

# TOWN OF GEORGINA



**TOWN OF  
GEORGINA**

# EMERGENCY PLAN

Authorized by:

*The Emergency Management & Civil Protection Act R.S.O. 1990*

Volume 3 Chapter E9

AND

The Corporation of the Town of Georgina

**By-Law Number 2019-0034(FI-3), as amended.**

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## **PART 1 INTRODUCTION**

### **1.1 Aim**

The aim of the Town of Georgina's Emergency Plan is to establish a plan of action to provide the efficient and effective deployment of services and resources in the event of a major emergency; to protect and preserve the health, safety and welfare of the residents and visitors of the Town of Georgina; limit or prevent damage and destruction of property, infrastructure and the environment and restore essential services in the most timely manner.

This document has been prepared in order to provide key officials, agencies and departments within the Town of Georgina with an overview of their collective and individual responsibilities during a potential, imminent or actual emergency.

All members of Council and the Senior Management Team, and/or their alternates of the Town of Georgina must be fully conversant with the contents of this plan and be prepared at all times to carry out the duties and responsibilities allotted to them.

The Emergency Plan enables a centralized, controlled and coordinated response to major emergencies in the Town of Georgina, and meets the legislated requirements of the *Emergency Management and Civil Protection Act*.

### **1.2 Authority**

The *Emergency Management and Civil Protection Act (EMCPA)*, requires each municipality in Ontario to develop and establish, by By-law, an Emergency Management Program that consists of:

- An emergency plan;
- 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;
- Public education on risks to public safety public emergency preparedness; and
- Any other elements required by the standards for emergency management programs.

Specifically, an emergency plan shall:

- Assign responsibilities to municipal employees, by position, respecting implementation of the emergency plan; and
- Set out the procedures for notifying members of the Emergency Control Group (ECG) of the emergency.

The *EMCPA* further states that:

- *[The] Head of Council of a Municipality may declare that an emergency exists in the Municipality or in any part thereof and may take such action and may make such orders as he/she considers necessary and are not contrary to law to implement the emergency plan of the Municipality and to protect the property, health, safety and welfare of the inhabitants of the emergency area.*

As required by the *EMCPA*, the Town of Georgina's Emergency Plan has been:

- Issued under the authority of the Town of Georgina By-law Number 2019-0034(FI-3); and
- Filed with Emergency Management Ontario, Ministry of Community Safety and Correctional Services.

### **1.3 What is an Emergency?**

The *EMCPA* 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.*

These situations could threaten public safety, public health, the environment, property, critical infrastructure and economic stability.

Whenever an emergency occurs which affects the lives and property of citizens, the initial and prime responsibility for providing immediate assistance rests with the local municipal government. This plan is designed to ensure the coordination of municipal, other levels of government and volunteer services in an emergency to bring the situation under control as quickly as possible.

It is realized that it may not be possible to follow procedures exactly as presented and that it might prove necessary to modify arrangements to suit particular circumstances. However, the procedures should be followed as closely as possible.

### **1.4 Community Hazard Analysis**

The Town of Georgina has completed the Hazard Identification Risk Assessment (HIRA) developed by Emergency Management Ontario (EMO). The most potential community hazards within the Town of Georgina are weather related and are listed below.

- Transportation
- Severe summer storm with heavy rainfall resulting in flooding
- Energy emergency (supply)

- Cyber attack
- Ice storm
- Human Health Emergency (emerging infectious diseases and respiratory outbreaks)
- Tornado/Windstorm
- Critical Infrastructure

### **1.5 Conceptual Response**

Although the Emergency Plan is very comprehensive and lists the key steps and anticipated responsibilities to be fulfilled in most situations, it cannot predict and address every possible disaster scenario. The concepts and principles of emergency management, however, can be applied to all incidents in order to support a controlled and coordinated emergency response.

## **PART 2 IMPLEMENTATION, ACTIVATION AND EMERGENCY NOTIFICATION PROCEDURE**

### **2.1 Implementation of the Emergency Plan**

This Plan may be implemented in whole or in part, as soon as an emergency occurs or is expected to occur, which is considered to be of such magnitude as to warrant implementation of the Plan.

When an emergency exists but has not yet been declared, initial responders such as Fire, Police, Ambulance, Roads and Operations services may take such action(s) under this Plan as may be required to protect lives and property, i.e. evacuating an area.

### **2.2 Activation of the Plan**

The decision to implement the Plan shall be made by the Chief Administrative Officer (CAO) or Acting Designate. A request to activate the Plan may be made by a member of the Emergency Control Group (ECG) or a responding agency.

By the nature of the emergency, some Emergency Control Group members may be aware of the events prior to the activation of the Plan.

### **2.3 Emergency Notification Procedure**

The emergency alerting calls will be made to the appropriate ECG members as determined by the CAO. Contact information for ECG members and Agencies are listed in Confidential Appendix "A".

The Emergency Notification Procedure is outlined in Confidential Appendix "A".

Upon being notified that an emergency exists, it is the responsibility of all ECG officials to notify their staff and report to the designated Emergency Operations Centre, if required.

Information provided shall include one of the following conditions:

#### **Standby Alert Activation**

The Emergency Control Group has been placed on standby alert and **may be requested to assemble** at any time. However, should it be determined by the Chief Administrative Officer that the standby alert is cancelled, the Emergency Control Group shall be notified.

## **High Alert Activation**

The Emergency Control Group **has been requested to assemble** in the Emergency Operations Centre. Identify whether the primary or alternate EOC location is to be used.

Refer to Confidential Appendix “C” Emergency Operations Centre for additional information.

## **Staff Notification**

Once notified of an emergency, all Emergency Control Group (ECG) members will proceed immediately to the designated Emergency Operations Centre.

Each member of the ECG is responsible for notifying his/her departmental employees. Alternates and staff with designated emergency response duties may be instructed to:

- Remain at his/her location;
- Be placed on emergency standby; or
- Report to a designated EOC, or specific location.

## **Activation Levels**

- Small Event
  - Minimum Staffing
- Moderate Event
  - Management Team
- Large Event
  - Fully staffed for 24/7 potential

## **PART 3 DECLARATION/TERMINATION OF AN EMERGENCY**

### **3.1 Action Prior to Declaration**

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

### **3.2 Declaration of a Municipal Emergency**

The Head of Council or designate may declare that an emergency exists within the boundaries of the Town of Georgina and may take such action and make such orders as he/she considers necessary and are not contrary to law to implement the Emergency Plan of the municipality. In exercising these powers, the Head of Council shall be advised by the members of the Emergency Control Group.

An emergency declaration grants the Town of Georgina the power to protect volunteer emergency workers under the provisions of the *Workplace Safety and Insurance Act*. By registering each volunteer participating in a "Declared Emergency", volunteers are then considered "Town Workers" and protected under the provisions of the WSIB. If an emergency situation requires the extensive use of volunteers, an emergency declaration will protect only those volunteers who are registered.

Upon declaration of an emergency the Head of Council shall notify the Solicitor General, Emergency Management Ontario (EMO), Minister of Community Safety and Correction Services (MCSCS), and the Office of the Fire Marshal and Emergency Management (OFMEM). OFMEM can be contacted 24 hours through the Provincial Emergency Operations Centre Duty Officer. *Refer to Confidential Appendix "C" for the Declaration of Emergency Form and the appropriate contact numbers.*

Upon such declaration, the Head of Council will also notify:

- (a) Members of Council for the Town of Georgina;
- (b) The Regional Chair;
- (c) The public via the media;
- (d) Neighbouring municipal officials, as required;
- (e) Local MP and MPP; and,
- (f) York Region Manager of Emergency Management (CEMC).

In the event of such a declaration, any or all of the following actions may be taken:

- (a) Evacuation of those buildings within the "Affected Area" which are considered dangerous or in which the occupants are considered to be in danger from some other source;

- (b) Dispersal of groups of people not directly connected with the operations who, by their presence, are considered to be in danger, or whose presence hinders in any way the efficient functioning of the operation;
- (c) Discontinuation of any services without reference to any other consumer in the municipality, where, on the advice of the Emergency Control Group, continuation of such a service constitutes a public hazard within the "Affected Area";
- (d) Arrangements for the accommodation and maintenance, on a temporary basis, of any residents who are in need of assistance due to displacement as a result of the emergency;
- (e) The deployment of any municipal equipment and personnel including, subject to approval by the Regional authorities, all equipment held by the Region which is required;
- (f) The Head of Council may request assistance from the Regional Municipality of York by contacting the Regional Chair.

