICADES

Cochrane Municipal Operations, 92 Second St., infrastructureservices@cochraneontario.com 705-272-5086

BOARDS OF EDUCATION

Conseil Scolaire Catholique de District des Grandes Rivières – Timmins, cscdgr@cscdgr.on.ca 705-267-1421
 District School Board Ontario North East Corporate Office – Schumacher, comments@dsb1.ca 705-360-1151
 Northeastern Catholic District School Board – Timmins, Janice.viskovich@ncdsb.on.ca 705-268-7443
 For local schools see “[Schools](#)”

BOMBS

Ontario Provincial Police..... 888-310-1122

BREATHING AIR

Cochrane Fire Department 705-272-6758

BUILDING CONTRACTORS

C.G.V. Builders, 56 Connaught Ave. admin@cgvbuilders.ca 705-272-5404
 John’s General Renovations, 532 Genier Rd. jrobin@puc.net..... 705-272-8858

BUILDING DEPARTMENT

Town of Cochrane Chief Building Official/Building Inspector – Office 705-272-4262

BUS SERVICES

First Student Canada – Timmins Office, cindy.leclair@firstgroup.com	705-268-0440
Lacroix Bus Lines, Hearst Office, lacroix@lacroixtours.com	705-362-5279
Leuschen Bros. Transportation, Timmins.....	705-360-4090
Ontario Northland Railway Bus Services/Ticket Office passenger@ontarionorthland.ca	705-272-4228
Tisdale Bus Lines, South Porcupine.....	705-235-3058/800-361-7689

CATERERS / RESTAURANTS

49 th Parallel Kitchen & Bar, 105 Third St. 49parallelcochrane@gmail.com	705-272-4949
Cochrane Travel Center (A&W, Little Caesars), 99 Hwy 11 S cochranetravelcenter@gmail.com	705-272-6624
Empire Theatre, 156 Sixth Ave. johnbrisson@hotmail.com	705-272-4555
Expedition Camp Services & Logistics, 190 Hwy 11 West reception@expeditionhelicopters.com	705-272-5755
Fresh and Fancy Bakery, 157 Fourth St.	705-272-3733
Golden Flower Restaurant, 99 Sixth Ave.	705-272-3211
Greco’s / Polar Bear Market & Cookhouse, 149 Fourth Ave polarbearmarketcookhouse@outlook.com	705-272-2023
Harvey’s, 54 Hwy 11 W.....	705-272-5050
J.R. Barbecue Restaurant, 63 Third Ave., jrsbbqrestaurant@yahoo.ca	705-272-4999
Kaylob’s Kafe, 282 Eighth St., shar@kaylobskafe.com	705-272-4025
Pizza Hut 59 First Street, Unit 2	705-272-2222
Royal Canadian Legion, 151 Sixth Ave.	705-272-3205
Railway Cafe, 200B Railway St.,	705-272-6007
Subway, 43 Hwy 11 West.....	705-272-2508
241 Pizza & Quesada, 52 Hwy. 11 South 241pizzacochrane@gmail.com	705-272-4770
Tim Horton’s, 73 Hwy 11 West	705-272-3544
Angel’s Mini Mart 136 Railway Streetdub07@hotmail.com	705-272-5861
Barburrito, 59 First St. 59 First Street Unit 9	705-272-1112
Pita Pit, 59 First St. 59 First Street Unit 11.....	705-272-9292

CHAIN SAWS

Allan’s Home Hardware, 119 Railway St., allans@puc.net	705-272-4271
Bourque’s Auto Sales, 110 Hwy 11 West, bourque@puc.net	705-272-6959
Busy Man, 717 Hwy 11 South	705-272-3828

