

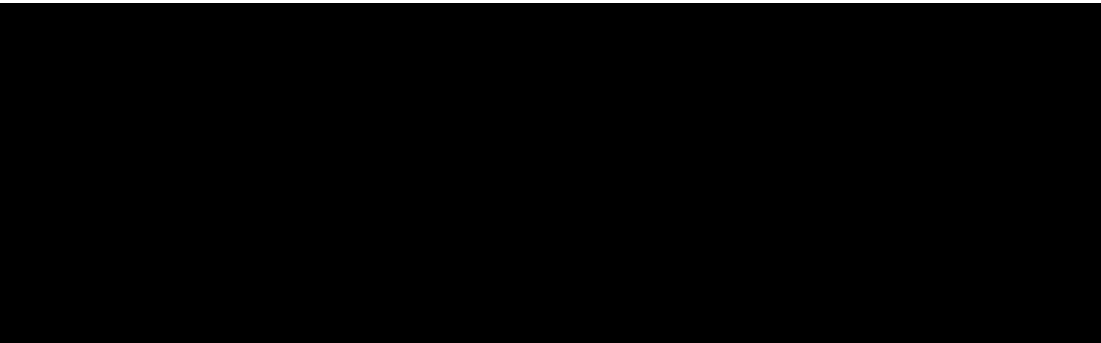
# EMERGENCY PREPAREDNESS PLAN



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**10 October, 2001**  
**Rev. 2 March 2006**  
**Rev. 2 February 2007**  
**Rev. 30 March 2007**  
**Rev. 29 April 2009**  
**Rev. 14 October 2016**  
**Rev. 03 April 2020**

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## **GLOSSARY OF TERMS**

**Contingency:** A power disruption and/or a probable impending power shortage on the local distribution system, which threatens human life, public property or the social and economic well-being of the community in which E.L.K. customers reside.

**Critical Customer:** A critical customer for this plan is considered to be, but not limited to nursing homes, customers on life support, water pumping stations, sewage treatment plants and high rise buildings.

**Mutual Assistance Plan:** A local plan between adjacent municipal utilities for provision of assistance during local emergencies.

**EST:** Energy, Science and Technology

**IESO:** Independent Electricity System Operator

**EMO:** Emergency Measures Ontario

**POC:** Provincial Operations Centre

# **1 EMERGENCY PLANNING ORGINIZATION**

## **1.1 THE EMERGENCY COORDINATOR'S ROLE**

The Emergency Coordinator is responsible for the development and administration of comprehensive and effective emergency response plans. This person shall ensure that adequate attention is given to all aspects of the plan and to the needs of all personnel (within their organization) involved in the plan.

## **1.2 EMERGENCY COORDINATOR'S RESPONSIBILITY**

The Emergency Coordinator position has the general responsibility to:

- Gain an overview of the total situation and assess overall operations;
- Establish priorities and coordinate the overall restoration effort, liaising with and through the communications and system coordinators as identified under 1.6;
- Organize workforces, secure the required outside assistance (staff, transport, work equipment and material) and direct locations which demand the greatest assistance;
- Maintain cellular communication with field operations;
- Provide food and arrange accommodation for the workforces;
- Keep track of individual time sheets, and assign and record transportation of material;
- Provide telephone answering service;
- Oversee vehicle maintenance;
- Obtain and control material;
- Coordinate and communicate with Hydro One's emergency operations.

**\*\* Emergency Number: 1-866-384-4743 +911#**

- Emergency Operations (primary): 705-792-3150
- Emergency Operations (alternate): 416-240-6560

### 1.3 EMERGENCY PLANNING COMMITTEE

The Emergency Coordinator should use people with appropriate expertise as resources in establishing a planning committee appropriate to the size and activities of the company (e.g., representatives from operations; transportation; engineering; public relations; risk management; health, safety and environment; human resources; security; legal).

As a minimum, the Emergency Planning Committee (EPC) will consist of the Emergency Coordinator, Communications Coordinator and the System Coordinator.

It may prove beneficial to utilize expertise outside the company to provide input to the plan (e.g., police, fire, ambulance, municipal emergency planners, medical, utilities, media, consultants).

### 1.4 LEGISLATIVE AND REGULATORY ISSUES

Section 39 of the Electricity Act, 1998 states that the Minister of Energy, may require participants in the competitive Ontario electricity market to prepare and file with the Minister such emergency plans as the Minister considers necessary. A detailed excerpt from this act appears below.