### **3.3 Precedence of Emergency Plans**

As required by the *Emergency Management and Civil Protection Act*, the Municipal Emergency Plan of each of the area municipalities shall be consistent with the Regional Emergency Plan. In the event that the Region declares an emergency subsequent to an emergency having been declared by one or more of the area municipalities, and there are inconsistencies between the Municipal Emergency Plan and the Regional Emergency Plan, the Regional Emergency Plan shall take precedence.

### **3.4 Request for Assistance**

Assistance may be requested from neighbouring municipalities, the Region of York, the Province of Ontario and the Federal Government (Military Aid to the Civil Authority). Assistance may be requested from the Province of Ontario at any time without any loss of control or authority. Such a request can be made by contacting the Provincial Emergency Operations Centre Duty Officer (24 hours). *Refer to Confidential Appendix "G" for the appropriate contact numbers.*

### **3.5 Termination of Emergency**

A Municipal Emergency may be declared terminated at any time by:

- (a) The Mayor or Deputy Mayor or designate;
- (b) The Municipal Council for the Town of Georgina, or
- (c) The Premier of Ontario.

Upon termination of a Municipal Emergency the Mayor will notify:

- (a) Minister of Community Safety and Correction Services (MCSCS) and the Office of the Fire Marshal and Emergency Management (OFMEM);
- (b) Members of Council for the Town of Georgina;
- (c) The Regional Chair;
- (d) The public via the media;
- (e) Neighbouring municipal officials, as required;
- (f) Local MP and MPP; and,
- (g) York Region Manager of Emergency Management.

*Refer to Confidential Appendix "C" for the Termination of Emergency Form and the appropriate contact numbers.*

## **PART 4 EMERGENCY OPERATIONS CENTRES**

An Emergency Operations Centre (EOC) is the central facility or headquarters, from which the Emergency Control Group directs, coordinates, communicates and supports emergency operations within the municipality's jurisdiction. The Town of Georgina's primary EOC is equipped with a back-up power generator, telephones, maps, directories, radio communications equipment and various supplies. Upon notification, the ECG will assemble at the designated EOC location.

### **4.1 EOC Activation**

The primary EOC is well equipped and is fully functional on demand. An alternate EOC site has also been designated. In these situations, the ECG members are responsible, on arrival, to assist as required in setting up the EOC and making it operational. Pending the arrival of the Chief Administrative Officer (or designate), the first senior official to arrive shall exercise control in establishing a functioning EOC and in assessing the situation.

*Refer to Confidential Appendix "C" Emergency Operations Centre for EOC locations and additional information.*

### **4.2 Concept of EOC Operations**

During an emergency, the Emergency Control Group will assemble at the EOC. In consultation with the Emergency Control Group, EOC Director will appoint a Site Incident Commander (see PART 7), to coordinate the response effort at the emergency site. The ECG will act in support of the Incident Commander. The ECG may also invite support/advisory staff to assist at the Emergency Operations Centre.

Incident Management System (IMS) is now being implemented in numerous EOCs across York Region as a Crisis Management Command and Control System. Our EOC will coordinate with the major command and control components of the IMS including Command, Operations, Planning, Logistics and Finance & Administration.

### **4.3 Operations Cycle**

The Operations Cycle can be described as the period of time required to develop, implement and evaluate the incident action plan established to address the emergency situation. The time period will vary for each emergency and is generally established based on the severity and the need to accelerate the decision making process.

The Operation Cycle has three main segments:

- 1 - Planning: the time required to assess the situation and develop the incident action plan.
- 2 - Action: the time necessary to implement the plan, evaluate the results and support the emergency response.

3 - Reporting: the Operations Cycle meeting where the Emergency Control Group reports on the status of the emergency, the validity of the current plan, any new strategy required, identifies any issues requiring resolution and the communications strategy.

As a result of the reporting segment, a new incident action plan is developed for the next operations cycle period.

#### **4.4 Operations Cycle Meeting**

It is essential that the Section Leads meet on a regular basis to share information, identify actions and set priorities within the Incident Action Planning (IAP) process. These meetings are scheduled by the EOC Director on a regular rotation, allowing time between meetings for the Section Leads to deal with their individual responsibilities, complete “action items” and gather information for the next meeting. This meeting schedule is called the “Operations Cycle”. Operations Cycle meetings are ideally held away from the main EOC room where work may need to continue in the management of the emergency.

When the Section Leads meet according to the Operations Cycle, there will be no interruptions (unless urgent) until the meeting is concluded. When a meeting commences, all Section Leads will come to the table and each member will briefly update the group on the actions of their respective area, identifying issues needing resolution and seeking input from the group as a whole with the EOC Director or designate chairing each meeting. Meetings serve as an opportunity for updates and provide a forum for discussion between the Section Leads as a whole. All Section Leads must be present at each meeting to hear reports from, and give reports to the group as a whole.

During the Operations Cycle meetings, all members will provide advice and make recommendations as required. When decisions are made, all members must collectively support the decisions, whether opposed to those decisions at the discussion level or not. Operations Cycle meetings serve as the essential forum for group decision making, keeping all group members up to date regarding the actions of each area, and the emergency situation as a whole.

The EOC Director or designate will appoint a recording secretary to record the decisions of the Section Leads, any specific actions to be taken and who will be responsible for those action items. The action items list will be maintained and reviewed/ revised at each Operations Cycle meeting. Specific actions items may also be posted on an “Emergency Events” log.

At the conclusion of the Operations Cycle meeting, the EOC Director or designate shall update and brief the EOC staff as required and identify any action items that require follow-up by any specific members.

Note: It is important for the flow of information and decision making, that the Section Leads be aware of any other Operations Cycle meetings that may be occurring within other groups or levels of government. The Liaison Officer can assist with this.

#### **4.5 EOC Communications**

Communications from the EOC to the emergency site and from the EOC to various outside agencies is essential to the effectiveness of the Emergency Plan.

#### **4.6 EOC Security**

The EOC is a secure site. Only those members of the Emergency Control Group or designate shall be allowed access to the EOC.

The following identifications are recognized by the Town of Georgina as acceptable for EOC admission:

- Town of Georgina issued employee photo identification;
- York Region Police issued identification;
- York Region issued employee photo identification;
- Appropriate outside agency photo identification.

## **PART 5 EMERGENCY RESPONSE – ORGANIZATIONAL STRUCTURE**

### **5.1 Incident Management System (IMS)**

The Incident Management System (IMS) consists of staff, procedures, equipment, facilities, and communications operating within a structure designed to manage the emergency. Authority is based on a top-down approach, originating at the Town of Georgina’s Emergency Operations Centre.

IMS is endorsed by Office of the Fire Marshal and Emergency Management (OFMEM) and is used by the Regional Municipality of York and other Local Municipalities.

The benefits of using IMS include: enhanced technical and functional interoperability; integrated communications; and standard terminology.

IMS consists of five key functions:

1. Command
2. Operations
3. Planning
4. Logistics
5. Finance/Administration

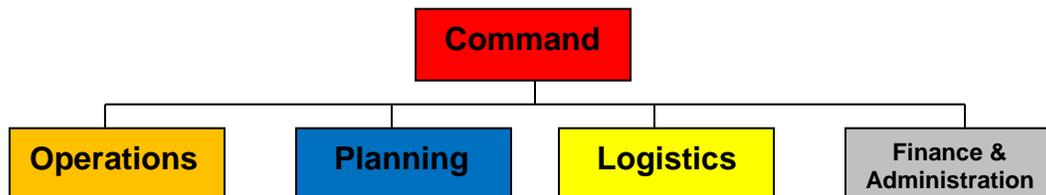


Figure 1: The five functions of the Incident Management System.

During the implementation of the IMS, some staff may be required to work within the functional sections and may assume a role different from their day-to-day work. This may require temporary changes in their reporting structure.

The **Command Group** with four Functional Sections (**Operations, Planning, Logistics and Finance/Administration**) forms the organizational structure and can be activated as required.

The four functional sections will be lead by a “Section Chief”, designated by the EOC Director. Each functional section can establish sub-sections as required. The specific organizational structure established for an emergency will depend both on the nature and resources required for managing the incident. Structures may vary from one emergency to another.

### **Common Identification**

The following identifying colours for specific functions should be used, as a minimum, by the Sections Chiefs

Green		-	EOC Director
Red		-	Command Staff
Orange		-	Operations
Blue		-	Planning
Yellow		-	Logistics
Grey		-	Finance/Administration

Identification may take the form of a vest, armband or other identifier as determined by the EOC Director. These identifiers do not preclude any personnel from wearing their agency’s insignia or uniform.

### **5.2 Purpose/IMS Model**

The IMS is an expansion of the Town’s emergency management response to mitigate and resolve an extra-ordinary event or emergency. The IMS has been designed as a generic system that is applicable to all types of incidents managed by the ECG.

