



RESTOULE LOCAL SERVICES BOARD EMERGENCY RESPONSE PLAN

Enacted under By-Law 2025-790
(Schedule A)



RESTOULE LSB EMERGENCY RESPONSE PLAN

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ANNEXES

(All annexes are confidential and only distributed to the Restoule Emergency Control Group)

ANNEX A	Notification Contact List
ANNEX B	Location/Equipment of Emergency Operations Centre
ANNEX C	Hazard Identification and Risk Assessment Papers
ANNEX D	Critical Infrastructure
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ANNEX F	LSB Maps
ANNEX G	Emergency Declaration Check List
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Abbreviations

EMO	Emergency Management Ontario
EOC	Emergency Operations Centre
EIO	Emergency Information Officer
RECG	Restoule Emergency Control Group
REMC	Restoule Emergency Management Coordinator
IMS	Incident Management System
MECP	Ministry of Environment, Conservation , and Parks (ON)
ECCC	Environment and Climate Change Canada
EMS	Emergency Medical Services
MTO	Ministry of Transportation (ON)



Restoule Local Services Board EMERGENCY RESPONSE PLAN

PART 1: INTRODUCTION

Ontario's Emergency Management and Civil Protection Act defines an emergency as a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise. They affect public safety, meaning the health, welfare and property, as well as the environment and economic health of the Restoule Local Services Board Area.

The permanent population of the Restoule LSB area is 525 with a seasonal influx of 1050 residents. The median age in the LSB area is 62 with over 40% of residents being over 65.

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

Every official or agency designated in this plan must be prepared to carry out assigned responsibilities in an emergency. The response plan has been prepared to provide key officials and agencies important emergency response information related to:

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

In addition, it is important that residents, businesses and interested visitors be aware of its provisions. Copies of the Restoule LSB Emergency Response Plan may be viewed on the LSB website. For more information, please contact the Restoule Emergency Management Coordinator at 705-471-7377.

PART 2: AIM

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

It enables a centralized controlled and coordinated response to emergencies in the Restoule LSB area and is consistent with the legislated requirements of the *Emergency Management and Civil Protection Act, 2006*.

There are key considerations in the Restoule area that are a concern. Most are environmental in nature – flooding, ice and snowstorms, windstorms, and forest fires. Due to Restoule's large rural area, these disasters could cause isolation of individuals in some areas of the community.

The Restoule LSB area is bisected by Highways 534, 524, and 522 which form a link between the Highway 11 and highway 69 corridors. Transportation accidents including hazardous substance spills are a resulting concern. Environmental factors (winter hazards) increase these risks.

Details of potential areas of concern are identified in the Hazard Identification and Risk Assessment section attached. For further details, please contact the Restoule Emergency Management Coordinator.

PART 3: AUTHORITY

The Emergency Management and Civil Protection Act (EMCPA) is the legal authority for enacting emergency response plans in Ontario. The EMCPA states that:

The head of a local government may declare that an emergency exists in the area or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the area and to protect property and the health, safety and welfare of the inhabitants of the emergency area.

As enabled by the Emergency Management and Civil Protection Act, this emergency response plan and its elements have been:

- i. Issued under the authority of The Restoule Local Services Board By-Law 2025-790; and
- ii. Filed with Emergency Management Ontario

i) Definition of an Emergency The EMCPA defines an emergency as:

“An emergency means a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.”