Section 39 (1)                    *"The Minister shall require the IESO to prepare and file with the Minister such emergency plans as the Minister considers necessary."*

Section 39(2)                    *"The Minister may require a market participant to prepare and file with the Minister such emergency plans as the Minister considers necessary."*

Section 39(3)                    *"The IESO shall assist in coordinating the preparation of plans under subsections (1) and (2)."*

Section 39 (4)                    *"The Minister may direct the IESO or a market participant to implement an emergency plan filed under subsection (1) or (2), with such changes as the Minister considers necessary."*

Section 39 (5)                    *"Every generator that owns or operates a nuclear generation facility shall file with the Minister a copy of any emergency plans relating to the facility that are filed with the Canadian Nuclear Safety Commission."*

Section 39 (6)                    *REPEALED: 2004, C. 23, Sched. A, s. 49 (2)*

Market Participant obligations regarding emergency preparedness are specified in the Market Rules Chapter 5 Power System Reliability, Section 11 - *Emergency Preparedness and System Restoration*. Market Participant emergency plans are to be filed with and reviewed by the IESO.

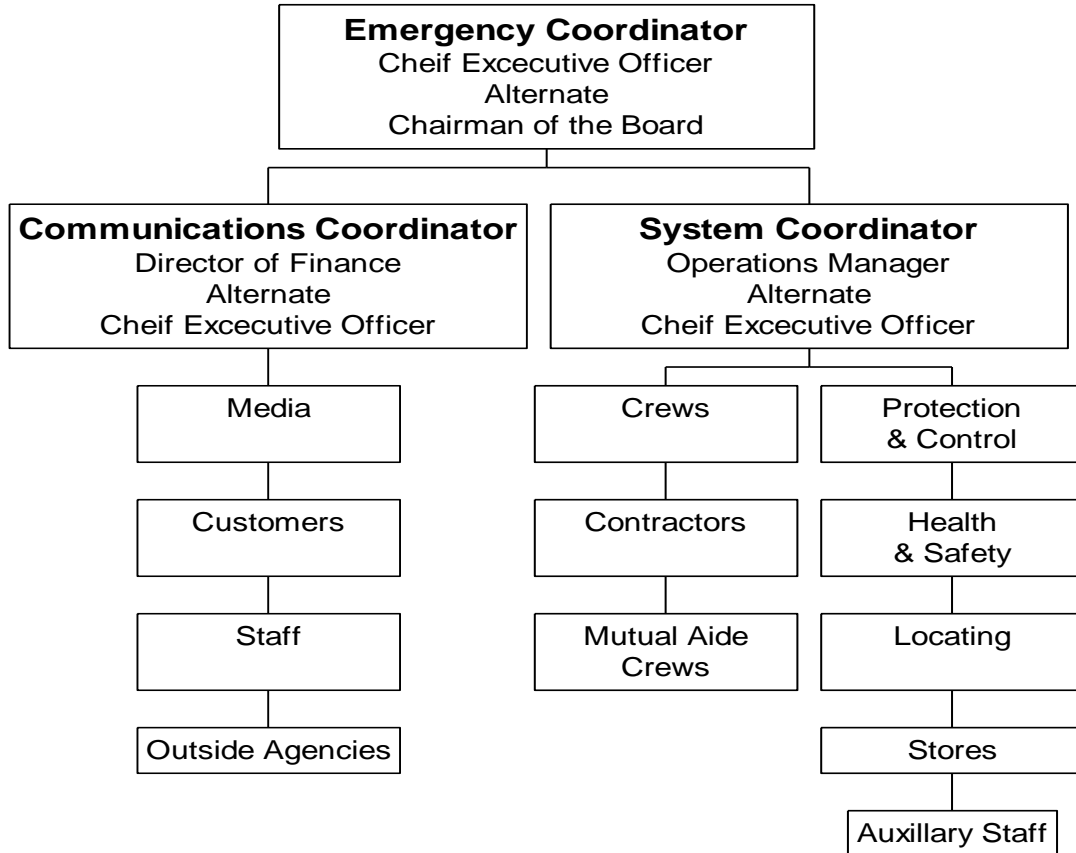
**1.4.1 OPERATING AGREEMENTS**

Agreement between Hydro One & E.L.K. is provided in Appendix 1

**EXTERNAL ORGANIZATIONS**

See the County of Essex Emergency Resources Handbook provided in Appendix 2

**1.6 EMERGENCY RESPONSE ORGANIZATION**



**1.7 RESOURCES**

**1.7.1 NON-UTILITY CONTRACTORS**

MH Electric	Office: (613) 384-7101
Powerline Utility Contractors Inc. Contact: Joe Laforge	Office: (519) 659-2086 Cell: [REDACTED]
Christopher Electric Limited	Office: (519) 344-7419
K-Line Maintenance & Construction Limited	Office: (905) 640-2002 24hrs/day

## 1.7.2 ADDITIONAL CONTACTS

Electricity Distributors Association:

**Telephone:** (647) 332-5300

**Toll Free:** 1-877-262-8593

**Facsimile:** (647) 332-5300

Additional contacts can be found in the County of Essex Emergency Resources Handbook, a copy of which is provided in Appendix 2.