During the implementation of the IMS, some staff may be required to work within the functional groups and may assume a role different from their day-to-day work. This may require temporary changes in their reporting schedule.

Staff may be required to utilize (and fill out) a variety of forms/logs depending upon their roles and responsibilities.

### **5.3 IMS Organizational Structure**

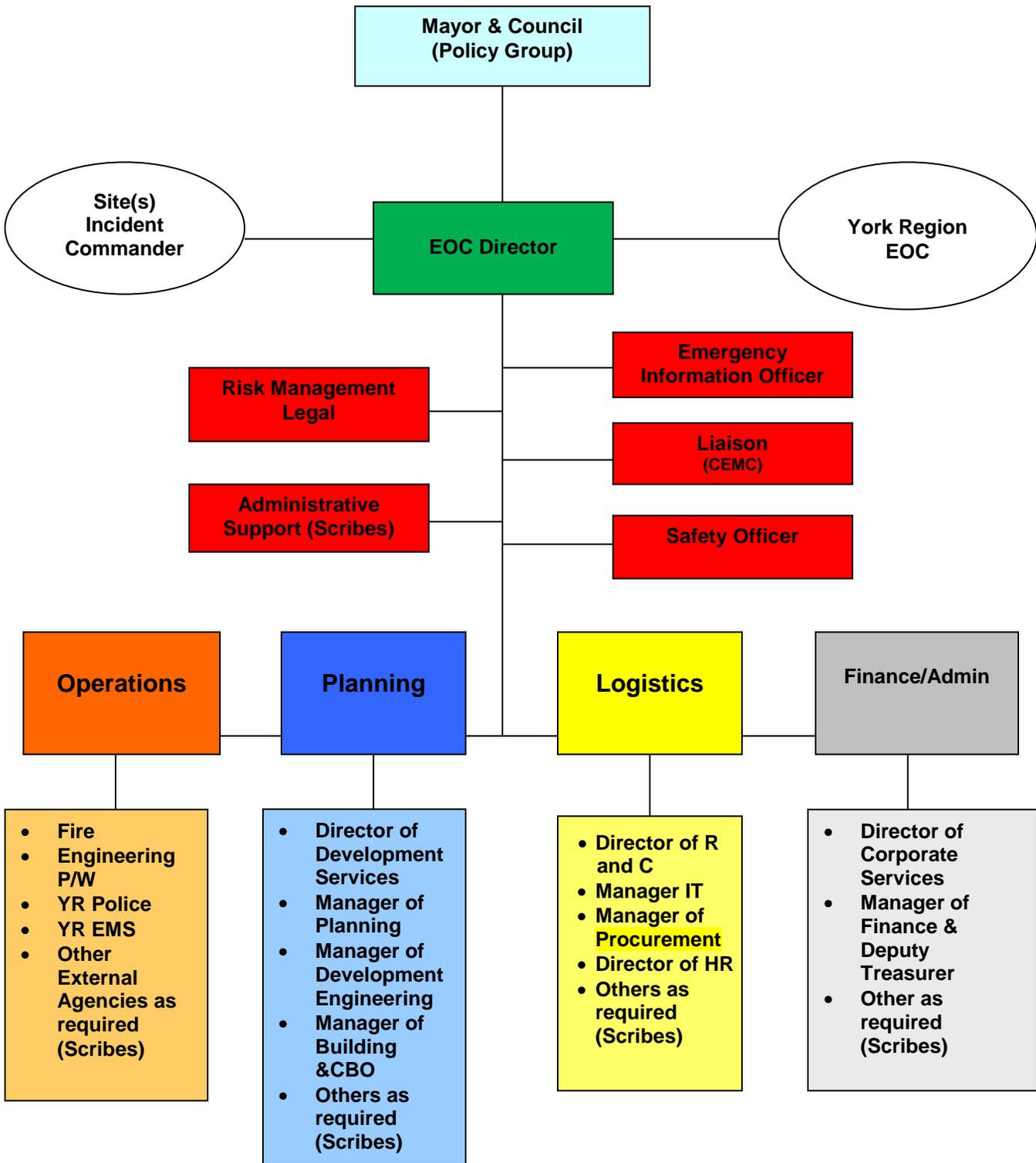
Emergencies require an organized and coordinated response. In these situations, designated Emergency Control Group (ECG) staff members will assemble at the Emergency Operations Centre (EOC) for the purpose of providing emergency response support or making emergency response decisions depending on the nature and magnitude of the emergency.

In particular, they are responsible for providing the essential services necessary to minimize the effects of the emergency on the organization and community. They may also be called to make policy decisions related to the resolution of the emergency and its impacts.

Once the decision has been made to activate the EOC, care must be taken not to interfere with detailed control at the operational levels, as changing control during response to an incident can create unnecessary problems. It must be understood that the role of the ECG in most situations is to coordinate and organize emergency provision of resources to support the incident.

The Incident Management System (IMS) may be set-up in whole or in part by the ECG as a means to support the response and mitigate the incident as soon as possible. The ECG may function with only a limited number of members present, depending upon the nature of the emergency and the availability of members. The members of the ECG may also be assigned into shifts if required.

# EOC Organization Chart



## **PART 6 EMERGENCY MANAGEMENT PROGRAM COMMITTEE (EMPC) and EMERGENCY CONTROL GROUP (ECG)**

### **6.1 General**

The ECG shall be responsible for directing all actions required for the safety of the public and for control of an emergency situation.

The Group will assemble at the primary Emergency Operations Centre (EOC) unless directed otherwise. If this location cannot be used, the alternate EOC will be used or another site as selected by the ECG. Some members may proceed to the scene of the emergency if the Group considers that this would assist in establishing control more rapidly.

Information on the situation will be collected and all official directions and communications shall be issued from the EOC through the Mayor, and/or his/her designate by the Emergency Information Officer.

Other personnel may be added to this group as the need arises. For instance, circumstances might require the addition of representatives from the OPP, School Boards, Conservation Authorities, Bell Canada, Railways or other specialist o

### **6.2 Emergency Management Program Committee**

It is recommended that every municipality have an Emergency Management Program Committee (EMPC). The EMPC is a smaller version of the Emergency Operations Group. Members of the committee include the CEMC, a senior municipal official appointed by Council (Mayor); Deputy Fire Chief; Manager of Communications; Manager of Information and Technology; Director of Operations & Infrastructure and such other persons that may be appointed or as directed by the CAO (EOC Director).

The EMPC advises Council on the development and implementation of the Town's emergency management program and conducts an annual review of the Town's emergency management program with recommendations to Council for its revision, if necessary.

### **6.3 Emergency Control Group Members**

Ontario Regulation 380/04 requires all municipalities to have a municipal control group to direct the respective municipalities' response in an emergency, including the implementation of the municipality's emergency plan, and the development of procedures to govern its responsibilities in an emergency.

The following is an overview of the ECG when assembled in the EOC: (Note: Positions are filled on an as required basis and rotated when operating 24/7)

### **Command**

- Mayor
- Chief Administrative Officer (EOC Director)
- Legal (Town Solicitor – if required)
- CEMC Liaison Officer
- Safety Officer
- Information (Emergency Information Officer)
- Administrative Support

### **Operations**

- Director of Emergency Services / Fire Chief
- Director of Operations and Infrastructure
- York Regional Police
- York Region Paramedic and Senior Services
- External Agencies/Utilities (as required)

### **Planning**

- Director of Development Services
- Manager of Planning
- Manager of Development Engineering
- Manager of Building/Chief Building Official
- Others as required

### **Logistics**

- Director of Recreation and Culture
- Manager of Procurement
- Manager of Information Technology Services
- Manager Director of Human Resources
- Others as required

### **Finance & Administration**

- Director of Corporate Services
- Manager of Finance/Deputy Treasurer
- Others as required

For greater certainty, whenever a position is identified in the Emergency Plan it shall be understood to include the position's designate, alternate or other qualified staff person as appointed by Council. Further, positions may be assigned to other sections as deemed necessary by the EOC Director.

## **6.4 Emergency Control Group Responsibilities**

The primary responsibilities of the ECG are to implement the Emergency Plan during emergency operations and to provide advice and assistance to the Mayor in the carrying out of the duties under the Emergency Plan.

During emergency operations, the ECG is constituted and responsible for directing and controlling all emergency operations and providing the personnel and resources needed by the Emergency Site Incident Commander to effectively manage the emergency.