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

ii) Action Prior to Declaration

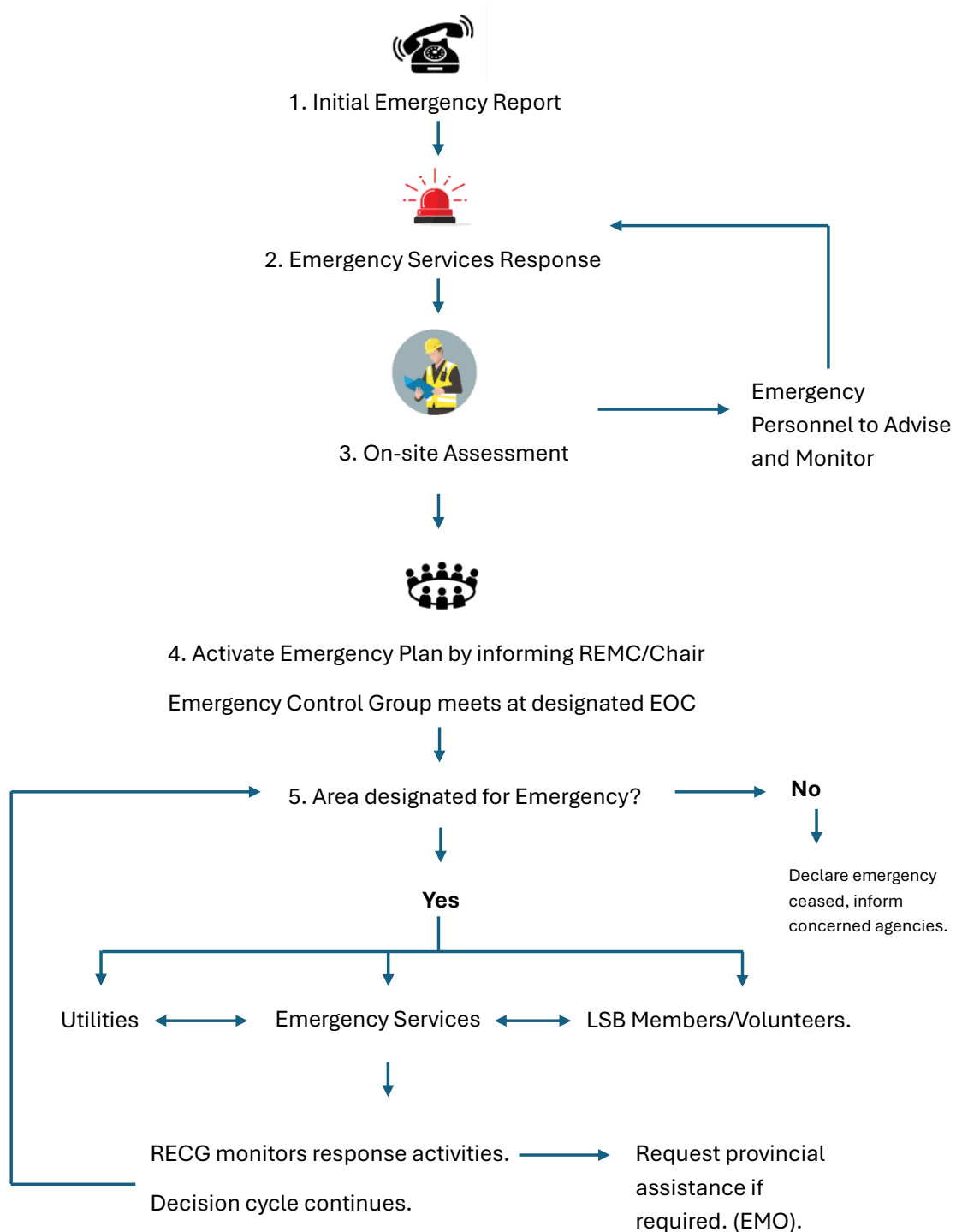
When an emergency exists but has not yet been declared to exist, board members/employees/contractors may take such action(s) under this emergency response plan as may be required to protect lives and property in the Local Services Board area. See Annex H for checklist in Consideration of a Declaration of an Emergency.

ii) Extraordinary Measures

During an emergency, the Local Service Board may require extraordinary measures to be taken, or expenditures be made to maintain or restore essential services or protect life and property. The Chair of the LSB may expend funds outside of his or her spending resolutions and/or the regular approval process upon declaration of an emergency in accordance with this plan.

PART 4: EMERGENCY NOTIFICATION PROCEDURES

Figure 1
Emergency Plan Activation Flow Chart



Phase 1 (Emergency Services)

In Phase 1, the senior officials of the first responders, (fire, police, EMS, Public Works) will meet on-site to access the incident.

- If the incident can be dealt with under normal procedures, then the response continues as normal.
- If the incident could expand to require additional assistance then the senior officials will appointed a member to immediately contact the Emergency Management Coordinator to request that the notification system be activated.
- Where a threat of an impending emergency exists, the RECG will be notified and placed on standby, or, at the direction of the REMC, may be called to convene in accordance with instructions provided for in the notification. Each RECG member will be notified in order, as referenced in Annex A, regarding the nature of the threat/situation and instructions concerning where to assemble.