## 1.8 MUTUAL ASSISTANCE PLAN

A complete Mutual Assistance Plan is provided in Appendix 3

## 1.9 COMMUNICATIONS

### 1.9.1 EMPLOYEE CONTACT LIST

Emergency Coordinator Chief Executive Officer Michael Audet	Home: [REDACTED] Cell: [REDACTED]
Alternate Emergency Coordinator Chair of the Board Ron McDermott	Cell: [REDACTED]
Communications Coordinator Director, Finance & Regulatory Affairs Mark Danelon	Home: [REDACTED] Cell: [REDACTED]
Alternate Communications Coordinator Chief Executive Officer Michael Audet	Home: [REDACTED] Cell: [REDACTED]
System Coordinator Operations Manager Norman MacAulay	Cell: [REDACTED]
Alternate System Coordinator Chief Executive Officer Michael Audet	Home: [REDACTED] Cell: [REDACTED]
Sub-Foreman Ken Carther	Home: [REDACTED] Cell: [REDACTED]
Lead Hand Mike Daniels	Home: [REDACTED] Cell: [REDACTED]
Journeyman Power Lineperson Dan Hazael	Home: [REDACTED] Cell: [REDACTED]
Apprentice Power Lineperson Mark Martin	Cell: [REDACTED]
Journeyman Power Lineperson Mark Hamelin	Cell: [REDACTED]
Journeyman Power Lineperson John McLean	Home: [REDACTED] Cell: [REDACTED]



Journeyman Power Lineperson Robert Welzel	Home: [REDACTED] Cell: [REDACTED]
Journeyman Power Lineperson Paul Shepley	Home: [REDACTED] Cell: [REDACTED]
Supervisor, Accounting & Customer Service Cheryl Duncan	Home: [REDACTED] Cell: [REDACTED]
Customer Service Representative Debbie Becigneul	Home: [REDACTED] Cell: [REDACTED]
Customer Service Representative Alessia Garrod	Cell: [REDACTED]
Customer Service Representative Pam Montcalm	Cell : [REDACTED]
E.L.K. Energy Inc.'s Board of Directors	See Appendix 4

### **1.9.2 CUSTOMER NOTIFICATION**

At least once annually a message will appear on the customer electricity statement or E.L.K. social media platform, that in the event of a large-scale power interruption please stay tuned to the local media and E.L.K. social media. Also, this message will be posted on E.L.K.'s web site.

### **1.9.3 MEDIA**

The media will be contacted and informed by telephone, fax, e-mail or social media avenues. Appendix 5 is a sample press release that will be modified for each emergency to best suit the situation.

### **1.9.4 SUPPLIERS**

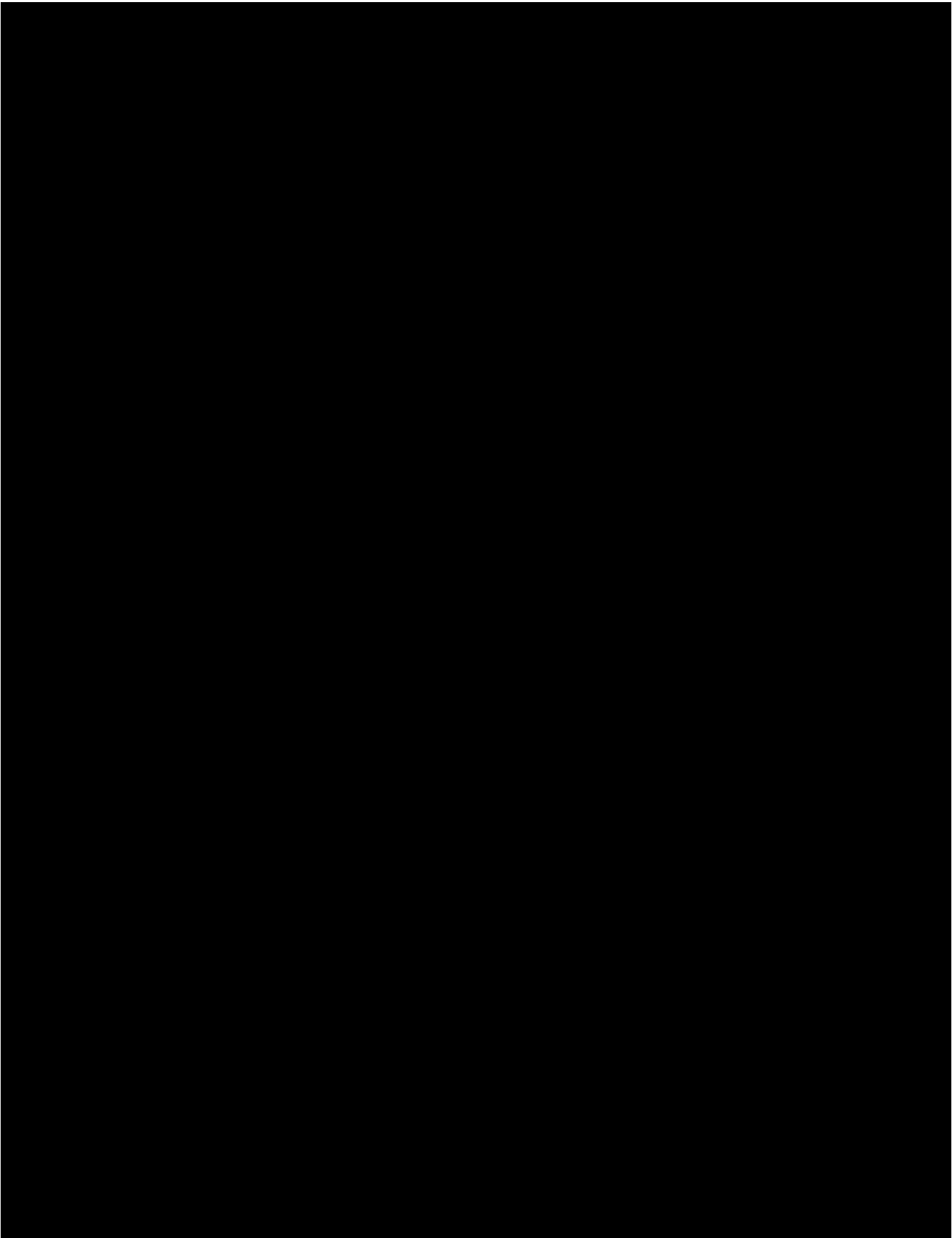
Communication with the suppliers will be handled by telephone, fax, e-mail or social media.