The Emergency Control Group responsibilities on a strategic level are as follows:

- Preservation of Life
- Protect Property
- Protect the Environment

During an emergency, the Emergency Control Group will be responsible for the following activities:

- (a) Call out and mobilize their emergency services, agencies and equipment.
- (b) Provide required support for on-site emergency workers during and post incident.
- (c) Coordinate and direct their services and ensure that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law.
- (d) Take such action and make such orders as deemed necessary and are not contrary to law to implement the Emergency Plan and to protect property and the health, safety and welfare of the inhabitants of the emergency area.
- (e) Determine if the location of the Emergency Operations Centre and composition of the Emergency Control Group are appropriate.
- (f) Advise the Mayor as to whether the declaration of a municipal emergency is recommended.
- (g) Advise the Mayor as to the need to designate any area in the municipality as an "Emergency Area".
- (h) Appoint or confirm that an Emergency Site Incident Commander has been appointed.
- (i) Coordinate with York Regional Police the evacuation of inhabitants considered to be in danger.

- (j) Discontinue utilities or services provided by public or private concerns, i.e. Hydro, water, gas, closing down a shopping plaza.
- (k) Arrange for services and equipment from local agencies not under Municipal or Regional control, i.e. private contractors, volunteer agencies, service clubs.
- (l) Notify and/or request assistance from and/or liaison with various levels of government and any public or private agencies not under Regional or Municipal control as considered necessary.
- (m) Provide administrative and logistical support for any services outside the municipality, which may become involved, if required.
- (n) Provide support to the Medical Officer of Health and the Coroner, as required.
- (o) Determine if volunteers are required and if appeals for volunteers are warranted.
- (p) Determine if additional transport is required for evacuation or transport of persons and/or supplies.
- (q) Ensure that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer and Citizens Inquiry Supervisor, for dissemination, to the media and public.
- (r) Determine the need to establish advisory group(s) and/or sub-committees.
- (s) Authorize expenditure of monies required to deal with the emergency.
- (t) Notify the services, agencies or groups under their direction, of the termination of the emergency.
- (u) Maintain a log outlining decisions made and actions taken and submit a summary of the log to the Community Emergency Management Coordinator (CEMC) within one week of the termination of the emergency, as required.
- (v) Determine if a Recovery Committee needs to be established, and if so, determine the chair and composition of that committee, along with its reporting structure.
- (w) Participate in debriefings following the emergency.

## **6.5 ECG – Functional Section General Responsibilities**

### **Command Section:**

The Chief Administrative Officer shall be the EOC Director and in that capacity shall oversee the activities of the staff in the EOC. The EOC Director may add or remove members and assign staff depending on the nature of the emergency.

The Command Section has the overall authority for the control and direction of the emergency response and resources for which they are responsible.

### **Operations Section:**

The Operations Section manages the overall response activities, directs resources and equipment, implements decisions made by the ECG and collects and shares information between all sections.

The Operations Section provides minute-by-minute support to the emergency response. The operational members are in contact with their staff in the field to ensure they have the information about the emergency, that requests for supplies, equipment, or personnel are processed, and that there is co-ordination with other involved agencies.

### **Planning Section:**

The Planning Section organizes and directs all aspects of “planning” which includes gathering incident-related data and information on current operations and assigned resources. The Planning Section conducts planning meetings and prepares the Incident Action Plan (approved by the EOC Director) for each operational period. Understanding the current situation assists the section in predicting a probable course of incident events and supports the process of preparing alternative strategies. This section also provides periodic predictions of potential disruptions and impacts of the emergency on the organization.

### **Logistics Section:**

The Logistics Section is primarily responsible for locating and acquiring all the necessary personnel, equipment, and material items identified by the Functional Sections needed to deal with the emergency.

### **Finance & Administration Section:**

The Finance & Administration Section is responsible for the financial management of the operations, keeps the records, and tracks all expenditures, claims, purchases, employee timesheets and service contracts throughout the duration of the emergency and its recovery activities.

## **6.6 Emergency Control Group – Individual Responsibilities**

The **Command Section** comprises the following positions:

- Mayor, Acting Mayor and Council (Policy Group)
- EOC Director
- Legal (if required)
- Liaison – CEMC
- Safety Officer
- Emergency Information Officer
- Administrative Support
- Other as required (Scribes)

### **6.6.1 Mayor, Acting Mayor and Council (Policy Group)**

The Mayor, or his/her alternate as Head of Council, is authorized to declare an Emergency in all or in any part of The Town of Georgina. The Mayor may take any action and issue orders as necessary and which are not contrary to law to implement the Emergency Plan and to protect property and the health, safety and welfare of the inhabitants in the Emergency Area. In exercising these powers, the Head of Council shall be advised by the ECG.

In addition to these general responsibilities, the Mayor shall be responsible for the following:

- (a) Declare an emergency, declare all or part of the Town as an emergency area, declare an 'evacuation area', etc., as required. Prior to the declaration, the Mayor will consult appropriate authorities to determine whether a Regional or Provincial emergency declaration is forthcoming or already in effect.
- (b) Notify the Minister of Community Safety and Correction Services (MCSCS), the Chair of York Region, the Town Council, neighbouring municipal officials (as required) and the public of the declaration of an emergency.
- (c) Designate all rights, powers and authority of the Mayor to the Acting Mayor or designate, if required.
- (d) Keep the Town Council apprised of the emergency situation.
- (e) Make a formal request to the Regional Municipality of York, the Provincial and/or Federal Government (via the Minister of Community Safety and Correction Services (MCSCS) for assistance as required.
- (f) Officially declare that the emergency has terminated and notify the Minister of Community Safety and Correction Services (MCSCS), the Chair of York Region, the

Town Council, area Municipal Mayors and the public of the termination. The Premier of Ontario or Town Council can also terminate an emergency.

- (g) In coordination with the Chief Administrative Officer and following consultation with the Emergency Control Group, speak on behalf of the Town regarding media releases and public announcements. The Mayor is the key spokesperson for the Town of Georgina. He/she should appear at the press conference with technical advisors or experts to assist with answering any technical questions posed by the press.
- (h) Maintain a personal log of all communications and action taken.

### **6.6.2 Chief Administrative Officer (EOC Director)**

The Chief Administration Officer as the EOC Director, or his/her designate, will:

- (a) Activate the emergency alerting system, if required.
- (b) Attend at the Emergency Operations Centre, if activated, and act in the capacity of the EOC Director.
- (c) As the EOC Director, co-ordinate all operations within the Emergency Operations Centre, including the scheduling of regular Operations Cycle meetings.
- (d) Advise the Mayor on policies and procedures as appropriate.
- (e) Determine what sections are needed, assign section chiefs as appropriate and ensure they are staffing their sections as required.
  - Operations Section Chief
  - Planning Section Chief
  - Logistics Section Chief
  - Finance & Administration Section Chief
- (f) Determine which Command staff positions are required and ensure they are filled as soon as possible
  - Legal Advisor
  - Liaison Officer
  - Safety Officer
  - Emergency Information Officer
  - Administrative Support (Scribes)
- (g) Establish initial priorities for the ECG based on current status and information from site commander.

- (h) Authorize all expenditures deemed appropriate.
- (i) Formally request assistance from neighbouring Municipal Governments and/or the Regional Municipality of York, as required.
- (j) Ensures that the Emergency Information Officer has been assigned to establish a communications link with the On-Scene Media Spokesperson (*see Part 8 - Media and Public Information*).
- (k) Approve, in conjunction with the Mayor, all announcements and media releases prepared by the Emergency Information Officer, in consultation with the Emergency Control Group.
- (l) Ensure a communications link is established between the Emergency Control Group and the Site Command Post.
- (m) Call out additional Town staff to provide assistance, as required.
- (n) Maintain a regular *Operations Cycle* for the sharing of information, identifying emerging issues and problems to be resolved and approving the Incident Action Plan for the next operating period.
- (o) Maintain a personal log of all communications and actions taken.

**In addition, the Town of Georgina Directors** or their alternates will support the EOC Director with the following:

- (a) Advise the EOC Director and Mayor on policies and procedures as appropriate.
- (b) Ensuring the functional sections are established, the section chiefs assigned, and ensuring the sections are staffed as required.
  - a. Operations Section Chief and additional members
  - b. Planning Section Chief and additional members
  - c. Logistics Section Chief and additional members
  - d. Finance & Administration Section Chief and additional members
- (c) Providing relief to the Command Team and Functional Section members as required.
- (d) Maintain a personal log of all communications and actions taken.

**Note:** The EOC Director will assess the need for the following assignments and implement as required.

### **6.6.3 Legal Services**

The Town Solicitor or his/her designate, will be responsible for the following services:

- (a) Provide advice to the ECG on matters of a legal nature, as they may apply to the actions of the Town in its response to the Emergency, as requested.
- (b) Work with and provide advice to Risk Management.
- (c) Liaise with representatives from Emergency Management Ontario and provide advice to the Mayor and the ECG with respect to interpretation of legislation governing the control of response to an Emergency, by the ECG.