Canadian Tire, 201 Hwy 11 West stephaniecarfagnini@gmail.com 705-272-4341

Cochrane Fire Department, 23 Fifth St. 705-272-6758

Girard’s Esso, 19 Hwy 11 South, ralph@girardesso.com 705-272-5424

Ministry of Natural Resources and Forestry, 2 Third Ave. 705-272-4365

PAPS Power Shop, 135 Third Ave., papspower@hotmail.com 705-272-3254

CHEMICAL EMERGENCIES & INFORMATION

Transport Canada Information & Emergency Centre

CANUTEC – 24 hour availability 888-226-8832

Cellular *666

CHURCHES

Holy Trinity Anglican Church, 160 Sixth Ave. 705-272-3261

Christian Reformed Church, 115 Sixteenth Ave. 705-272-5840

First Baptist Church, 277 Sixth Ave. fbchurchc@gmail.com 705-272-4927

Full Gospel Tabernacle Church, 301 Sixth Ave..... 705-272-3535

New Hope Community Church, 357 Fifth St., gtpc@puc.net 705-272-5150

Jehovah’s Witness, 141 Hwy 11 S..... 705-272-4627

St. Paul’s United Church, 204 Sixth Ave., stpaulsunited@puc.net 705-272-5153

Transfiguration Church Hall, 201 Fifth St. transfig@puc.net 705-272-4072/4872

COMMUNICATION CENTERS

Cochrane Telecom Services, 153 Sixth Ave., customercare@cochranetel.ca 705-272-4232

Cochrane Fire Department - Fire Hall, 23 Fifth St. 705-272-6758

Northern 911, dispatch Center (Sudbury)..... 888-402-1111

Timmins 911 Dispatch 877-264-8011

Cochrane Ontario Provincial Police, 63 Third Ave. 705-272-4391

Town of Cochrane Municipal Operations, 92 Second St., infrastructureservices@cochraneontario.com 705-272-5086

CONSTRUCTION COMPANIES

B&F Shier Contractors Ltd, Hunta, ON. bfs hier@hotmail.com 705-272-6314

Génier Bros. Trucking Ltd, 260 Genier Rd., info@genierbros.com..... 705-272-6898

Villeneuve Construction Co Ltd, 109 Hwy. 11 West, info@villeneuve.on.ca 705-272-4201

Digalot, 277 Hwy 11 South, digalotinc@msn.com..... 705-272-2090

CRANES

Kerr Cranes, 1321 Riverside Dr., Timmins, office@kerrcrane.com 705-264-1368

DENTISTS

Dr. Claude Raymond, 178 Third Ave. 705-272-3340

Cochrane Family Dentistry, 213 Sixth Ave. reception@cfdentistry.ca 705-272-6474

DIKING MATERIALS

Cochrane Municipal Operations, 92 Second St., infrastructureservices@cochraneontario.com 705-272-5086

Also see [Construction Companies](#)

DIVERS & DIVING EQUIPMENT

Ontario Provincial Police..... 888-310-1122

..... 705-272-4391

DOCTORS

Cochrane Family Health Team, 233 Eighth St. 705-272-4200

DRUG STORES & PHARMACISTS

Pharmasave, 134-A Third St. cochranepharmacypharmasave@gmail.com..... 705-272-1333

Wallace Drug Store, 109 Sixth Ave., wallacedrugstore@gmail.com..... 705-272-4381

EXPLOSIVES HANDLING

Ontario Provincial Police 888-310-1122

FIRE DEPARTMENTS

Cochrane Fire Department 705-272-6758

Cochrane District Mutual Aid (Fire Coordinator, Chief Richard Vallée) 705-272-6758

Timmins Fire Department fire@timmins.ca..... 705-360-2626

Iroquois Falls Fire Department ifv added@onlink.net 705-232-8494(Fire Chief)

Smooth Rock Falls Fire Department 705-338-2717 / 705-338-7108 (Fire Chief)

FLOOD LIGHTS

Busy Man, 717 Hwy 11 South	705-272-3828
Villeneuve Construction Co Ltd, 109 Hwy. 11 West, info@villeneuve.on.ca	705-272-4201

FOOD SUPPLIES

Bussiere’s Quality Meats, 33 Second St., bussiere-sausage@hotmail.com	705-272-6152
Cochrane Food Bank, 141 Railway St.	705-272-4300
Brennan & Samantha’s Independent Grocer 31-1 Hwy. 11 West mon07160@loblaw.ca	705-272-4238
Giant Tiger, 180 Sixth Ave mgrstore017@gianttiger.com	705-272-1369

FRONT END LOADERS/BACKHOES

B&F Shier Contractors Ltd, Hunta, ON. bfs hier@hotmail.com	705-272-6314
BGI Backhoe Service & Contracting(Blazekas), 120 Menard Lake Rd., blazecka@puc.net	705-272-9315
C.G.V. Builders - 56 Connaught Ave. admin@cgvbuilders.ca	705-272-5404
Dig A Lot, 277 Hwy 11 South digalotinc@msn.com	705-272-2090
Génier Bros. Trucking Ltd, 260 Genier Rd., info@genierbros.com	705-272-6898
Ray and Sons, 233 Girard Road	705-272-6931
Cochrane Municipal Operations, 92 Second St., infrastructureservices@cochraneontario.com	705-272-5086
Villeneuve Construction Co Ltd, 109 Hwy. 11 West, info@villeneuve.on.ca	705-272-4201
Yves Genier & Sons, 461 Nahma Rd., yvesgenier sonsltd@puc.net	705-272-5599/8721

