

# **TOWN OF COCHRANE EMERGENCY PLAN**

**EMERGENCY MANAGEMENT IDENTIFICATION #04-10-401  
REVISED - 2021-05-20**

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## ACRONYMS

CEMC	Community Emergency Management Coordinator
EIO	Emergency Information Officer
EM	Emergency Management
EOCC	Emergency Operations Control Centre
EOCG	Emergency Operations Control Group
EPA	Environmental Protection Act
HIRA	Hazard Identification and Risk Assessment
MCG	Municipal Control Group

# 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

Ambulance Service ..... Cochrane District Social Services Administration Board

Medical Services ..... Lady Minto Hospital

Transportation services available consist of the following:

Cochrane Access Transit Service

Ontario Northland Railway, Rail and Bus Services

Tisdale Bus Lines

Cochrane Municipal Airport

Lacroix Bus Service (School buses)

First Student Canada (School buses)

Leuschen Bros Transportation (School buses)

Taxi Cabs (Private)

## 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, Ambulance, 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
Transportation Emergency – Road Emergency	Possible	Significant	Medium / High
Transportation Emergency – Rail Emergency	Possible	Significant	Medium / High
Explosion / Fire	Likely	Significant	Medium / High
Reception of Evacuees	Very Likely	Minor	Medium
Transportation Emergency – Air Emergency	Possible	Moderate	Medium
Critical Infrastructure Failure	Possible	Moderate	Medium
Drinking Water Emergency	Possible	Moderate	Medium
Oil / 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

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

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

## 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 (EOCG) COMPOSITION

The main elements of an emergency response consist of the Municipal 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 Control Group (MCG), 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 CochraneTel
- Manager of Northern Ontario Wires
- Manager of Hydro One
- Ambulance Services representative
- Lady Minto Hospital representative
- Ministry of Natural Resources and Forestry (MNRF)
- Manager of Union Gas

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 MCG structure through Emergency Management Ontario. All members of the Emergency Operations Control Group shall be trained. One meeting and exercise must be conducted annually.

## 7.1 EMERGENCY OPERATIONS CONTROL GROUP RESPONSIBILITIES

The Emergency Operations Control Group (EOCG) 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 EOCG will report to the designated Emergency Operations Control Centre (EOCC) 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 Police Station.....64 Third 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 (EOCG),
- Determine evacuation routes in consultation with the other members of the EOCG,
- 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 EOCG in whole or in part,
- In consultation with the EOCG, 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 EOCG,
- Advise all required members of the administrative staff,
- Provide the EOCG 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 EOCG

## 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 area<sup>1</sup>,
- 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 EOCG,
- 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.

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<sup>1</sup> "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 EOCG 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
- Make arrangements for the procurement and distribution of to appropriate sites across the community emergency supplies (i.e. sand, sandbags, generators) as per Municipal Policy.

## 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
<b>Community Safety &amp; Correctional Services</b> George Drew Bldg 1 Eighth Flr, 25 Grosvenor St. Toronto ON. M7A1Y6 Ph: 416- 326-5000 Toll Free: 866-517-0571 Fax: 416-325-6067 <a href="mailto:MCSCS.Customer.Service.Complaints@ontario.ca">MCSCS.Customer.Service.Complaints@ontario.ca</a>	Major Air Crashes, Snow Emergencies
<b>Northern Development &amp; Mines</b> 159 Cedar St Sudbury ON. P3E6A5 Ph: 705-670-5755 Fax: 705-670-5818 – Sudbury <a href="mailto:ndmminister@ontario.ca">ndmminister@ontario.ca</a>	Coordinating Role in Northern Ontario
<b>Natural Resources and Forestry – Cochrane Office</b> 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
<b>Ministry of the Environment – Timmins</b> 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
<b>Porcupine Health Unit - Timmins</b> 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
<b>Municipal Affairs and Housing</b> Suite 401, 159 Cedar St Sudbury ON P3E6A5 Ph. 705-564-0120 Toll Free: 1-800-461-1193 <a href="mailto:minister.mah@ontario.ca">minister.mah@ontario.ca</a>	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