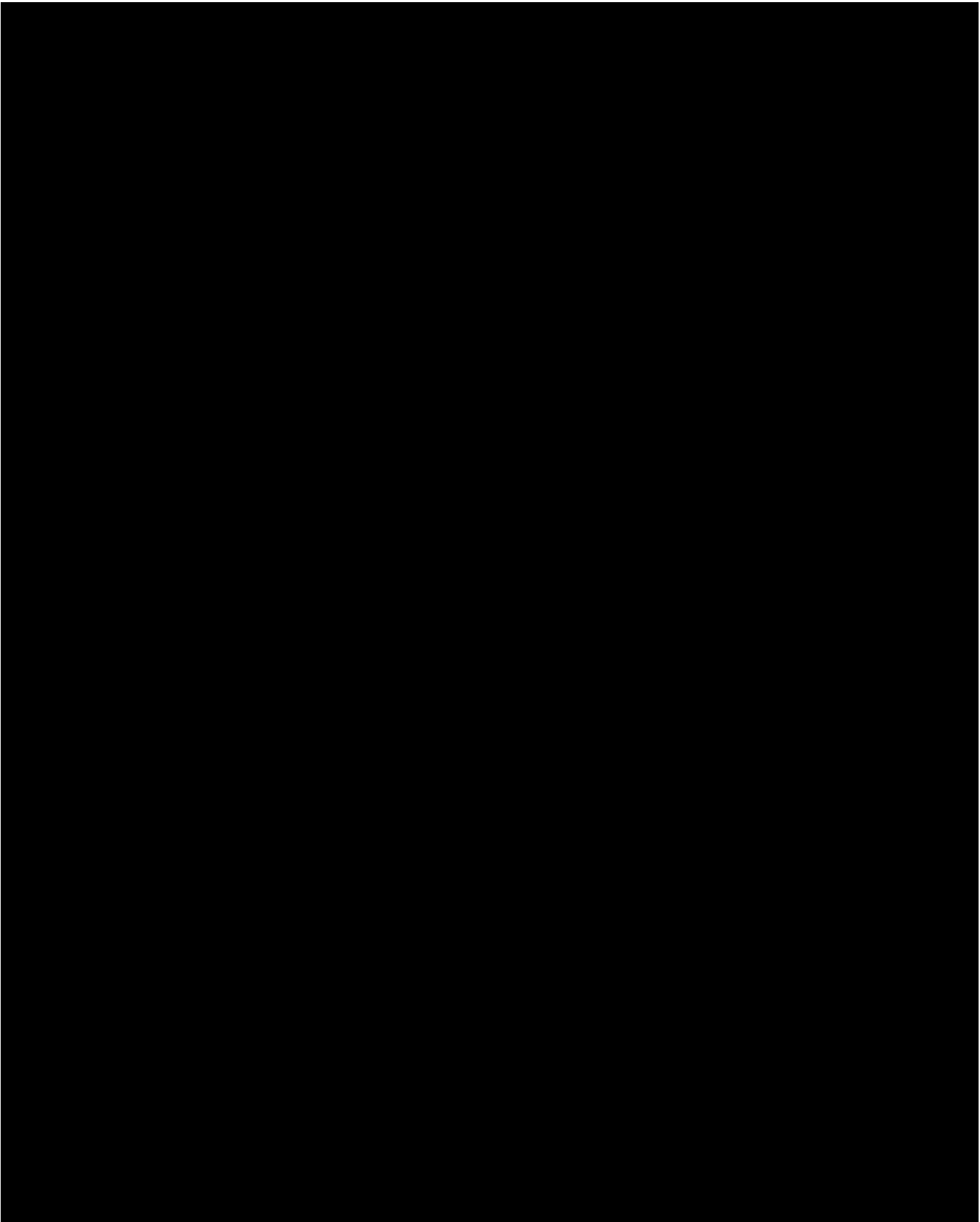
### **1.9.5 GOVERNMENT OFFICIALS AND AGENCIES**