Phase 2 (RECG Members)

- Upon confirmation of an emergency, the Emergency Management Coordinator will notify all members of the Restoule Emergency Control Group (RECG). Each RECG member will be called in order, as per Annex A, with the nature of the emergency and any instructions to follow such as which EOC to assemble at. When an emergency exists but has not yet been declared to exist, LSB members or fire department members may take such action(s) under this emergency plan as may be required to protect lives and preserve property in the LSB area.
- If the primary contact cannot be reached at any of the listed numbers, the alternate will be telephoned. The time of each attempt of contact shall be recorded. If neither can be reached the next person on the list will be contacted.
- Once the list has been completed, a call will be placed again to each member of the RECG not successfully contacted. The time of each successful contact shall be recorded.
- The Emergency Management Coordinator will exercise overall control, pending the arrival of the Board Chair, at the EOC.
- The Emergency Information Officer, with RECG approval, will prepare the Emergency Information Centre. **MEDIA CONTACT WILL ONLY BE THROUGH THE LSB Chair/REMC OR EMERGENCY INFORMATION OFFICER.**
- Upon being notified, it is the responsibility of all RECG officials to notify their staff and volunteer organizations.

Phase 3: Request for Assistance

Assistance may be requested from the Township of Nipissing at any time by contacting their respective Emergency Management Coordinator. The request shall not be deemed to be a request that the participating municipalities assume authority and control of the emergency.

Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting Provincial Emergency Operations Centre. All requests for assistance from the federal government must also go through the PEOC.

The Emergency notification contact list, including contact numbers for requesting assistance, is attached as Annex A.

Phase 4: A Declared Community Emergency

The Chair or Acting Chair of the Restoule Local Services Board is responsible for declaring an emergency. This decision is usually made in consultation with other members of the RECG.

Upon declaring an emergency, the Chair will notify:

- Emergency Management Ontario
- All Board Members;
- Public;
- Neighbouring Community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP)

Community emergency may be terminated at any time by:

- LSB Chair or Acting Chair; or
- LSB By-law
- Premier of Ontario

When terminating an emergency, the Chair will notify:

- Emergency Management Ontario
- All LSB Members
- Public;
- Neighbouring Community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP)

PART 5: RESTOULE EMERGENCY CONTROL GROUP

Restoule Emergency Control Group (RECG)

The RECG will report to the Emergency Operations Centre as defined in Annex B. The emergency response will be directed and controlled by the Restoule Emergency Control Group.

The RECG consists of the following officials;

- Chair of the Restoule Local Services Board or an alternate
- Emergency Management Coordinator
- Fire Chief or alternate
- Emergency Information Coordinator – appointed
- Recording Secretary

Additional personnel called or added to the RECG may include:

- Emergency Management Ontario Representative;
- Restoule Provincial Park Staff
- Restoule Local Roads Board
- Local electrical utility representative, or alternate, if required or available;
- Liaison staff from provincial ministries;
- Medical Officer of Health, or alternate, if required or available;
- Social Services Representative, or alternate, if required or available;
- Any other officials, experts or representatives from the public or private sector as deemed necessary by the MECG.
- Ontario Provincial Police representative, if required or available;
- Emergency Medical Services (EMS), or alternate, if required or available;

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

Operating Cycle

Members of the RECG will gather at regular intervals to inform each other of actions taken and problems encountered. The Restoule Emergency Management Coordinator will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. The EOCs Secretary will maintain status boards and maps which will be prominently displayed and kept up to date.