<b>REGIONAL CONTACT</b>	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
<b>TIMMINS CONTACT</b>	Manager of Public Health Inspection Porcupine Health Unit 169 Pine St. South, P.O. Box 2012 Timmins, Ontario P4N 8B7 705-267-1181
<b>COCHRANE CONTACTS</b>	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 <a href="mailto:emergency@porcupinehu.on.ca">emergency@porcupinehu.on.ca</a>
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 AMBULANCE SERVICE CONTACTS

Derrick Cremin                      Cochrane District EMS Commander

Business 705-268-7722 ext 287  
[creminde@cdssab.on.ca](mailto: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 <a href="mailto:recreation@cochraneontario.com">recreation@cochraneontario.com</a> .....	705-272-5084
Cochrane Curling Club, 405 First Ave. ....	705-272-4419
Commando Park Pavilion, 226 Fifth St. <a href="mailto:recreation@cochraneontario.com">recreation@cochraneontario.com</a> .....	705-272-5084
Ecole Catholique Nouveau Regard, 399 Eighth St. ....	705-272-3080
Ecole Secondaire Cochrane High School, 453-B Chalmers Ave. ....	705-272-4372
Ininew Friendship Centre, 190 Third Ave. ....	705-272-4497
Knights of Columbus Hall, 216 Sixth Ave. ....	705-272-4665
Scout Hall, 438 Eleventh Ave. <a href="mailto:Firstcochranescoutgroup@gmail.com">Firstcochranescoutgroup@gmail.com</a> .....	705-272-3384
Transfiguration Church Hall, 201 Fifth St. <a href="mailto:transfig@puc.net">transfig@puc.net</a> .....	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 - <a href="mailto:mayor@timmins.ca">mayor@timmins.ca</a> .....	705-360-2611
Administrator’s Office – <a href="mailto:cao@timmins.ca">cao@timmins.ca</a> .....	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 EOCG 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](http://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
<b>Railway Accident</b>	ONR Train Master	Mike Sauer – 705-272-4120
	ONR Rail Traffic Controller	1-800-558-4129
<b>Fuel Spill or Leak</b>	Ministry of Transportation	705-272-4333
	Timmins Fire Department <sup>2</sup>	705-360-2626
	Kapuskasing Fire Department	705-335-4225
<b>Radioactive Materials Incidents</b>	Ministry of Labour	1-800-461-9847
	Protection Services (Environmental Health and Safety)	919-515-7915
<b>Unknown Substance(s) Involved</b>	CANUTEC	1-888-CAN-UTEC (226-8832)
		Cellular *666
<b>Electrical</b>	Hydro One	1-800-434-1235
	Northern Ontario Wires	705-272-6669

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<sup>2</sup> 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](mailto:info@villeneuve.on.ca) ..... 705-272-4201

### ACCOMMODATION FOR MASS RECEPTION

Cochrane Curling Club, 405 First Ave. .... 705-272-4419

Commando Park Pavilion, 226 Fifth St. [recreation@cochraneontario.com](mailto:recreation@cochraneontario.com) ..... 705-272-5084

Ecole Catholique Nouveau Regard, 399 Eighth St. .... 705-272-3080

Ecole Secondaire Cochrane High School, 453 Chalmers Ave., [cochs@dsb1.ca](mailto:cochs@dsb1.ca) ..... 705-272-4372

Ininew Friendship Centre, 190 Third Ave. .... 705-272-4497

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

Lee Golf Club, 449 Second Ave. [leegolfclub@puc.net](mailto:leegolfclub@puc.net) ..... 705-272-5005

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

Scout Hall, 438 Eleventh Ave. [Firstcochranescoutgroup@gmail.com](mailto:Firstcochranescoutgroup@gmail.com) ..... 705-272-3384