### **6.6.4 Safety**

If required, the Director of Human Resources or his/her designate, will be assigned the role of Safety Officer and will provide advice on safety issues. The Safety Officer may recommend halting or modifying any and all unsafe operations within or outside the scope of the EOC Action Plan, notifying the EOC Director of actions taken. It is recommended that a safety specialist be appointed who is familiar with all aspects of safety and relevant legislation.

### **6.6.5 CEMC (Liaison Officer)**

The CEMC is responsible for assisting and advising the EOC Director.

The Community Emergency Management Coordinator or his/her designate, will:

- (a) Function as point of contact for, and interaction with, representatives from other agencies arriving in the EOC, and any organizations not represented in the EOC.
- (b) Assist and serve as an advisor to the EOC Director and ECG as needed, providing information and guidance related to the external functions of the EOC.
- (c) Provide general advice and guidance to external agencies and EOC staff as required.
- (d) Request the assistance of the York Region Amateur Radio Services (ARES) in providing emergency and backup telecommunications links between the Emergency Operations Centre and any other locations, as required.

### **6.6.6 Information (Emergency Information Officer)**

The Communications Coordinator will act as the Emergency Information Officer and report directly to the EOC Director and is responsible for:

- (a) Upon arrival at the EOC, reporting to the EOC Director to be briefed on the emergency situation.

- (b) Establishing a communications link with On-Scene Media Spokesperson, the Citizen Inquiry Supervisor and any other media coordinator(s), i.e. provincial, federal, private industry, etc., involved in the incident and will ensure that all information released to the media and public is consistent and accurate.
- (c) Ensuring that the media centre is set up and staffed. The location of the media centre will be determined at the time of the emergency.
- (e) Liaison with the Emergency Control Group to obtain up-to-date information for media releases, coordinate individual interviews and organize press conferences.
- (f) Ensuring that the following are advised of the telephone number of the media centre:
  - Media
  - Emergency Control Group
  - On-Scene Media Spokesperson
  - Police Public Relations Officer
  - Neighbouring Municipalities
  - Citizen Inquiry Supervisor
  - Any other appropriate persons, agencies or businesses
- (f) Providing direction and regular updates to the Citizen Inquiry Supervisor to ensure that the most accurate and up-to-date information is disseminated to the public.
- (g) Ensuring that the media releases are approved by the EOC Director prior to dissemination and distributing of hard copies of the media releases to the Emergency Information Centre, the EOC, Citizen Inquiry Supervisor and other key persons handling inquiries from the media.
- (h) Monitoring news coverage and correcting any erroneous information.
- (i) Maintaining copies of media releases and newspaper articles pertaining to the

### **Citizen Inquiry Supervisor (If Required)**

The Citizen Inquiry Supervisor or his/her designate, if required is responsible for:

- (a) Establishing a Citizen Inquiry Service including the appointment of personnel and designation of telephone lines.
- (b) Informing the Emergency Information Officer of the establishment of the Citizen Inquiry Service and designated telephone numbers.

- (c) Informing the effected emergency services and the Emergency Control Group of the establishment of the Citizen Inquiry Service and telephone numbers.
- (d) Liaison with the Emergency Information Officer to obtain current information on the emergency.
- (e) Responding to and redirecting inquiries and reports from the public based upon information from the Emergency Information Officer.
- (f) Redirecting inquiries pertaining to the investigation of the emergency, deaths, injuries or matters of personnel involved with or affected by the emergency to the appropriate emergency service.
- (g) Redirecting inquiries pertaining to persons who may be located in evacuation and reception centres to the registration and inquiry telephone numbers.
- (h) Procuring staff to assist, as required.

#### **6.6.7 Administrative Support**

The Town Clerk or his/her designate, will be responsible for Administrative Support and will:

- (a) Maintain the Emergency Events Log.
- (b) Collect, organize and file all completed event or disaster related forms, including: all EOC Position Logs, Status Reports, EOC Action Plans and any other related information, just prior to the end of each operational period.
- (c) Provide document reproduction services to EOC staff.
- (d) Distribute the EOC Status Reports, EOC Action Plan, and other documents, as requested.
- (e) Maintain a permanent archive of all Status Reports and EOC Action Plans associated with the event or disaster.
- (f) Assist with preparation and distribution of the EOC after Action Report.

The **Operations Section** comprises the following positions (if required):

- Director of Emergency Services / Fire Chief, or alternate
- Director of Operations and Infrastructure, or alternate
- Chief, York Region Police or alternate
- General Manager, York Region Paramedic and Senior Services or alternate
- York Region Medical Officer of Health or alternate
- York Region Emergency Social Services or alternate
- York Region Transit, Manager of Operations or alternate
- External Utilities (as required)
- External Agencies (as required)

#### **6.6.8 Operations Section Chief**

The person assigned as The Operations Section Chief will ensure the operations function is carried out including coordination of response for all operational functions assigned to the EOC.

- i. Ensure the Operations Section is adequately staffed.
- ii. Brief the section on the status of events.
- iii. Develop the Sections initial action plan.
- iv. Liaise with the other sections.
- v. Prepare status reports as required.
- vi. Brief the EOC Director as required.
- vii. Represent the Operations Section during the Operations Cycle meeting.
- viii. Update the emergency site as required.
- ix. Provide for relief periods and nutritional areas for personnel.
- x. Brief Logistics Section on Personnel availability.
- xi. Maintain documentation of all actions and decisions on an ongoing basis.

### **6.6.9 Director of Emergency Services / Fire Chief**

The Director of Emergency Services / Fire Chief, or his/her designate, will:

- (a) On being informed or discovering that an emergency has occurred or is likely to occur in the Municipality, shall notify the Chief Administrative Officer, or his/her alternate.
- (b) Attend at the Emergency Operations Centre, if activated, and coordinate the response of the Fire Department.
- (c) Liaise with other departments/agencies responding to the emergency.
- (d) Provide the Emergency Control Group with advice on firefighting, rescue and emergency matters.
- (e) Establish an on-going link with the Fire Department On-scene Commander.
- (f) Inform the York Region Fire Coordinator and initiate mutual aid arrangements for the provision of additional manpower and equipment if needed.
- (g) Determine if additional special equipment is needed and initiate its response.
- (h) Provide assistance to other municipal departments and agencies being prepared to take charge of or contribute to non-firefighting operations if necessary, e.g. rescue, first aid, casualty collection, evacuation, etc.
- (i) Provide an Agency On-scene Commander and/or Emergency Site Incident Commander if required.
- (j) Order all off duty personnel to be called to duty or to standby, if required.
- (k) Maintain a personal log of all communications and action taken.

### **6.6.10 Director of Operations and Infrastructure**

The Director of Operations and Infrastructure, or his/her designate, will:

- (a) Attend at the Emergency Operations Centre, if activated, and coordinate the response of the Operations and Infrastructure Department.
- (b) Liaise with other departments/agencies responding to the emergency.

- (c) Activate the Operations and Infrastructure Department Emergency Plan and Notification System, as required.
- (d) Provide the Emergency Control Group with information on operations and engineering matters.
- (e) Provide and repair water, sewer and road services in consultation with officials of the area municipalities, the Region of York and of the Province of Ontario, where required.
- (f) Provide equipment for emergency pumping operations.
- (g) Liaise with the Fire Chief concerning emergency water supplies for firefighting purposes.
- (h) Request that the York Region Transportation and Works Spill Control Contingency Plan is implemented, as required, to ensure that all hazardous or environmentally significant spills are contained and cleaned up, and all residues safely disposed.
- (i) Arrange for the provision of emergency supplies of potable water and emergency sanitary facilities, in consultation with the York Region Commissioner of Health Services Department and Medical Officer of Health.
- (j) Liaise with public utilities to disconnect any service representing a hazard and/or arrange for the provision of alternate services or functions.
- (k) Provide Operations and Infrastructure vehicles and equipment as required by other emergency services.
- (l) Maintain liaison with flood control conservation authorities, the Ministry of Natural Resources and environmental agencies.
- (m) Providing an Agency On-scene Commander and/or Emergency Site Incident Commander, as required.
- (n) Maintain a personal log of all communications and action taken.

#### **6.6.11 Chief, York Region Police**

The York Regional Police Chief, or his/her designate, will:

- (a) Attend at the Emergency Operations Centre, if activated, and coordinate the response of the Police Force.

- (b) Liaise with other departments/agencies responding to the emergency.
- (c) Activate the York Regional Police Emergency Incident Management Plan and Notification System, if required.
- (d) Establish an on-going communications link with the Police Incident Commander.
- (e) Provide Police Services where required.
- (f) Notify the Coroner of fatalities.
- (g) Liaise with other police agencies as required.
- (h) Provide an Incident Commander and/or Emergency Site Incident Commander, as required.
- (i) Maintain a personal log of all communications and actions taken.