Restoule Emergency Control Group Responsibilities

The members of the Restoule Emergency Control Group (RECG) are likely to be responsible for the following actions or decisions:

- Calling out and mobilizing their emergency service,
- Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
- Determining if the location and composition of the RECG are appropriate;
- Advising the Chair on the need to designate all or part of the LSB Area as an emergency area;
- Advising the Chair as to whether the declaration of an emergency is recommended;
- Ensuring that an Emergency Site Manager (ESM) is appointed;
- Ensuring support to the ESM by offering equipment, staff and resources, as required;
- Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger.
- Discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, gas, closing down a section of streets providing shopping requirements, etc.
- Arranging for services and equipment from local agencies not under community control i.e. private contractors, industry, volunteer agencies, service clubs;
- Notifying, requesting assistance from and/or liaising with various levels of government and any public or private agencies not under community control, as considered necessary;
- Determining if additional volunteers are required for evacuation or transport of persons and/or supplies; ***The LSB shall only engage volunteers for low-risk activities (e.g., food prep, reception centre duties). Higher risk (e.g. search & rescue, sandbagging) volunteers should be engaged by OPP, EMS, or other accredited agencies to ensure WSIB coverage for volunteers.**
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer for dissemination to the media and public;
- Determining the need to establish advisory groups and/or sub-committees/working groups for any aspect of the emergency including recovery;
- authorizing expenditure of money required dealing with the emergency;
- Notifying the service, agency or group under their direction, of the termination of the emergency;
- Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the LSB Chair within one week of the termination of the emergency, as required;
- Participating in the debriefing following the emergency.
- The RECG will ensure continuity of essential services throughout the LSB Area

PART 6: EMERGENCY RESPONSE SYSTEM

Individual Responsibilities of the RECG

LSB Chair or Acting chair

The Chair is responsible for:

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

Restoule Emergency Management Coordinator

The Restoule Emergency Management Coordinator (REMC) is responsible for:

- Activating the emergency notification system through the call system after first being contacted by the Chair or Emergency Services (i.e. contacting all members of the emergency control group via telephone to advise them of activation and meeting time).
- Activating and arrangement of the Emergency Operations Centre;
- Ensuring registration of RECG members;
- As the Operations Officer of the RECG, coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings;
- Ensuring that all members of the RECG have necessary plans, resources, supplies, maps and equipment;
- Providing advice and clarifications about the implementation details of the Emergency Response Plan;
- Ensuring liaison with community support agencies (e.g. St. John Ambulance, Canadian Red Cross);
- Ensuring that the operating cycle is met by the RECG and related documentation is maintained and kept for future reference;
- Addressing any further items that may result from the activation of the Emergency Response Plan and keeping RECG informed of implementation need;
- Maintaining the records and logs for the purpose of debriefings and post-emergency reporting that will be prepared.
- Updating and ensuring that the emergency plans are available

Fire Chief and Fire Department

The Fire Chief is responsible for:

- Activating the emergency notification system through the REMC when appropriate;
- Providing the RECG with information and advice on firefighting and rescue matters;

- Depending on the nature of the emergency, assigning the Site Manager and informing the RECG;
- Establishing an ongoing communications link with the senior fire official at the scene of the emergency;
- Initiating mutual aid arrangements for the provision of additional firefighters and equipment, if required;
- Determining if additional or special equipment is needed and making necessary arrangements for procurement, e.g., breathing apparatus, protective clothing;
- Providing assistance to other community departments and agencies and being prepared to take charge of or contribute to non-fire fighting operations if necessary, e.g., rescue, first aid, casualty collection, evacuation;
- Making arrangements to acquire additional communications resources during an emergency;
- Maintaining of log of all actions taken

EOC Secretary:

The EOC Secretary is responsible for:

- Assisting the Emergency Operation Centre participants, as required;
- Ensuring all important decisions made and actions taken by the MECG are recorded;
- Ensuring that maps and status boards are kept up to date;
- Notifying the required support and advisory staff of the emergency, and the location of the Emergency Operations Centre;
- Printing/copying of material, as required;
- Coordinating offers of, and appeals for, volunteers with the support of the RECG;
- Arranging for transportation of human resources to and from site(s);
- Obtaining assistance, if necessary, from Human Resources Development Canada, as well as other governments departments, public and private agencies and volunteer groups.

Emergency Information Officer

The Restoule Emergency Control Group will designate an individual to act as the Emergency Information Officer during an emergency. The Emergency Information Officer is responsible for the dissemination of news and information to the media for the public. A detailed Emergency Information Plan is included in Part H.