Tim Horton Event Center, 7 Tim Horton Drive, [recreation@cochraneontario.com](mailto:recreation@cochraneontario.com) ..... 705-272-5084

Transfiguration Church Hall, 201 Fifth St. [transfig@puc.net](mailto: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:620 Concession 6 & 7.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](mailto: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](mailto:todd@expeditionhelicopters.com) ..... 49°03'27.35"N 81°02'33.96"W

Skywrench Inc. 862 Lillabelle Lake Rd., [skywren@puc.net](mailto:skywren@puc.net) ..... 705-272-5786

### AMBULANCE SERVICES

Municipal Boundaries..... 911

Cochrane-Outside Catchment Area ..... 705-272-4357

**ANIMAL CONTROL**

Town of Cochrane Animal Control Officer <a href="mailto:animalcontrol@cochraneontario.com">animalcontrol@cochraneontario.com</a> .....	705-272-9326
Town of Cochrane By-Law Officer .....	705-272-4262

**APPARATUS REPAIRS**

Génier Bros. Trucking Ltd, 260 Genier Rd., <a href="mailto:info@genierbros.com">info@genierbros.com</a> .....	705-272-6898
Ray's Diesel Service, 1455 Hwy 11 West.....	705-271-5154
Roly's Service Station, 84 Hwy 11 West, <a href="mailto:rollys@puc.net">rollys@puc.net</a> .....	705-272-6123
Villeneuve Construction Co Ltd, 109 Hwy. 11 West, <a href="mailto:info@villeneuve.on.ca">info@villeneuve.on.ca</a> .....	705-272-4201

**AUXILIARY LIGHTING**

Cochrane Fire Department .....	705-272-6758
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**BARRICADES**

Cochrane Municipal Operations, 92 Second St., <a href="mailto:municipal.operations@cochraneontario.com">municipal.operations@cochraneontario.com</a> .....	705-272-5086
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**BOARDS OF EDUCATION**

Conseil Scolaire Catholique de District des Grandes Rivières – Timmins, <a href="mailto:cscdgr@cscdgr.on.ca">cscdgr@cscdgr.on.ca</a> .....	705-267-1421
District School Board Ontario North East Corporate Office – Schumacher, <a href="mailto:comments@dsb1.ca">comments@dsb1.ca</a> .....	705-360-1151
Northeastern Catholic District School Board – Timmins, <a href="mailto:Janice.viskovich@ncdsb.on.ca">Janice.viskovich@ncdsb.on.ca</a> .....	705-268-7443
For local schools see “ <a href="#">Schools</a> ”	

**BOMBS**

Ontario Provincial Police.....	888-310-1122
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**BREATHING AIR**

Cochrane Fire Department .....	705-272-6758
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**BUILDING CONTRACTORS**

C.G.V. Builders, 56 Connaught Ave. <a href="mailto:admin@cgvybuilders.ca">admin@cgvybuilders.ca</a> .....	705-272-5404
John's General Renovations, 532 Genier Rd. ....	705-272-8858
Richard's General Contracting, 1873 Hwy. 652 .....	705-272-6577
Yvon's Building & Renovations .....	705-272-6925

**BUILDING DEPARTMENT**

Town of Cochrane Chief Building Official/Building Inspector – Office .....	705-272-4262
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**BUS SERVICES**