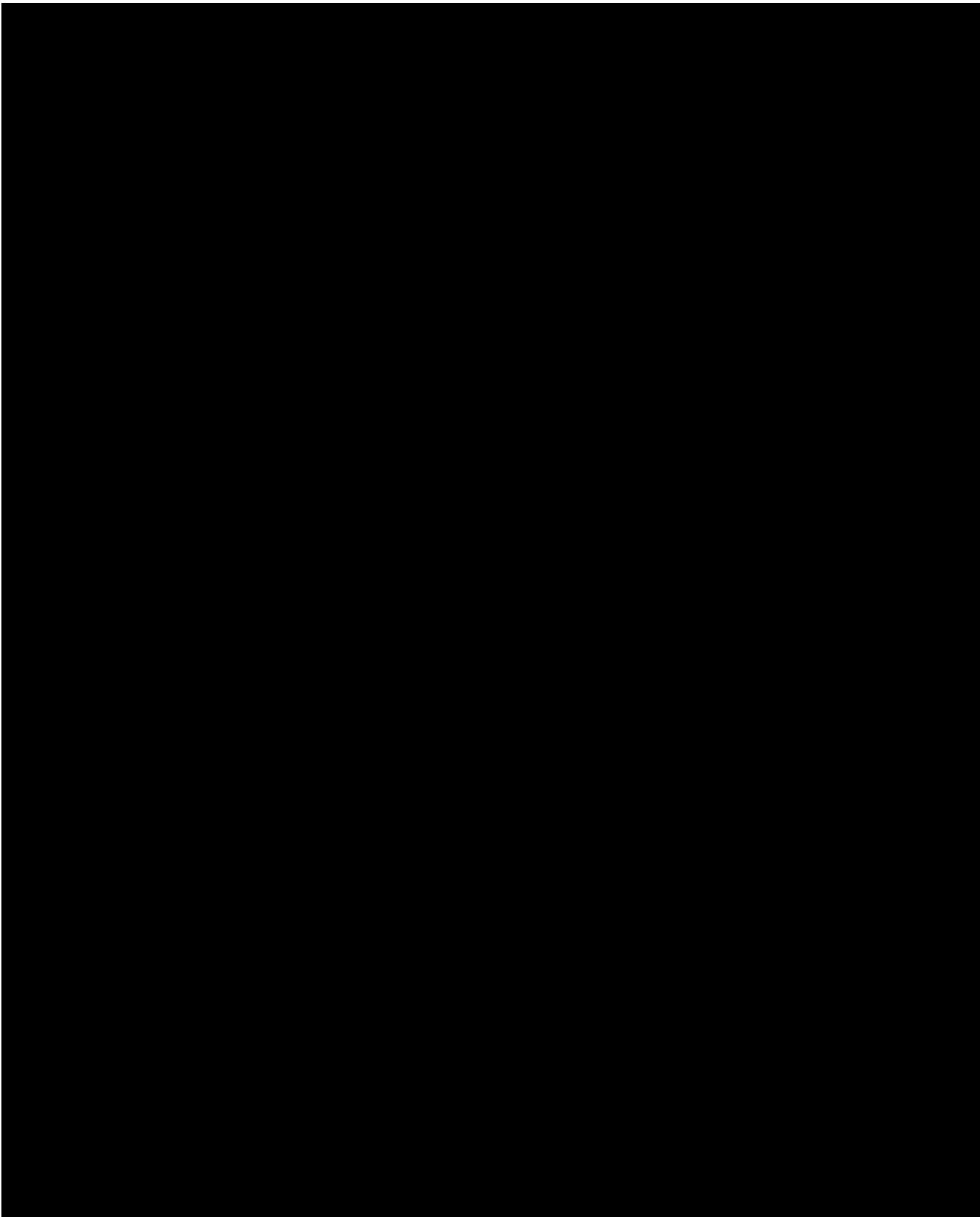
The appropriate government officials and agencies will be kept apprised of the state of the emergency and updated prior to the release of the press release. Contact information for the above is listed in the County of Essex Emergency Resources Handbook provided in Appendix 2.