Additional (as required) RECG Members:

Ontario Provincial Police Representative

The Ontario Provincial Police Staff Sergeant;

- Activating the emergency notification system by contacting the Chair or REMC;
- Notifying necessary emergency and community services, as required;
- Establishment of a site command post with communications to the EOC and an alternate EOC Standby;
- Depending on the nature of the emergency, assign the Incident Commander and inform the RECG;
- Establishing an ongoing communications link with the senior police official at the scene of the emergency;
- Establishment of an inner perimeter within the emergency area;
- Establishing the outer perimeter in the vicinity of the emergency vehicles and restrict access to all but essential emergency personnel;
- Provide traffic control to facilitate the movement of emergency vehicles;
- Alerting persons endangered by the emergency and coordinating evacuation procedures;
- Ensuring the protection of life and property and the provision of law and order;
- Provide police service in the EOC, evacuee centres, morgues, and other facilities as required;
- Notify the coroner of fatalities;
- Ensuring liaison with other provincial and federal police agencies as required;
- Advising any other external enforcement agencies as law requires, MNR, MECP, ECCC etc.;
- Maintain a personal log of all actions taken

Emergency Medical Services (EMS) Representative

The Emergency Medical Services Representative is responsible for:

- Ensuring emergency medical services at the emergency site
- Depending on the nature of the emergency, assigning the Site Manager and informing the RECG
- Establishing an ongoing communications link with senior EMS official at the scene of the emergency
- Obtaining EMS from other municipalities for support, if required
- Ensuring triage at the site
- Advising the RECG if other means of transportation is required for large scale response
- Liaising with the Ministry of Health and Long Term Care Central Ambulance Communication Centre to ensure balanced emergency coverage is available at all times throughout the community
- Ensuring liaison with the receiving hospitals
- Ensuring liaison with the local hospitals
- Ensuring liaison with the Medical Officer of Health as required

Restoule Provincial Park Superintendent

The Park Superintendent is responsible for:

- Liaising with RECG regarding emergency impacts to the Park;
- Coordinating evacuation of the Park as required in accordance with their emergency plan;
- Advising RECG of any LSB resource requirements (e.g. fire department assistance)
- Provision of emergency communication systems when required, if possible.

Restoule Local Roads Board Representative

The Roads Board Representative is responsible for:

- Liaising with RECG regarding emergency impacts to local roads;
- Coordinating with MTO and contactors in road maintenance matters;
- Advising RECG of any LSB resource requirements (e.g. fire department assistance)

Red Cross

- Ensuring records of human resources and administrative detail, that may involve financial liability, are completed;
- Ensuring that a Volunteer registration Form is completed, when volunteers are involved and a copy of the form is retained for town records;
- Ensuring identification cards are issued to volunteers and temporary employees, where practicable
- Ensuring clothing and personal essentials are available at evacuation centre.
- Registering evacuee at evacuation centre.

Royal Canadian Legion Branch 639

- Upon notification of RECG, activate reception centre
- Assist with proper registration of all evacuees entering
- Ensuring evacuees are supplied with food, beverages

Senior Social Services Representative

The Senior Social Services Representative is responsible for:

- Act as the overall Social Services authority during the emergency
- Contact senior levels of government such as the Ministry of Community and Social Services, as required
- Provide social assistance to any person in need of food, accommodation and clothing due to the emergency situation
- Assist with the opening, operation, direction and supervision of sufficient Emergency Centres as may be required

- Work with the Red Cross or other inquiry system to be established to deal with inquiries from concerned relatives.

Medical Officer of Health

The Medical Officer of Health is responsible for:

- Provide inspection of evacuation centers, make recommendations and initiate remedial action in areas of accommodation standards related to:
 - Overcrowding, sewage and waste disposal
 - Monitoring of water supply, air quality, sanitation
 - Food handling, storage, preparation, distribution and service
- Liaise with local social service agencies on areas of mutual concern regarding public health information in evacuation centers.
- Advise on or order any necessary evacuation, isolation or quarantine measures which must be taken in consultation with other agencies.
- Provide instruction and health information through public service announcements and information networks.
- Issue orders if necessary, to mitigate or eliminate health hazards as per the Health Protection and Promotion Act.
- Provide advice to the public and local healthcare professionals with regard to health consequences of exposure to spills of toxic chemicals.