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

**CATERERS / RESTAURANTS**

49 <sup>th</sup> Parallel Kitchen & Bar, <a href="mailto:49parallelcochrane@gmail.com">49parallelcochrane@gmail.com</a> .....	705-272-4949
Cochrane Travel Center (A&W, Little Caesars), 99 Hwy 11 S <a href="mailto:cochranetravelcenter@gmail.com">cochranetravelcenter@gmail.com</a> .....	705-272-6624
Empire Theatre, 156 Sixth Ave. ....	705-272-4555
Expedition Camp Services & Logistics, 190 Hwy 11 West .....	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 .....	705-272-2023
Harvey's / Swiss Chalet, 54 Hwy 11 W .....	705-272-5050
J.R. Barbecue Restaurant, 63 Third Ave., <a href="mailto:jrsbbqrestaurant@yahoo.ca">jrsbbqrestaurant@yahoo.ca</a> .....	705-272-4999
Kaylob's Kafe, 282 Eighth St., <a href="mailto:shar@kaylobskafe.com">shar@kaylobskafe.com</a> .....	705-272-4025
Pizza Pizza, 1-31 Hwy 11 West .....	705-272-1111
Royal Canadian Legion, 151 Sixth Ave. ....	705-272-3205
Station Restaurant, 200 Railway St., <a href="mailto:stationrestaurantcochrane@gmail.com">stationrestaurantcochrane@gmail.com</a> .....	705-272-6007
Subway, 43 Hwy 11 West .....	705-272-2508
Terry's Steak-House, Hwy. 11 South .....	705-272-4770
Tim Horton's , 73 Hwy 11 West .....	705-272-3544

**CHAIN SAWS**

Allan's Home Hardware, 119 Railway St., <a href="mailto:allans@puc.net">allans@puc.net</a> .....	705-272-4271
Bourque's Auto Sales, 110 Hwy 11 West, <a href="mailto:bourque@puc.net">bourque@puc.net</a> .....	705-272-6959
Busy Man, 717 Hwy 11 South .....	705-272-3828
Canadian Tire, 201 Hwy 11 West .....	705-272-4341
Cochrane Fire Department, 23 Fifth St. ....	705-272-6758
Girard's Esso, 19 Hwy 11 South, <a href="mailto:ralph@girardesso.com">ralph@girardesso.com</a> .....	705-272-5424

Ministry of Natural Resources and Forestry, 2 Third Ave. ....	705-272-4365
PAPS Power Shop, 135 Third Ave., <a href="mailto:papspower@hotmail.com">papspower@hotmail.com</a> .....	705-272-3254

## CHEMICAL EMERGENCIES & INFORMATION

Transport Canada Information & Emergency Centre

CANUTEC – 24 hour availability .....	888-226-8832
Cellular .....	*666

## CHURCHES

Archbishop Anderson Memorial Church, 150 Sixth Ave. ....	705-272-3261
Christian Reformed Church, 115 Sixteenth Ave. ....	
First Baptist Church, 277 Sixth Ave. ....	705-272-4927
Full Gospel Tabernacle Church, 301 Sixth Ave.....	705-272-3535
Glad Tidings Pentecostal Church, 357 Fifth St., <a href="mailto:gtpc@puc.net">gtpc@puc.net</a> .....	705-272-5150
Gospel Chapel, 212 Fifth Ave. ....	705-272-6295
Jehovas's Witness, 141 Hwy 11 S.....	705-272-4627
St. Paul's United Church, 204 Sixth Ave., <a href="mailto:stpaulsunity@puc.net">stpaulsunity@puc.net</a> .....	705-272-5153
Transfiguration Church Hall, 201 Fifth St. <a href="mailto:transfig@puc.net">transfig@puc.net</a> .....	705-272-4072/4872

## COMMUNICATION CENTERS

CochraneTel, 153 Sixth Ave., <a href="mailto:customercare@cochranetel.ca">customercare@cochranetel.ca</a> .....	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., <a href="mailto:municipal.operations@cochraneontario.com">municipal.operations@cochraneontario.com</a> .....	705-272-5086

## CONSTRUCTION COMPANIES

B&F Shier Contractors Ltd, Hunta, ON. ....	705-272-6314
Génier Bros. Trucking Ltd, 260 Genier Rd., <a href="mailto:info@genierbros.com">info@genierbros.com</a> .....	705-272-6898
Villeneuve Construction Co Ltd, 109 Hwy. 11 West, <a href="mailto:info@villeneuve.on.ca">info@villeneuve.on.ca</a> .....	705-272-4201
Digalot, 277 Highway 11 South, .....	705-272-2090