#### **6.6.12 General Manager, York Region Paramedic and Senior Services**

The General Manager of the York Region Paramedic and Senior Services, or his/her designate, will:

- (a) Attend at the Emergency Operations Centre, if activated, and coordinate the response of the York Region Paramedic and Senior Services.
- (b) Activate the Emergency Medical Services Contingency Plan, Notification System, and liaise with the Health Services Department Emergency Operations Centre, if required.
- (c) Liaise with the Ontario Ministry of Health, the York Region Health Services Department and allied Emergency Medical Services agencies, as required.
- (d) Recommend specific responses to conditions that could affect the Emergency Medical Services interaction.
- (e) Liaise with the partner Emergency Medical Services agencies on areas of mutual concern which may include:
  - Triage
  - Stabilization of patients
  - Transport to hospitals
  - Any other issues needed in pre-hospital care

- (f) Liaise with St. John Ambulance, Non-Government Organizations (NGOs) and other voluntary and private and agencies capable of patient transfer and care.
- (g) Liaise with other agencies as required to augment and coordinate Emergency Medical Services resources.
- (h) Provide an Incident Commander, as required.
- (i) Maintain a personal log of all communications and actions taken.

#### **6.6.13 York Region Medical Officer of Health**

The Medical Officer of Health, or his/her designate, will:

- (a) Will attend at the Emergency Operations Centre, if required, and coordinate the response of the Health Services Department and liaise with other departments/agencies responding to the emergency.
- (b) Activate the Health Services Department Emergency Plan, Notification System, and Health Services Emergency Operations Centre, if required.
- (c) Liaise with the Ontario Ministry of Health and Long Term Care - Public Health Branch.
- (d) Recommend specific response to conditions that could affect the health of the community.
- (e) Liaise with the Emergency Social Services on areas of mutual concern regarding health services in evacuee areas that include:
  - Food and water safety;
  - General safety and sanitation;
  - Disease control;
  - Accommodation standards;
  - Health assessment needs and post-traumatic stress management.
- (f) Liaise with agencies as required to augment and coordinate public health resources.
- (g) Provide instructions on health related matters to the public through the Emergency Information Officer.
- (h) Coordinate the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health and Long-term Care policies.

- (i) Coordinate efforts to prevent and control the spread of disease during an emergency.
- (j) Notify the appropriate agencies regarding the need for potable water supplies and sanitation facilities.
- (k) Provide an Incident Commander, as required.
- (l) Maintain a personal log of all communications and actions taken.

#### **6.6.14 York Region Emergency Social Services**

The Commissioner of Community & Health Services, or his/her designate, will:

- (a) Attend at the Emergency Operations Centre, if required, and coordinate the response of the Emergency Social Services Department and associated agencies.
- (b) Liaise with other departments/agencies responding to the emergency.
- (c) Activate the Emergency Social Services Department Emergency Plan, Notification System, and Emergency Social Services Department EOC, as required.
- (d) Open and operate temporary and/or long-term Reception and/or Lodging Centres (with the assistance of the Canadian Red Cross Society and the Director of Recreation and Culture, and ensure they are adequately staffed.
- (e) Ensure the well-being of inhabitants who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services - including financial aid, counseling and support, material assistance and the temporary care of dependent adults and unaccompanied children.
- (f) Liaise with the Emergency Control Group with respect to the designation of Reception and Lodging Centres which can be opened at short notice.
- (g) Liaise with the Medical Officer of Health on areas of mutual concern regarding operations in Evacuation Centres which include:
  - Food and water safety;
  - General safety and sanitation;
  - Air monitoring;
  - Disease control;
  - Accommodation standards;
  - Counseling of victims;
  - Assist in the care and placement of vulnerable people in cooperation with support agencies.

- (h) Ensure that a representative of the York Region District School Board and/or Community Hall representatives are notified when a facility is required as a reception centre and that staff and volunteers utilizing the facility take direction from the aforementioned representative with respect to its maintenance, use and operation.
- (i) Liaise with the Agency On-Scene Commanders of the social service agencies and provide the ECG and the Chair with advice on social service related matters.
- (j) Provide an Incident Commander from Emergency Social Services Department.
- (k) Determine the location of Reception Centres in coordination with the Director of Recreation and Culture.
- (l) Notify the Executive Director of the Canadian Red Cross Society of the location of designated Lodging Centres/Reception Centres.
- (m) Liaise with the York Region Transit for the provision of transportation to Reception Centres.
- (n) Liaise with Emergency Information Officer on matters of public information directives, requests for resources, etc., and update the Call Centre.
- (o) Maintain a personal log of all communications and actions taken.

The **Planning Section** comprises the following positions (if required):

- Director of Development Services
- Manager of Planning
- Manager of Development Engineering
- Manager of Building / Chief Building Official

#### **6.6.15 Planning Section Chief / Director of Development Services**

The Planning Section Chief, will:

- (a) Ensure that the following responsibilities of the Planning Section are addressed as required:
  - Collect, analyze, and display situation information
  - Prepare periodic Status Reports
  - Prepare and distribute EOC Action Plan and facilitate Action Planning process
  - Track Resources
  - Conduct Advance Planning activities and report

- Document and maintain files on all EOC activities
  - Provide technical support services to the various EOC sections and branches.
- (b) Establishes the appropriate level of organization for the Planning Section.
  - (c) Exercises overall responsibility for the coordination of activities within the section.
  - (d) Keeps the EOC Director informed of significant issues affecting the Planning Section.
  - (e) In coordination with the ECG, ensures that Status Reports are completed and utilized as a basis for EOC Action Plans.
  - (f) Provide staff (technical or administrative support) to assist the Emergency Information Officer.
  - (g) Develop the Action Plan as required
  - (h) Document actions and decisions on a continual basis.

#### **6.6.16 Manager of Building / Chief Building Official**

The Manager of Building /CBO or his/her designate as part of the Planning Section, will:

- (a) Providing information to the ECG pertaining to building conditions and enforcement issues.
- (b) Providing of building services/resources, plans and property information to assist in controlling the emergency.
- (c) When required, assist the Emergency Site Incident Commander as appointed by the Emergency Control Group in determining unsafe buildings; and,
- (d) Providing inspection services to identify buildings damaged or uninhabitable
- (e) Maintain a personal log of all communications and actions taken

#### **6.6.17 Manager of Planning and/or Manager of Development Engineering**

The Manager of Planning and or Manager of Development Engineering and/or Manager of or his/her/their alternate as part of the Planning Section, will:

- (a) Review all available situation reports, action plans and other significant documents. Determine potential future impacts of the event or disaster, particularly issues that might modify the overall EOC priorities and objectives.

- (b) Meet individually with the Section Chiefs and determine best estimates of the future direction and outcomes of the event or disaster.
- (c) Develop an advanced plan identifying future policy related issues, social and economic impacts, significant response or recovery resource needs, and any other key issues likely to affect EOC operations within a 36 to 72 hour time frame.
- (d) Submit the advanced plan to the Planning Section Chief for review and approval.
- (e) Review action planning objectives submitted by each section for the forthcoming operational period.
- (f) Ensure all required maps are maintained with current information
- (g) Collect and analyze all status reports and assists the Planning Section Chief in the development of the Action plan.
- (h) Maintain a personal log of all communications and actions taken

The **Logistics Section** comprises the following positions (if required):

- Director of Recreation and Culture
- Director of-Human Resources
- Manager of Information Technology
- Manager of Procurement

#### **6.6.18 Logistics Section Chief**

The **Logistics Section Chief** will be responsible for the following duties:

- (a) Ensure the Logistics Section is adequately staffed.
- (b) Brief the section on the status of events.
- (c) Develop the Section's action plan.
- (d) Liaise with the other sections.
- (e) Prepare status reports as required.
- (f) Brief the EOC Director as required.
- (g) Represent the Logistics Section during the Operations Cycle meeting.

- (h) Ensure the Logistics function is carried out in support of the EOC. This function includes providing telecommunication services and information technology, locating or acquiring equipment, supplies, personnel, facilities, and transportation as well as arranging for food, lodging, and other support services as required for the EOC, Call Centre and providing emergency site requirements.
- (i) Ensure that appropriate security measures have been established to allow for only authorized access to the EOC facility and documentation.
- (j) Ensure section objectives as stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame.
- (k) Coordinate closely with the Operations Section Chief to establish priorities for resource allocation within the operational area.