Utility Representative- Hydro One

Will be responsible for:

- providing timely system and restoration information during a power outage

Support and Advisory Staff

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

Treasurer

The Treasurer is responsible for:

- Providing and securing of equipment and supplies not owned by the LSB;
- Ensuring the prompt payment and settlement of all legitimate invoices and claims incurred during an emergency.
- Maintaining and updating a list of all vendors (including 24-hour contact numbers) who may be required to provide supplies and equipment.

Relationship Between RECG and Emergency Site Manager (ESM):

Depending on the nature of the emergency, and once the ESM has been assigned, the RECG relationship with the ESM is to offer support with equipment, staff and other resources, as required in response to the emergency.

Relationship Between ESM, and Command and Control Structures of Emergency Responders

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

PART 7: EMERGENCY TELECOMMUNICATIONS PLAN

Upon implementation of the Emergency Response Plan, it will be important to ensure that communications are established between the emergency site(s) and the EOC. Also, communications may be required at various locations including evacuation centres, hospitals, and other key responding agencies.

The REMC for the LSB will be responsible to contact the local contacts for further communications as required.

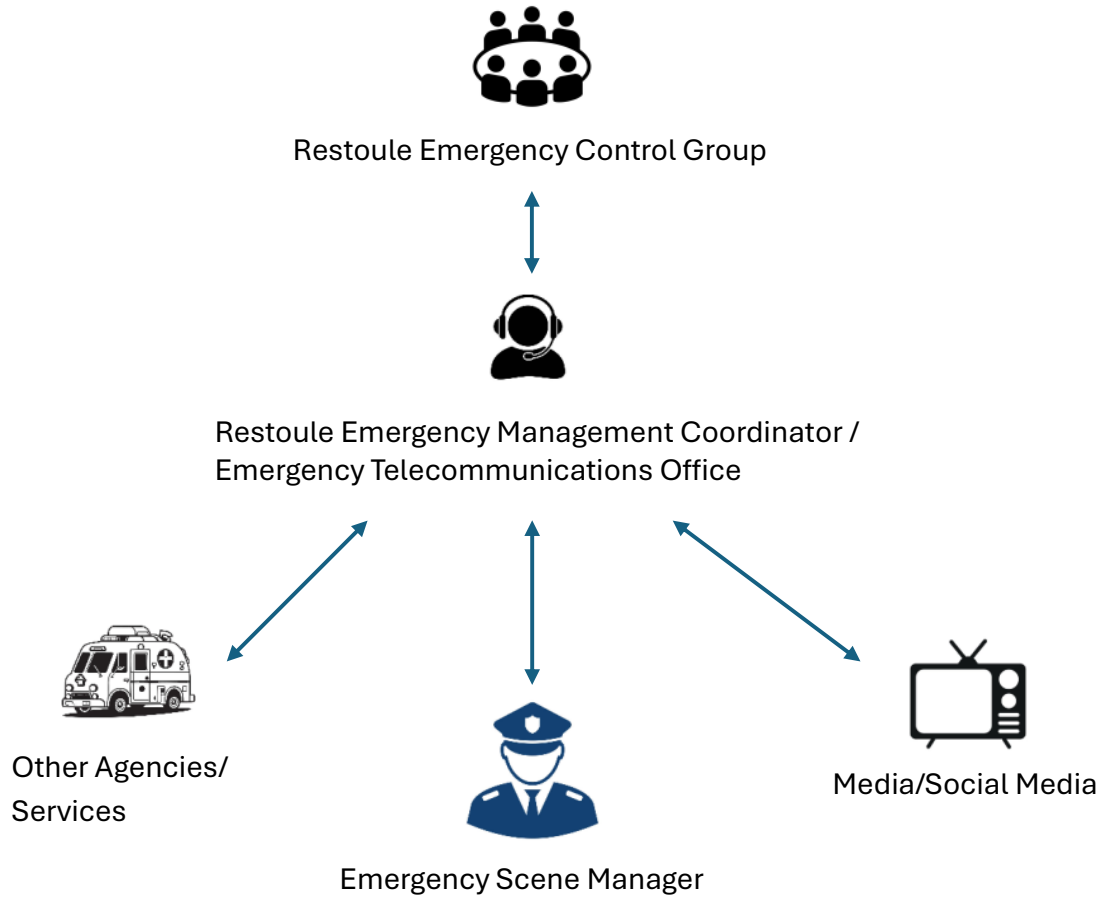
The Emergency Telecommunications Office is located at the Restoule and District Fire Department, 20 Lakeview Road, Restoule, is to be equipped with generator back up power, two-way radios, various phone lines, internet capability, and fax machines (if applicable) with the necessary channels to communicate with police, fire, EMS and other required agencies.