FUEL SUPPLIERS – BULK

Meridian Fuels, 10 Hwy 11 S, info@meridianfuels.ca	705-272-5215, 888-524-3835
McDougall Fuels Ltd, 580 Genier Rd	705-272-6199

Also see [Appendix J-1](#)

FUNERAL DIRECTORS

Génier Gauthier Funeral Home, 70 Seventh Ave., fhgengau@puc.net	705-272-5726
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GAS, NATURAL

Enbridge Gas	888-774-3111
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GENERATORS – ELECTRIC

See [Construction Companies](#)

Bourque’s Auto Sales – 110 Hwy 11 West, bourque@puc.net	705-272-6959
Busy Man, 717 Hwy 11 South	705-272-3828
Canadian Tire, 201 Hwy 11 West stephaniecarfagnini@gmail.com	705-272-4341
MNR	705-272-4365
PAPS Power Shop, 135 Third Ave, papspower@hotmail.com	705-272-3254
Expedition Camp Services & Logistics, 190 Hwy 11 West mark@expeditioncampservices.com	705-272-5755

HAZARDOUS MATERIALS EXPERTS

See [Chemical Emergencies](#)

HEALTH UNITS

Porcupine Health Unit, 233 Eighth St.	705-272-3394
Porcupine Health Unit, 169 Pine St. S., Timmins	800-461-1818

HEATERS – PORTABLE

See [Construction Companies](#)

HELICOPTERS

Expedition Helicopters Inc., 190 Hwy 11 W. todd@expeditionhelicopters.com	705-272-5755
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HIGHWAY & ROAD MAINTENANCE

Cochrane Municipal Operations, 92 Second St., infrastructureservices@cochraneontario.com	705-272-5086
Ministry of Transportation	705-272-4333
District Garage	705-272-4334
Patrol Office	705-272-4337

HOSPITALS

MIC’s Group of Health Services

Lady Minto Hospital / Villa Minto, 241 Eighth St., Cochrane	705-272-7200
Timmins & District Hospital, 700 Ross Ave. East, Timmins	705-267-2131

HOTELS & MOTELS

Best Western – Swan Castle Inn, 189 Railway St., bwswanci@puc.net	705-272-5200
Toll Free	800-265-3668
42 rooms, 2 conference rooms. 16 single beds, 26 double beds	
Chimo Motel, 126 Hwy. 11 West vjay@chimomotel.com	705-272-6555
34 rooms. 15 single beds, 19 double beds	
Commando Motel, 80 Seventh Ave,	705-272-2700
6 rooms, 12 double beds	
Econo Lodge 118 Hwy 11 West.....	705-272-2837
Toll Free.....	844-202-3136
18 rooms, 34 queen beds	
The Station Inn, 200 Railway St., stationinn@ontarionorthland.ca	705-272-3500
23 rooms, 7 queen beds, 10 single beds, 18 double beds	
North Adventure Inn, 517 Hwy 11 West, northadventureinn@hotmail.com	705-272-6683
27 rooms. 26 double beds, 2 single beds	
Thrift Lodge Motel, 50 Hwy. 11 South thriftlodge@gmail.com	705-272-4281
40 rooms. 5 single beds, 41 double beds	
Travelodge, 91 Hwy 11 South	705-272-6222
11 rooms, 18 queen beds	
Westway Motel, 83 Hwy. 11 West westway11@puc.net	705-272-4285
42 rooms. 13 queen beds, 58 double beds	

HYDRO

Hydro One – Emergency Services Line.....	877-363-7464
Northern Ontario Wires (NOW), customercare@nowinc.ca	
Emergency Line, Cochrane	705-272-6669
Emergency Line, Kapuskasing & Iroquois Falls.....	800-619-6722
General Manager	705-272-2451
Chief Financial Officer	705-272-2918

LAUNDRIES

Basket Case Laundromat, 90 Sixth Ave 705-272-3755
 L&E Industrial Laundry 207 Sixth Street 705-221-5232