#### **6.6.19 Director of Recreation and Culture**

The Director of Recreation and Culture or his/her designate, as part of Logistics will be responsible for the following duties:

- (a) Working in conjunction with the York Region Commissioner of Community & Health Services or designate to coordinate the use of municipal facilities as reception/lodging centres.
- (b) Activate the Recreation Parks and Culture Emergency Plan and Notification System, as required.
- (c) Mobilize equipment and open buildings as required.
- (d) Open and operate temporary and/or long-term Reception/Lodging Centres (see Appendix "E") with the assistance of the Canadian Red Cross Society and the York Region Commissioner of Community & Health Services Department, and ensure they are adequately staffed.
- (e) Coordinate the allocation of new arrivals to the shelters.
- (f) Coordinate emergency feeding, sleeping, clothing, registration and inquiry, personal services and future lodging needs for shelter occupants as required.
- (g) Act as liaison with the representative from York Region Transit to coordinate the requirements for transportation of evacuees.
- (h) Provide status information for dissemination by the Emergency Information Officer.
- (i) Coordinate the cleaning and maintenance of all shelters.

- (j) Maintain a personal log of all communications and actions taken.

#### **6.6.20 Director of Human Resources**

Director of Human Resources or his/her designate, as part of Logistics will be responsible for the following duties:

- (a) Providing advice on significant human resources related matters, including, but not limited to, recruitment, labour relations and health and safety.
- (b) Coordinating and processing requests for Community Volunteers and Re-deployed Town of Georgina staff, under the direction of the Logistics Section Chief.
- (c) Coordinating appeals and offers for Community Volunteers, in conjunction with Emergency Information Officer and under the direction of the Logistics Section Chief.
- (d) In conjunction with ECG, identifying the location of the volunteer registration centre.
- (e) Ensures volunteers are properly registered utilizing the appropriate Volunteer Registration form (Appendix C)
- (f) In conjunction with the ECG, ensure the appointment of a Volunteer Supervisor.
- (g) Ensuring identification cards are issued to Community Volunteers and Town employees, where practical and necessary.
- (h) Arranging for the transportation of re-deployed Town staff and Community Volunteers, through York Region Transit.
- (i) Obtaining assistance, if necessary, from Employment and Immigration Canada, as well as other government departments, agencies, public and private organizations, and volunteer groups.
- (j) Arranging for critical incident stress counseling for staff and Community Volunteers, as required.
- (k) Maintain a personal log of all communications and actions taken.

#### **6.6.21 Manager of Information Technology Services**

The Manager of Information Technology or his/her designate as part of the Logistics Section, will:

- (a) Ensure administrative support services, i.e.: telephone, word processing and access to the various data bases are maintained and available during an emergency.
- (b) Setting up the EOC rooms according to the EOC Operating Procedure.
- (c) Providing security for the EOC and arranging for security at any other Town owned facility(s) as required.
- (d) Providing and supporting all information and telecommunications requirements of the Town of Georgina including:
  - 1. Computer servers
  - 2. Local area network infrastructure
  - 3. Wide area network infrastructure
  - 4. Desktop computers & office automation software
  - 5. Telephones
  - 6. Telephone exchanges, and
  - 7. Corporate software applications.
- (e) Anticipate Emergency Operations Centre GIS requirements.
- (f) Plan for provision of projected data.
- (g) Plan for provision of ad-hoc maps.
- (h) Provide information and support to the ECG as requested.
- (i) Prepare for anticipated network, voice, data and wireless service to locations.
- (j) Coordinate with vendors and suppliers in providing, restoring, repairing or replacing salvageable hardware and equipment as required.
- (k) Ensure all required Town infrastructure for York Region Amateur Radio Emergency Services is in place and operational.
- (l) Maintain a personal log of all communications and actions taken.

#### **6.6.22 Manager of Procurement**

The Manager of Procurement or his/her designate as part of the Logistics Section, will:

- (a) Provide information and advice on matters as they relate to emergency procurement.

- (b) Ensure that records of expenses are maintained for future claim purposes.
- (c) Provide and secure equipment and supplies not owned by the Town of Georgina.
- (d) Liaise with purchasing agents of the neighbouring municipalities, if necessary.
- (e) Maintain and update a list of vendors (including 24 hour contact numbers) who may be required to provide supplies and equipment.
- (f) Coordinating the maintenance and operation of feeding, sleeping and meeting areas at the EOC, as required.
- (g) Maintain a personal log of all communications and actions taken.

The **Finance/Administration Section** comprises the following positions:

- Director of Corporate Services
- Manager of Finance/Deputy Treasurer

#### **6.6.23 Director of Corporate Services**

The Director of Corporate Service or his/her designate as the Finance/Administration Section Chief, will be responsible for the following:

- (a) Ensure the Finance/Administration Section is adequately staffed.
- (b) Brief the section on the status of events.
- (c) Develop the Section's initial action plan.
- (d) Liaise with the other sections.
- (e) Prepare status reports as required.
- (f) Brief the EOC Director as required.
- (g) Represent the Finance/Administration Section during the Operations Cycle meeting.
- (h) In consultation with the EOC Director, confirm adequacy of expenditure limits as identified in the Procurement Policy.
- (i) Ensure there is a continuum of payroll process for all employees.

- (j) Ensure the prompt payment and settlement of all legitimate invoices and claims incurred during an Emergency.
- (k) Liaise, if necessary, with the Treasurer(s) and purchasing agents of the neighbouring and Local Municipalities and the Region.
- (l) Ensure all requirements under the Municipal Disaster Relief Assistance Program (MDRAP) are met by the Town and submitted to the Minister of Municipal affairs and Housing within 120 days of the disaster.

## **6.7 SUPPORTING AND OTHER AGENCIES**

In the event that other agencies are needed to assist during an emergency, each such agency will be contacted through the Emergency Notification System upon the request of the Emergency Control Group.

The representative or his/her alternate will be requested to report to the Emergency Operations Centre and become a member of the Emergency Control Group.

Some of the agencies that may be required to assist during an emergency have their own "Emergency Plans" and may feel it advisable to put their own emergency plan into effect. Should they feel that implementation of their plan is necessary; they will advise the other members of the Emergency Control Group who shall assist in implementation, if necessary.

### **6.7.1 Bell Canada**

Bell provides telephone and telecommunication services throughout the Town of Georgina through a network of above and below ground cables. During an emergency, Bell Canada's response will be coordinated through the York Region Police Information Services - Communications Branch.

### **6.7.2 Enbridge Gas**

Enbridge Gas provides natural gas for heating and industrial use in the Town of Georgina through a network of underground pipes. During an emergency, the Enbridge Gas response will be coordinated through Enbridge.

### **6.7.3 Hydro One**

Hydro One provides electrical energy to the inhabitants of the Town of Georgina through a complex grid system. Certain types of emergencies, such as adverse weather (storms,

tornadoes, etc.) may have a serious impact on service. During an Emergency Hydro One's response will be coordinated through Hydro One.

#### **6.7.4 School Boards**

The York Region District School Board and the York Catholic District School Board are responsible for the operation of elementary and secondary schools within the Town of Georgina. Dependent upon the nature of the emergency, it may be necessary to evacuate schools and occupants and/or utilize school facilities as Evacuation Centres.

#### **6.7.5 Canadian Red Cross Society**

The Red Cross will provide assistance to the Emergency Social Services Department during any evacuation. One of its main functions will be the establishment of a Registration and Inquiry service to provide information to the public regarding locations of Evacuation Centres and names of registered evacuees.

#### **6.7.6 York Region Amateur Radio Emergency Services**

The York Region Amateur Radio Emergency Services (ARES) will provide emergency radio communications at locations designated by the ECG.

#### **6.7.7 Toronto and/or Lake Simcoe Region Conservation Authorities**

Should a flood emergency situation develop in the Town of Georgina, not only must the Solicitor General be notified by the Mayor or alternate upon declaration of the emergency but the Ministry of Natural Resources must also be notified.

*Request provincial assistance from the Ministry of Natural Resources by following the procedures outlined below:*

- (a) The Head of Council contacts the local flood response coordinator. The local coordinator is the District Manager of the Ministry of Natural Resources for the area;*
- (b) If the coordinator of the affected area cannot be contacted, the request for assistance should be routed through the alternate Conservation Authority.*
- (c) Should you be unable to contact someone in authority, then request for assistance should be made through the Provincial Flood Emergency Coordinator (available on a 24-hour/365-day basis) through the Provincial EOC.*

### **6.7.8 York Region Critical Incident Stress Services**

Critical Incident Stress Services are available as need from York Region.

### **6.7.9 Office of the Fire Marshal and Emergency Management (OFMEM)**

Once an Emergency has been declared by the Head of Council, OFMEM will deploy a field liaison officer to the Emergency Operations Centre.

### **6.7.10 Provincial Ministries**

Pursuant to subsection 6(1) of the *Emergency Management & Civil Protection Act* R.S.O. 1990, c. E.9, Ministers are assigned responsibility to formulate emergency plans for their ministry or branch of government, as the case may be, which will govern the provision of necessary services during an emergency and procedures under which and the manner in which Crown employees and other persons will respond to the emergency.