Communications between the EOC and the other responding agencies will be through the Emergency Telecommunications Office and logged appropriately.

Should the LSB lose all telephone communications, pre-arranged communications could be obtained from the Fire Department or MECF which will act as relay between the EOC and the emergency site.

Figure 2

Emergency Communications
Flow Chart



PART 8: EMERGENCY INFORMATION PLAN

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

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

- Emergency Information Officer
- Community Spokesperson

The local Emergency Information Centre (EIC) will be located in the Restoule and District Fire Dept. Station at 20 Lakeview Road.

Depending on the nature of the emergency, it may be necessary to establish a media information area adjacent to the emergency site, as decided by the Restoule Emergency Control Group. This area, if established, will be staffed as determined by the Emergency Information Officer and RECG.

Emergency Information Officer – appointed by RECG

The Emergency Information Officer reports to the REMC and Chair and is responsible for:

- Establishing a communication link with the Community Spokesperson, and any other media coordinator (i.e. provincial, federal, private industry, etc.) involved in the incident, ensuring that all information released to the media and public is timely, full and accurate;
- Ensuring that the EIC is set up and staffed and a site EIC is available, if required;
- Ensuring liaison with the RECG to obtain up-to-date information for media releases, co-ordinate individual interviews and organize press conferences;
- Ensuring that the following are advised of the telephone number of the media centre:
 - Media:
 - Restoule Emergency Control Group;
 - Community Spokesperson
 - Police Public Relations Representative;
 - Neighbouring Communities:
 - Any other appropriate persons, agencies, or businesses.
- Ensuring that the media releases are approved by the RECG prior to dissemination, and distributing hard copies of the media release to the EIC and other key persons handling inquiries from the media;
- Monitoring news coverage, and correcting any erroneous information;
- Maintaining copies of media releases and newspaper articles pertaining to the emergency.
- Maintaining an inventory of community and private sector communications equipment and facilities within the community, which could, in an emergency, be used to augment existing communications systems

Community Spokesperson - Chair

The community spokesperson will be the LSB Chair and when appropriate appointed members of the RECG and is responsible for:

- Giving interviews on behalf of the Local Service Board
- Establishing a communication link and regular liaison with the Emergency Information Officer at the EOC;
- Redirecting all inquiries about decisions made by the RECG and about the emergency as a whole to the Emergency Information Officer;
- Coordinating media photograph sessions at the scene when necessary and appropriate;
- Coordinating on-scene interviews between the emergency services personnel and the media.

Information Mediums

The EIO will contact the following media sources in order to coordinate timely information being communicated to the public;

- Almaguin News
- North Bay Nugget
- Bay Today
- MCTV
- Rogers Radio (CHUR 100.5 FM)
- CKAT-AM 600
- CFCH-FM 90.5
- CKFX-FM 101.9
- CBC

Information will also be posted on the LSB Website and Social Media Pages, and emergency signage in the community.

PART 9: RECOVERY

Ontario offers two programs that provide financial assistance following sudden, unexpected natural disasters:

Disaster Recovery Assistance for Ontarians

This program helps **individuals**, small owner-operated businesses, farms and not-for-profit organizations cover emergency expenses and repair or replace essential property following a natural disaster. It does not apply to costs covered by insurance. [Learn more about Disaster Recovery Assistance for Ontarians.](#)

Critical Incident Stress

Critical Incident Stress counseling [CISM] may be requested through Emergency Management Ontario as required during and after the emergency for mental health disorders, emotional trauma and shock suffered as a result of the emergency.

PART 10: DISTRIBUTION LIST

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PART 11: UPDATES AND AMENDMENTS

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