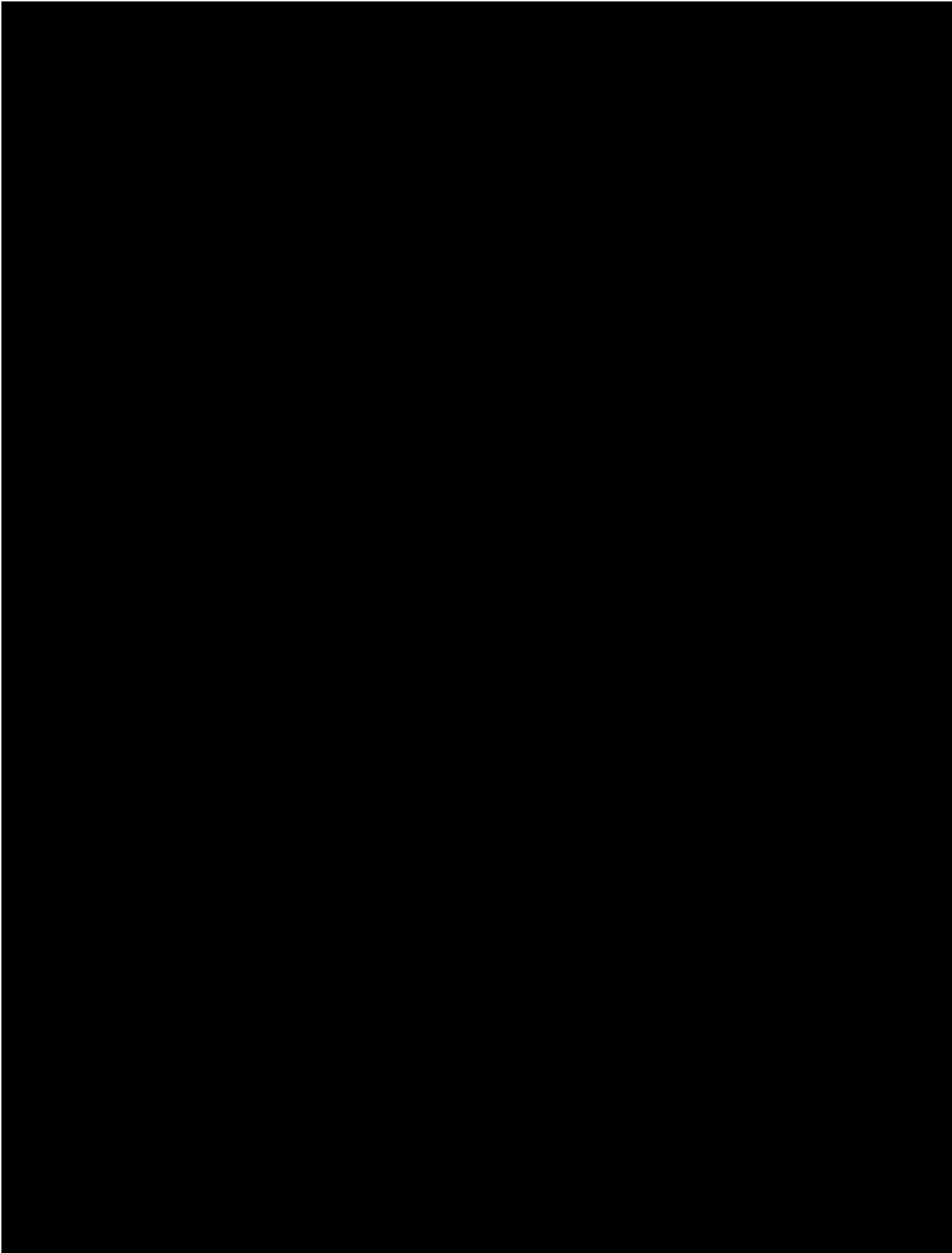
### **1.9.6 BACK-UP COMMUNICATION**