LAW ENFORCEMENT

Ontario Provincial Police, 64 Third Ave..... 888-310-1122
 Nishnawbe-Aski Police Services, 140 Fourth Ave. 705-272-5600
 Municipal By-Law Officer 705-272-4262
 Ministry of Natural Resources, Conservation Officer, Cochrane 705-272-4365

LUMBER SUPPLIES

Allan’s Home Hardware, 119 Railway St., allans@puc.net 705-272-4271
 J.A. Brisson & Sons Co. Ltd., 21 Fifth St., info@brissoncastle.com 705-272-4235
 Green First Forest Products 70 Seventeenth Ave.....705360-7501

MINISTRY OF THE ENVIRONMENT

District Office, Ontario Government Complex, South Porcupine 705-235-1900
 800-461-9847
 Ministry of Environment and Climate Change’s Spills Action Centre..... 800-268-6060

MINISTRY OF LABOUR

Ontario Ministry of Labour, Timmins Regional Office 800-461-9847
 Federal Labour Program, Thunder Bay Regional Office 800-641-4049

MINISTRY OF NATURAL RESOURCES AND FORESTRY

District Office, 2-4 Hwy 11 South 705-272-4365

MINISTRY OF NORTHERN DEVELOPMENT AND MINES

District Office, 2 Fourth Ave. 705-272-4244

MINISTRY OF TRANSPORTATION

District Office, 50 Third Ave. 705-272-4333
 Radio Room 705-272-7517

NEWSPAPER

Cochrane Times-Post 705-272-3344

OXYGEN

Lady Minto Hospital, 241 Eighth St. 705-272-7200

POLICE FORCES

See [Law Enforcement](#)

PORTABLE TOILETS

Dufour Waste Disposal Inc. Kapuskasing, ON., information@dufourwaste.ca 705-335-3031

Sinai’s Suckers Inc, Kapuskasing, ON., info@sinaisuckers.ca 705-337-1488

Villeneuve Construction Co Ltd, 109 Hwy. 11 West, info@villeneuve.on.ca 705-272-4201

PORTABLE WATER TANKERS

Cochrane Fire Department, Emergencies 911

Expedition Helicopters Inc., 190 Hwy 11 W. todd@expeditionhelicopters.com 705-272-5755

Génier Bros. Trucking Ltd, 260 Genier Rd., info@genierbros.com 705-272-6898

Cochrane Municipal Operations, 92 Second St., municipal.operations@cochraneontario.com 705-272-5086

POST OFFICE

Canada Post, 146 Sixth Ave. 705-272-5234

POTABLE WATER

See [Food Supplies](#)

PROPANE SUPPLIERS

Canadian Tire, 201 Hwy 11 West 705-272-4341

LNC Service Centre, 54 Hwy 11 West 705-272-2737

Girard’s Esso, 19 Hwy 11 South, ralph@girardesso.com 705-272-5424

Gerry’s Enterprises, 84 Railway St., gerryent@puc.net 705-272-5975

After hours 705-272-4328

PUMPS – PORTABLE

See [Construction Companies](#)

See [Ministry of Natural Resources](#)

See [Cochrane Municipal Operations](#)

See [Cochrane Water and Sewer](#)

RADIO STATIONS

Moose FM 98.1, CHPB, 22-B Fifth St.	705-272-6467
Pentecostal Church, CSCJ 102.1 FM, 357 Fifth St. East, gtpc@puc.net	705-272-5150
Country 93.1, CHMT-FM 103-32 Mountjoy St. N Timmins, moose931@moosefm.com	705-267-6070
Fax	705-267-6095
Easy Rock and Q92, St.260 Second Ave., Timmins	705-264-2351
After 5 PM – Business Office	705-264-2351
Control Office	705-264-2353
News Service	705-264-6800
CBC – 96.1 FM Sudbury.....	800-461-1138

RAILROADS

Ontario Northland Railway – Main Switchboard	705-472-4500 / 800-363-7512
Public Affairs.....	705-845-8005 ext.529
Rail Traffic Control Centre – Emergencies	800-363-7512 Ext. 8
Rail Traffic Control Centre – Non-Emergency.....	800-363-7512 Ext. 4

RED CROSS SERVICES

Contact Timmins Office	705-267-4900
After Hours	705-266-4944
Home Support Services, 187 Second Ave. Cochrane	705-272-6770