**CRANES**

Kerr Cranes, 1321 Riverside Dr., Timmins, [office@kerrcrane.com](mailto:office@kerrcrane.com) ..... 705-264-1368

**DENTISTS**

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

Dr. H.C. Harris, 213 Sixth Ave. .... 705-272-6474

**DIKING MATERIALS**

Cochrane Municipal Operations, 92 Second St., [municipal.operations@cochraneontario.com](mailto:municipal.operations@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](mailto:cochranepharmacypharmasave@gmail.com)..... 705-272-1333

Wallace Drug Store, 109 Sixth Ave., [wallacedrugstore@gmail.com](mailto: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](mailto:fire@timmins.ca) ..... 705-360-2626

Iroquois Falls Fire Department [ifv added@onlink.net](mailto: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](mailto:info@villeneuve.on.ca) ..... 705-272-4201

**FOOD SUPPLIES**

Bussiere's Quality Meats, 33 Second St., <a href="mailto:bussiere-sausage@hotmail.com">bussiere-sausage@hotmail.com</a> .....	705-272-6152
Cochrane Food Bank, 141 Railway St. ....	705-272-4300
Dionne's Valu-Mart, 31-1 Hwy. 11 West .....	705-272-4238
Giant Tiger, 180 Sixth Ave. ....	705-272-1369

**FRONT END LOADERS/BACKHOES**

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

**FUEL SUPPLIERS – BULK**

Meridian Fuels, 10 Hwy 11 S, <a href="mailto:info@meridianfuels.ca">info@meridianfuels.ca</a> .....	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., <a href="mailto:fhgengau@puc.net">fhgengau@puc.net</a> .....	705-272-5726
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**GAS, NATURAL**

Enbridge Gas / Union Gas .....	888-774-3111
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**GENERATORS – ELECTRIC**

See [Construction Companies](#)

Bourque's Auto Sales – 110 Hwy 11 West, <a href="mailto:bourque@puc.net">bourque@puc.net</a> .....	705-272-6959
Busy Man, 717 Hwy 11 South .....	705-272-3828
Canadian Tire, 201 Hwy 11 West .....	705-272-4341
MNR .....	705-272-4365

PAPS Power Shop, 135 Third Ave, <a href="mailto:papspower@hotmail.com">papspower@hotmail.com</a> .....	705-272-3254
Expedition Camp Services & Logistics, 190 Hwy 11 West .....	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. <a href="mailto:todd@expeditionhelicopters.com">todd@expeditionhelicopters.com</a> .....	705-272-5755
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## HIGHWAY & ROAD MAINTENANCE

Cochrane Municipal Operations, 92 Second St., <a href="mailto:municipal.operations@cochraneontario.com">municipal.operations@cochraneontario.com</a> .....	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., <a href="http://bwswanci@puc.net">bwswanci@puc.net</a> .....	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 .....	705-272-6555
34 rooms. 15 single beds, 19 double beds	
The Station Inn, 200 Railway St., <a href="mailto:stationinn@ontarionorthland.ca">stationinn@ontarionorthland.ca</a> .....	705-272-3500
23 rooms, 7 queen beds, 10 single beds, 18 double beds	

North Adventure Inn, 517 Hwy 11 West, <a href="mailto:northadventureinn@hotmail.com">northadventureinn@hotmail.com</a> .....	705-272-6683
27 rooms. 26 double beds, 2 single beds	
Thrift Lodge Motel, 50 Hwy. 11 South .....	705-272-4281
40 rooms. 5 single beds, 41 double beds	
Travelodge, 91 Hwy 11 South .....	705-272-6222
Westway Motel, 83 Hwy. 11 West .....	705-272-4285
42 rooms. 13 queen beds, 58 double beds	