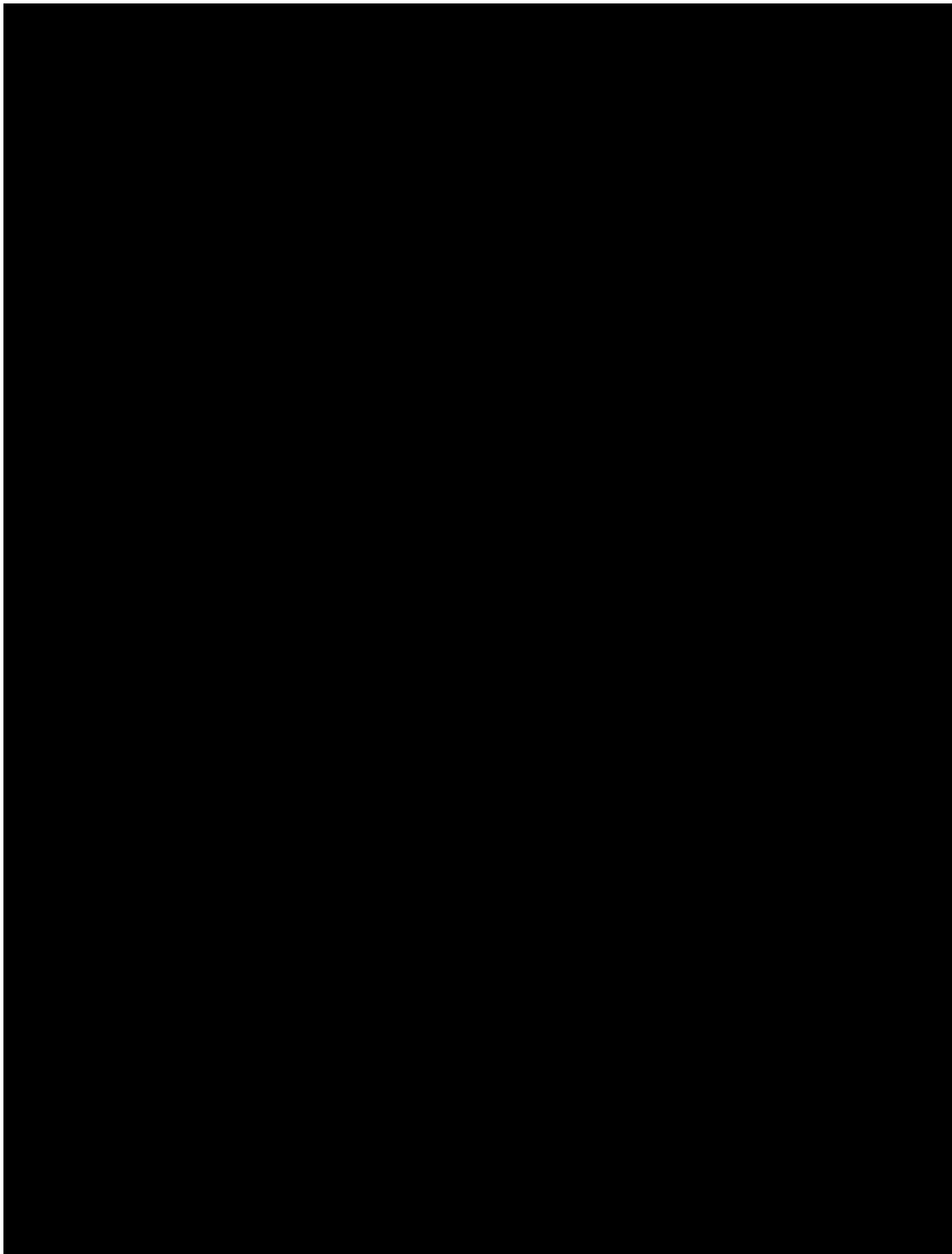
The operations staff possesses company provided cell phones.