SAWDUST

See [Lumber Suppliers](#)

SCHOOLS

Aileen Wright English Catholic School, 75 Sixth St., awchsec@ncdsb.on.ca	705-272-4707
Cochrane Public School, 435 Chalmer’s Ave., cocps@dsb1.ca	705-272-3246
Ecole Catholique Nouveau Regard, 399 Eighth St. Elementary nouveau-regard@csdgr.education	705-272-4354

Secondary 705-272-3080

Ecole Secondaire Cochrane High School, 453 Chalmer’s Ave. cochs@dsb1.ca 705-272-4372

SCHOOL BOARDS

See [Boards of Education](#)

SCUBA DIVERS

See [Divers & Equipment](#)

TELEPHONE

Cochrane Telecom Services, 153 Sixth Ave., customercare@cochranetel.ca 705-272-4232

 After hours 705-272-5445

 General Manager for Cochrane Tel 705-272-3333

 Telephone Supervisor 705-272-8910

 Chief Financial Officer 705-272-2766

TELEVISION

Cochrane Telecom Services, 153 Sixth Ave., customercare@cochranetel.ca 705-272-4232

Eastlink 888-345-1111

TELEVISION STATIONS

MCTV – 681 Pine St. North, Timmins 705-264-4211

After hours 705-264-4212

TENTS / AWNINGS

Expedition Camp Service and Logistics, 190 Hwy 11 W., mark@expeditioncampservice.com 705-272-5755

Ministry of Natural Resources and Forestry, 2 Third Ave. 705-272-4365

Tim Horton Event Centre – Recreation Department, recreation@cochraneontario.com 705-272-5084

TOW TRUCKS

Burkholder’s Towing, 380 Hanna Rd. 705-271-7315

Bruneau’s Travel Centre, 65 Hwy. 11 West ybruneau@puc.net 705-272-4303

D&L Towing, Timmins 877-254-7657

Johnny’s Towing, Sudbury – info@johnnystowing.com 705-692-0019 / 800-515-5558

TOWN OF COCHRANE

171 Fourth Ave.....	705-272-4361
Mayor – Office	Ext. 231/241
Chief Administrative Office	Ext. 230
Director of Corporate Services Office	Ext. 225

TRANSPORTATION/TRUCKING

Andy’s Cartage, 288 First Ave	705-272-5931
Chimo Taxi, A-212 1Fifth Ave.	705-271-6633
.....	705-271-6622
Cochrane District Taxi, cochranedistricttaxi@gmail.com	705-271-7127
First Student Canada – Timmins Office, cindy.leclair@firstgroup.com	705-268-0440
Flash Co Taxi	705-271-5577
Génier Bros. Trucking Ltd, 260 Genier Rd., info@genierbros.com	705-272-6898
Lacroix Bus Lines, Hearst Office, lacroix@lacroixtours.com	705-362-5279
Leuschen Bros. Transportation, Timmins.....	705-360-4090
P.T. (Personal Touch) Taxi, C-22 Fifth St.	705-272-6090
Ontario Northland Railway Yard Office	705-272-4212
Bus Services	705-272-4228
After Hours Emergencies (Ext. 119 or 134)	705-544-2292

VETERINARIAN

Cochrane Veterinary Clinic 1-51 Hwy. 11 West	705-272-5874
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WASTE & CHEMICAL DISPOSAL

Dufour Waste Disposal Inc. Kapuskasing, ON., information@dufourwaste.ca	705-335-3031
Sinai’s Suckers Inc, Kapuskasing, ON., info@sinaisuckers.ca	705-337-1488

See [Chemical Emergencies & Information](#)

WATER & SEWER DEPARTMENT – TOWN OF COCHRANE

Water/Sewer Services, 92 Second St.	705-272-5067
Water Supervisor	705-272-5067

Director of Operations and Infrastructure 705-272-5064

WELDING EQUIPMENT

See [Construction Companies](#)

WOOD SHAVINGS

See [Lumber Supplies](#)

WRECKING COMPANIES

See [Construction Companies](#)

33 APPENDIX H-1 - EMERGENCY CONTROL GROUP – PHONE NUMBERS

Emergency Response Plan Activation

ϕ Enbridge Gas Emergency Line

24 hours a day, 365 days a year

1-866-763-5427

ϕ Direct Line for Police, Fire Department & EMS

911

34 APPENDIX I-1 - EMERGENCY DECLARATION FORMS - FAX

THE TOWN OF COCHRANE

171 Fourth Avenue
Cochrane, Ontario, Canada, P0L 1C0
T: 705-272-4361 | F: 705-272-6800
E: townhall@cochraneontario.com



ONTARIO, CA

COCHRANE

WONDERFULLY UNEXPECTED

Fax

To:	From: Office of the Mayor
Fax:	Pages: 2 pages including this cover page
Phone:	Date:
Re: STATE OF EMERGENCY	CC:

Please deliver A.S.A.P.....