**HYDRO**

Hydro One – Emergency Services Line.....	877-363-7464
Northern Ontario Wires (NOW), <a href="mailto:customercare@nowinc.ca">customercare@nowinc.ca</a>	
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
CreeQuest Industrial Laundry, 207 Sixth St. <a href="mailto:president.creequest@gmail.com">president.creequest@gmail.com</a> .....	705-272-2029

**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., <a href="mailto:allans@puc.net">allans@puc.net</a> .....	705-272-4271
J.A. Brisson & Sons Co. Ltd., 21 Fifth St., <a href="mailto:info@brissoncastle.com">info@brissoncastle.com</a> .....	705-272-4235
Rayonier Advanced Materials., 70 1Seventh Ave.....	705-272-4321



**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
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**MINISTRY OF NORTHERN DEVELOPMENT AND MINES**

District Office, 2 Fourth Ave. ....	705-272-4244
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**MINISTRY OF TRANSPORTATION**

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

**NEWSPAPER**

Cochrane Times-Post .....	705-272-3344
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**OXYGEN**

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

See [Law Enforcement](#)

**PORTABLE TOILETS**

Dufour Waste Disposal Inc. Kapuskasing, ON., <a href="mailto:information@dufourwaste.ca">information@dufourwaste.ca</a> .....	705-335-3031
S&S Services, 369 Genier Rd., <a href="mailto:info@ssservices.ca">info@ssservices.ca</a> .....	705-272-5669
Sinai's Suckers Inc, Kapuskasing, ON., <a href="mailto:info@sinaisuckers.ca">info@sinaisuckers.ca</a> .....	705-337-1488
Villeneuve Construction Co Ltd, 109 Hwy. 11 West, <a href="mailto:info@villeneuve.on.ca">info@villeneuve.on.ca</a> .....	705-272-4201

**PORTABLE WATER TANKERS**

Cochrane Fire Department, Emergencies .....	911
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Expedition Helicopters Inc., 190 Hwy 11 W. <a href="mailto:todd@expeditionhelicopters.com">todd@expeditionhelicopters.com</a> .....	705-272-5755
Génier Bros. Trucking Ltd, 260 Genier Rd., <a href="mailto:info@genierbros.com">info@genierbros.com</a> .....	705-272-6898
Cochrane Municipal Operations, 92 Second St, <a href="mailto:municipal.operations@cochraneontario.com">municipal.operations@cochraneontario.com</a> .....	705-272-5086

**POST OFFICE**

Canada Post, 146 Sixth Ave. ....	705-272-5234
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**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, <a href="mailto:ralph@girardesso.com">ralph@girardesso.com</a> .....	705-272-5424
Gerry's Enterprises, 84 Railway St., <a href="mailto:gerryent@puc.net">gerryent@puc.net</a> .....	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, <a href="mailto:gtpc@puc.net">gtpc@puc.net</a> .....	705-272-5150
The Moose 93.1, CKOY, 103-32 Mountjoy St. N Timmins, <a href="mailto:moose931@moosefm.com">moose931@moosefm.com</a> .....	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 – <b>Emergencies</b> .....	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., <a href="mailto:awchsec@ncdsb.on.ca">awchsec@ncdsb.on.ca</a> .....	705-272-4707
Cochrane Public School, 435 Chalmer's Ave., <a href="mailto:cocps@dsb1.ca">cocps@dsb1.ca</a> .....	705-272-3246
Ecole Catholique Nouveau Regard, 399 Eighth St.	
Elementary .....	705-272-4354
Secondary .....	705-272-3080
Ecole Secondaire Cochrane High School, 453 Chalmer's Ave. <a href="mailto:cochs@dsb1.ca">cochs@dsb1.ca</a> .....	705-272-4372

**SCHOOL BOARDS**

See [Boards of Education](#)

**SCUBA DIVERS**

See [Divers & Equipment](#)