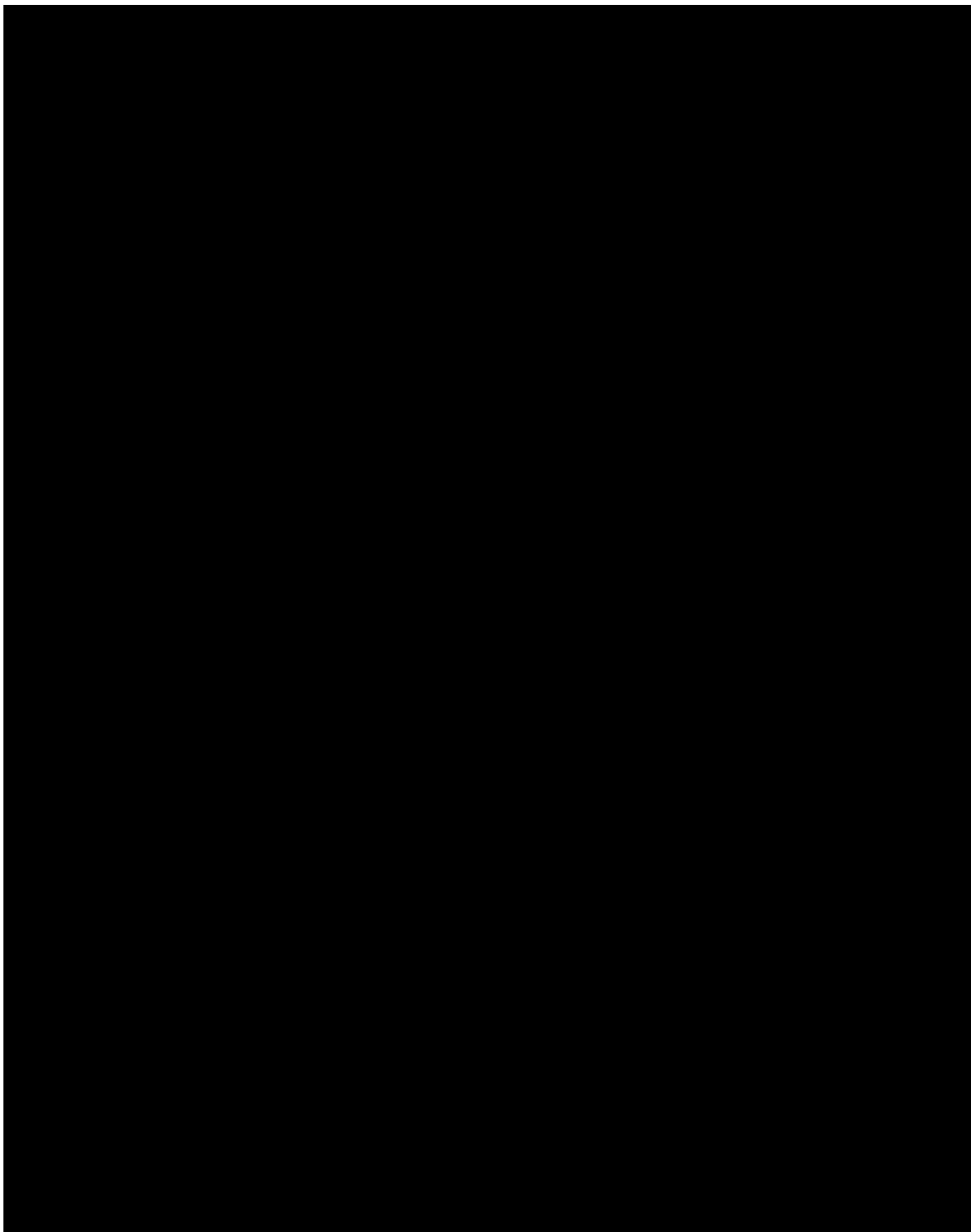














**2.7 TERMINATION OF THE EMERGENCY**

**2.7.1 DECLARATION OF TERMINATION**

Once all critical customers are restored and the remaining customers are restorable within one hour with our own work force the Emergency will be terminated.



## **2.7.2 NOTIFICATION**

Upon the termination of the emergency all staff will be notified, local government will be briefed and notification will be issued to inform the customers.

## **2.7.3 RETURNING TO NORMAL OPERATIONS**

Once all customers are restored E.L.K. will return to normal operating conditions. If the initial emergency was an extended one, the work force will be properly rested and depending on the conditions return to shortened staggered shifts to provide additional recuperation.

## **2.7.4 EMERGENCY RESPONSE REVIEW**

Following the resumption of normal activities a review will be conducted to analyze E.L.K.'s response. Any amendments found to be needed to the Emergency Preparedness Plan will be made.

## **2.7.5 STRESS MANAGEMENT**

Stress management counselling will be available to all personal following the emergency with E.L.K.'s Corporate Assistance Program. Phone: 1 877 455 3561.

# **3 ADMINISTRATION**

## **3.1 REVIEW**

### **3.1.1 ANNUAL REVIEW**

The EPC will conduct a complete review of the EPP and its procedures every 3 years unless an emergency event occurs. Each of the coordinators will review the directly pertinent sections and procedures and provide corrections and changes for consideration. The EPC will ensure that changes and revisions to the plan are consistent with all other elements of the plan.

On completion of the annual review, the EPC make the EPP available to other concerned parties by way of normal public information methods.

### **3.1.2 UPDATES**

The plan will be updated with any revisions deemed necessary after each implementation and or drill to keep the plan as current and effective as possible.

## **3.2 TRAINING**

### **3.2.1 STAFF TRAINING**

The EPC will determine the training requirements for the EPC members and the support staff and establish the schedule.

### **3.3 DRILLS AND EXERCISES**

#### **3.3.1 SCHEDULE**

Drills will be run to train personnel and to test the effectiveness of the Emergency Plan. All staff will be involved in the drill at least once in a five-year period. In an eight-year period all facets of the emergency plan must be exercised. An exercise that tests a significant portion of the emergency response plan once in a five year period shall be run.

E.L.K. is prepared to participate in an Ontario Electricity Emergency Plan exercise.

#### **3.3.2 REVIEW**

Participants of the drill and exercises will be included in a review to help identify shortcomings, assess performance and implement improvements.

The EPC will co-ordinate the schedule of drills and exercises. The schedule will project five years of activity. The EPC will co-ordinate the schedule, scope and objectives of the drill and exercises among the electricity sector market participants and with government agencies. The "Drill and Exercise Manual" provides the outline for the conduct of drills and exercises.

#### **3.4.3 CRITIQUES**

The "Drill and Exercise Manual" establishes a critique process. The purpose of the critique is to affirm the elements of the plan that have worked correctly, and to identify plan deficiencies. The critique process will include an oral peer review of events by the participants soon after the conclusion of the drill or exercise and a written summary and report documenting the oral review and presenting the findings of the evaluators.