DECLARING THE TOWN OF COCHRANE IN A STATE OF EMERGENCY!

“BY FAX TRANSMISSION”

Date

Insert Address Here

Dear Sir:

I, _____ Mayor, hereby DECLARE the Town of Cochrane in a “**State of Emergency**”,
for the purpose of _____.

Yours truly,

THE CORPORATION OF THE TOWN OF COCHRANE

Mayor

35 APPENDIX I-2 - TERMINATION OF EMERGENCY DECLARATION FORMS - FAX

THE TOWN OF COCHRANE

171 Fourth Avenue
Cochrane, Ontario, Canada, P0L 1C0
T: 705-272-4361 | F: 705-272-6800
E: townhall@cochraneontario.com



ONTARIO, CA

COCHRANE

WONDERFULLY UNEXPECTED

Fax

To: **From:** Chief Administrative Officer

Fax: **Pages:** 2 pages including this cover page

Phone: **Date:**

Re: Termination of a Declared Emergency **CC:**

Good Morning:

Please find attached a “**Termination of a Declared Emergency**” for the Town of Cochrane that has been signed by the Mayor of the Corporation of the Town of Cochrane.

If you have any questions please do not hesitate to contact our office.

Thank you.

Termination of a Declared Emergency

I, _____ hereby declare an Emergency terminated in
(Mayor or Elected Head of Council or First Nation Chief)

accordance with the Emergency Management Act 1990, s.4.(2) due to the emergency described herein:

For an Emergency Area or part thereof described as:

Signed: _____

Title: _____

Dated: _____ at _____ (time) In the Municipality/First

Nation of: _____

By-Law/Band Resolution: _____

(Note: Fax to EMO Duty Officer @ 416-314-0474)