**TELEPHONE**

CochraneTel, 153 Sixth Ave., <a href="mailto:customercare@cochranetel.ca">customercare@cochranetel.ca</a> .....	705-272-4232
After hours .....	705-272-5445
General Manager for CochraneTel .....	705-272-3333
Telephone Supervisor .....	705-272-8910
Chief Financial Officer .....	705-272-2766

**TELEVISION**

CochraneTel, 153 Sixth Ave., <a href="mailto:customercare@cochranetel.ca">customercare@cochranetel.ca</a> .....	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., <a href="mailto:mark@expeditioncampservice.com">mark@expeditioncampservice.com</a> .....	705-272-5755
Ministry of Natural Resources and Forestry, 2 Third Ave. ....	705-272-4365
Tim Horton Event Centre – Recreation Department, <a href="mailto:recreation@cochraneontario.com">recreation@cochraneontario.com</a> .....	705-272-5084

**TOW TRUCKS**

Burkholder's Towing, 380 Hanna Rd. ....	705-271-7315
Bruneau's Travel Centre, 65 Hwy. 11 West .....	705-272-4303
D&L Towing, Timmins.....	877-254-7657
Johnny's Towing, Sudbury – <a href="mailto:info@johnny'stowing.com">info@johnny'stowing.com</a> .....	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, <a href="mailto:cochranedistricttaxi@gmail.com">cochranedistricttaxi@gmail.com</a> .....	705-271-7127
First Student Canada – Timmins Office, <a href="mailto:cindy.leclair@firstgroup.com">cindy.leclair@firstgroup.com</a> .....	705-268-0440
Flash Co Taxi .....	705-271-5577
Génier Bros. Trucking Ltd, 260 Genier Rd., <a href="mailto:info@genierbros.com">info@genierbros.com</a> .....	705-272-6898
Lacroix Bus Lines, Hearst Office, <a href="mailto:lacroix@lacroixtours.com">lacroix@lacroixtours.com</a> .....	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., <a href="mailto:information@dufourwaste.ca">information@dufourwaste.ca</a> .....	705-335-3031
Sinai's Suckers Inc, Kapuskasing, ON., <a href="mailto:info@sinaisuckers.ca">info@sinaisuckers.ca</a> .....	705-337-1488
See <a href="#">Chemical Emergencies &amp; Information</a>	

**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 Union Gas Emergency Line

24 hours a day, 365 days a year

**1-877-969-0999**

φ Direct Line for Police, Fire Department & Ambulance

**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



# 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



# 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:

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For an Emergency Area or part thereof described as:

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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

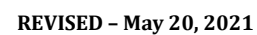
Retail Service Stations			Gasoline	Diesel	
Station	Address	Telephone	Unleaded Fuel Capacity (L)	Diesel Fuel Capacity (L)	Backup Generator?
<b>Canadian Tire Gas Bar</b>	215 Hwy 11 West	705-272-4850	75000	25000	NO
<b>Cochrane Travel Center</b>	99 Hwy 11 South	705-272-6624	95500	180000	NO
<b>Crevier Fuels</b>	65 Hwy 11	705-272-4303	61484	12484	NO
<b>Formula 21 Gas Bar</b>	38 Huron Road	705-272-2505	50000	0	NO
<b>Girard Esso</b>	Hwy 11 South	705-272-5424	70000	25000	Yes
<b>Petro Canada</b>	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?
<b>Genier Bros.</b>	260 Genier Road	705-272-6898	4500	50000	NO
<b>ONR</b>	151 Second St.	705-272-4433	0	260000	NO
<b>Town of Cochrane – Municipal Operations</b>	92 Second Ave.	705-272-5086	4500	9000	NO
<b>Villeneuve Construction</b>	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	

ONTARIO  
**COCHRANE**  
WONDERFULLY UNEXPECTED



## 38 APPENDIX L-1 PANDEMIC BUSINESS CONTINUITY PLANNING POLICY

### CORPORATION OF THE TOWN OF COCHRANE

#### PANDEMIC BUSINESS CONTINUITY PLANNING POLICY

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#### 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: \_\_\_\_\_