36 APPENDIX J-1 - RETAIL SERVICE STATIONS AND BULK PLANTS WITH OR WITHOUT BACKUP POWER GENERATOR

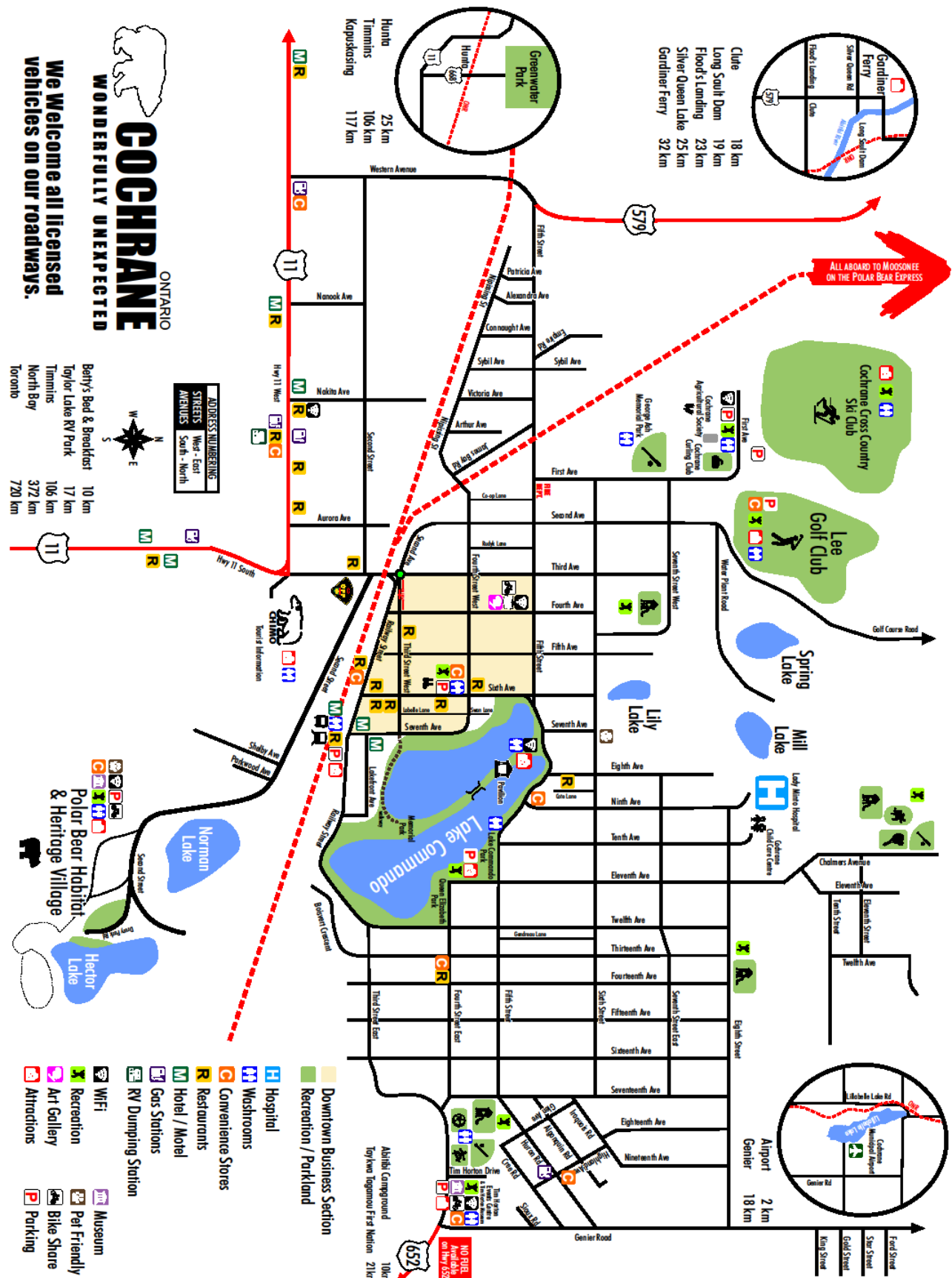
Retail Service Stations			Gasoline	Diesel	
Station	Address	Telephone	Unleaded Fuel Capacity (L)	Diesel Fuel Capacity (L)	Backup Generator?
Canadian Tire Gas Bar	215 Hwy 11 West	705-272-4850	75000	25000	NO
Cochrane Travel Center	99 Hwy 11 South	705-272-6624	95500	180000	NO
Crevier Fuels	65 Hwy 11 West	705-272-4303	61484	12484	NO
Formula 21 Gas Bar	38 Huron Road	705-272-2505	50000	0	NO
Girard Esso	Hwy 11 South	705-272-5424	70000	25000	Yes
Petro Canada	54 Hwy 11 West	705-272-2737	54190	132174	NO

Private Service Stations			Gasoline	Diesel	
Station	Address	Telephone	Unleaded Fuel Capacity (L)	Diesel Fuel Capacity (L)	Backup Generator?
Genier Bros.	260 Genier Road	705-272-6898	4500	50000	NO
ONR	151 Second St.	705-272-4433	0	260000	NO
Town of Cochrane - Municipal Operations	92 Second Ave.	705-272-5086	4500	9000	NO
Villeneuve Construction	109 Hwy 11 West	705-272-4201	9000	18000	NO

Bulk Service Stations			Gasoline	Diesel	
Station	Address	Telephone	Unleaded Fuel Capacity (L)	Diesel Fuel Capacity (L)	Backup Generator?
Meridian Fuels	10 Hwy 11 S	705-272-5215	20000	130000	YES

Emergency Power Sources Available					
Location	Address	All Buildings	Emergency Only	Portable Generators	
Expedition Helicopters Inc.	190 Hwy 11 West	n/a	n/a	Various	
Hospital	241 Eighth St.	Yes			
MNR Fire Building	2 Hwy 11 South	Yes			
O.P.P. Station	64 Third Ave.	No	Yes		
ONTC	182 Fifth Ave.	Yes	n/a	Various	
Villeneuve Construction	109 Hwy 11 West	n/a	n/a	3 x 600 volt	

37 APPENDIX K-1- MAP OF COCHRANE



38 APPENDIX L-1 PANDEMIC BUSINESS CONTINUITY PLANNING POLICY

CORPORATION OF THE TOWN OF COCHRANE PANDEMIC BUSINESS CONTINUITY PLANNING POLICY

INTENT

The Cochrane Municipality has adopted this Pandemic Business Continuity Planning Policy to ensure that the appropriate critical areas (including personnel and physical equipment) are identified and supported during any potential pandemic influenza outbreak so that our organization may continue to operate.

The Cochrane Municipality is committed to ensuring that the operation continues to run smoothly and that our doors will be open for business regardless of the situation.

SYMPTOMS OF the COVID-19 FLU VIRUS

Symptoms range from mild – like the flu and other common respiratory infections – to severe. The most common symptoms include:

- Fever
- Cough
- Difficulty breathing
- Muscle aches
- Fatigue
- Headache
- Sore throat
- Runny nose
- Diarrhea

Complications from the 2019 novel coronavirus can include serious conditions, like pneumonia or kidney failure, and in some cases, death.

EMPLOYER RESPONSIBILITIES

1. **Personnel:** Each department shall identify and train a pool of employees that will perform services essential to their department who will act as replacements for absent employees. Cross training may be necessary where duties are not commonly shared. A determination for the necessity for contracting external staffing agencies and reviewing the viability of contacting retirees shall also be reviewed.
2. **Equipment:** Determine the equipment that is essential to the business processes and ensure that these will be accessible and operational. The necessity of back-up systems and equipment shall be reviewed.
3. **Availability of Assets:** Ensure access to equipment, facilities, utilities, first aid supplies, office supplies, computers, machinery, tools, vehicles and communications equipment.
4. **Business Commitments:** Review potential contractual or legal implications of established service level agreements and penalties for non-performance of business arrangements.
5. **Reporting Structure:** Establish a chain of command based on an updated organizational chart to ensure that all employees are aware of

- the reporting structure and the employees that will be tasked with covering extra duties in the event of managerial absences.
6. **Accounting:** Ensure the continued operation of payroll, finance and accounting systems.
 7. **Contact List for Emergencies:** Establish an up-to-date list of contact information for staff and clients.
 8. **Response Plan:** Management will establish a plan for implementation of necessary communications to employees, and when specific actions will be taken.
 9. **Cleanliness:** Provide clean hand washing facilities and hand sanitizer for all work stations. If a workstation is contaminated by a person suspected or confirmed to have COVID-19, clean workstation and other areas. Make sure that surfaces (sinks, doors, cupboard handles, railings, objects, counters, etc.) are cleaned more frequently to minimize transmission of viruses

HUMAN RESOURCES RESPONSIBILITIES

1. Provide direction for employees that become ill as a result of COVID-19.
2. Communicate the importance of employees staying at home and self-isolating for 14 days, if they think they are ill, or if they are ill. Allow enough time for employees to recover completely and return to work healthy.
3. Establish special circumstances for absences related to pandemic COVID-19.
4. Make sure that employees know exactly what the policies are for sick leaves or family care leaves and issues regarding pay.
5. Keep an up-to-date list of employees for communicating purposes.
6. During the pandemic, track which staff are available to come to work.
7. Keep in touch with those staff off sick or off caring for family.
8. When possible, provide flexible work options if people cannot report to work so that job duties can be performed from home via internet or telephone. Set up infrastructure to handle people working from home.
9. Communicate latest information on pandemic status, local public health unit advisories and Health Canada advisories.

INDIVIDUAL RESPONSIBILITIES

1. Use 60%-90% alcohol based hand wash as provided.
2. Stay home if you are sick so you do not spread the virus to other people.
3. Cover your nose and mouth with a tissue when sneezing and coughing and throw the tissue in the garbage or cough and sneeze into your elbow.
4. Use single use tissues for wiping your nose and discard immediately.
5. Wash your hand after coughing or sneezing or using tissues.
6. Do not touch your eyes, nose or mouth with unwashed hands (viruses can transfer from the hands into the body).
7. Do not share cups, glasses, dishes or cutlery.
8. Keep common surfaces and items clean.
9. Practice social distancing, keeping two (2) meters of another person.
10. If needed, call the ambulance or first responders.

ACKNOWLEDGEMENT AND AGREEMENT

I, _____ (name of employee) acknowledge that I have read and understand the Pandemic Business Continuity Planning Policy of the Corporation of the Town of Cochrane. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this

policy. I understand that I may face corrective action should I violate the rules of this policy.

Name: _____

Signature: _____

Date: _____

Witness: _____