OFMEM provides assistance in formulating and implementing emergency plans and coordinates provincial response and staff in emergency operations.

## **PART 7 EMERGENCY SITE INCIDENT COMMANDER**

### **7.1 EMERGENCY SITE MANAGEMENT TEAM**

The Emergency Site Management Team is composed of persons holding the following positions:

- Incident Commander
- Agency On-Scene Commanders
- On-Scene Media Spokesperson - Emergency Information Officer (*See Part 8 - Media and Public Information*)

Overall coordination at the emergency site will be under the control of the Emergency Site Incident Commander, appointed by the ECG. For most emergencies and/or until specified otherwise by the ECG, the Emergency Site Incident Commander will be the ranking on-scene member of the first responding emergency service with primary jurisdiction.

The ECG in coordination with the Emergency Site Incident Commander will define an Emergency area. Inner and outer perimeter zones will be determined by the Emergency Site Incident Commander and established by York Regional Police.

All emergency site operations of appropriate agencies in response to an emergency will be performed within existing respective internal chains of command structures. Each department or agency may appoint an Agency On-Scene Commander. The ranking on-scene official for each agency reporting to the emergency will normally assume the role of Agency On-Scene Commander. Senior departmental officials may be sent to the emergency site, as required, to take over as the Agency On-Scene Commanders.

Each agency will have one Agency On-Scene Commander at each emergency site who is responsible for managing the agency's response operations, in consultation and coordination with the Emergency Site Incident Commander, to facilitate an effective overall response to the Emergency.

Command posts will be established at each emergency site by the senior officers from each agency represented at the scene, immediately upon arriving at the emergency. The Emergency Site Incident Commander will also establish a Command Post. All inter-agency communications will be channeled through the Emergency Site Incident Commander Command Post and direct on-line communication (radio or telephone) will be established with the EOC.

## 7.2 EMERGENCY SITE INCIDENT COMMANDER

The Emergency Site Incident Commander, appointed by the Emergency Control Group will:

- (a) Organize and coordinate the on-scene response at the emergency site(s) with the various Agency On-Scene Commanders.
- (b) Assess the situation under existing and potential conditions by consulting with Agency On-Scene Commanders at the scene as well as outside expertise as required.
- (c) Prior to the declaration of an emergency by the Mayor and activation of the Emergency Control Group, authorize the activation of all or parts of the Town of Georgina Emergency Plan and the Emergency Notification Procedure, if deemed necessary.
- (d) Coordinate with the Emergency Control Group and Agency On-Scene Commanders to ensure that the necessary equipment, supplies, manpower and expertise are available on-scene.
- (e) Liaise with the Chief Administrative Officer at the Emergency Operations Centre to regularly inform him/her of the on-scene situation and provide him/her with detailed reports which will enable the Emergency Control Group to make informed decisions. The Emergency Site Incident Commander will assist in any manner in the decision-making process, as required.
- (f) Hold periodic briefings with individual and collective Agency On-Scene Commanders as to agency response status.
- (g) Activate or coordinate with agencies, a limited evacuation of the immediate area if warranted by conditions.
- (h) Consider response alternatives and determine appropriate response actions (i.e., evacuation, containment, etc.). Confer with the ECG, Agency On-Scene Commanders and additional expertise as required, in the event that a large scale evacuation is deemed to be necessary.
- (i) Assess the potential number of evacuees affected by the emergency and advise the Emergency Control Group.
- (j) Establish an on-site Command Post at an appropriate distance from the emergency area where a suitable vantage point can be obtained. Assemble the various Agency On-Scene Commanders at the Command Post to coordinate on-site decision-making and activities. Ensure adequate inter-agency communications capability is established from the Command Post.

- (k) Brief agency representatives as they become involved with the on-site situation.
- (l) Obtain as much information as possible from those involved in the emergency (i.e., truck driver, train conductor, plant manager) concerning the identity of material(s) and hazardous properties, cause, etc. and consult with experts as required to gain a complete picture of the situation and aid in evaluation.
- (m) Develop a scene organization plan/layout with the assistance of police and fire department, establish an inner perimeter where only response personnel directly involved in controlling the emergency are allowed, and an outer perimeter where the staging area is established and good ingress and egress is maintained.
- (n) Initiate, if necessary, the appointment of an On-Scene Media Spokesperson and periodically brief the On-Scene Media Spokesperson of the emergency status and discuss what information will be distributed to the public and media.
- (o) Request logistical support services from the Emergency Control Group, as required, for the emergency personnel at the scene.
- (p) Ensure the overall safety of the emergency site, in particular that strict safety precautions are adhered to with respect to wearing protective clothing and equipment. Assign a Safety Officer if appropriate and contact Labour Ministry officials for assistance as required.
- (q) Develop and approve a demobilization plan following the official termination of the emergency by the Mayor, if required. (i.e., demobilization of staging areas).
- (r) Maintain logs and prepare post emergency standard agency reports.

### **7.3 AGENCY ON-SCENE COMMANDER**

The On-Scene Commander for each agency at the emergency scene will:

- (a) Notify the agency dispatch to mobilize appropriate resources.
- (b) Implement his/her agency responsibilities with respect to the plan in coordination with the ECG and the Emergency Site Incident Commander.
- (c) Coordinate with other agencies via the Emergency Site Incident Commander. Inform him/her of all pertinent actions.
- (d) Evaluate the situation, planning a methodology or strategy and developing an organizational structure. Modify the strategy as required.

- (e) Take measures to secure additional resources (manpower, equipment, supplies) as required.
- (f) Monitor and review work progress of agency teams. Modify or reassign assignments as required.
- (g) Coordinate agency manpower and equipment, assign teams or task forces, as required, to perform specific assignments.
- (h) Ensure all agency personnel report to his/her staging officer upon arrival at site.
- (i) Maintain an inventory of supplies and equipment and keep records of what is used, how much is used and the supply level i.e. use lists, charts, check-in/check-out procedures and record the services provided, repair, fuel costs and other costs in the event that costs incurred can be transferred to those responsible for the emergency.
- (j) Resolve any logistical problems.
- (k) Report to the appropriate Agency Chief/Director when the plan is modified, when additional resources are needed, when surplus resources are available, when hazardous situations or significant events occur and continually brief the Emergency Site Incident Commander and Emergency Control Group of the situation and status of resources.
- (l) Demobilize resources at the termination of the emergency, ensuring an orderly, safe and cost effective movement of personnel and equipment.
- (m) Complete standard agency reports.
- (n) Maintain logs and prepare post emergency standard agency reports.

## **PART 8 MEDIA and PUBLIC INFORMATION**

### **8.1 OVERVIEW**

Upon implementation of the Emergency Plan, it will be essential to co-ordinate a professional, timely and accurate release of information to the 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:

- (a) The Emergency Operations Centre's Emergency Information Officer will be the Communications Coordinator or his/her designate and report directly to the EOC Director.
- (b) The On-Scene Media Spokesperson, if required, will be appointed by the Emergency Site Incident Commander in consultation with the EOC Director.
- (c) The **Citizen Inquiry Supervisor**, if required will be appointed by the Emergency Information Officer.

Depending on the scope of the emergency, there will likely be a need to establish two media information centres - one near the scene (the Site Media Information Centre), and the other near the Emergency Operations Centre (EOC Media Information Centre). In some cases, however, a joint media information centre may be desirable. The Citizen Inquiry Service work area should also be located at or near the EOC Media Information Centre.

### **8.2 EMERGENCY INFORMATION OFFICER**

The Emergency Information Officer is responsible for:

- (a) Upon arrival at the EOC, reporting to the Chief Administrative Officer to be briefed on the emergency situation and activating the Communication Plan as required.
- (b) Establishing a communications link with the On-Scene Media Spokesperson, the Citizen Inquiry Supervisor and any other media coordinator(s), i.e. provincial, federal, private industry, etc., involved in the incident and will ensure that all information released to the media and public is consistent and accurate.
- (c) Ensuring that the media centre is set up and staffed. Location is TBD at the time of the emergency.

- (d) Liaison with the Emergency Control Group to obtain up-to-date information for media releases, coordinate individual interviews and organize press conferences.
- (e) Ensuring that the following are advised of the telephone number of the media centre:
  - Media
  - Emergency Control Group
  - Switchboard
  - On-Scene Media Spokesperson
  - Police Public Relations Officer
  - Neighbouring Municipalities
  - Citizen Inquiry Supervisor
  - Any other appropriate persons, agencies or businesses
- (f) Providing direction and regular updates to the Citizen Inquiry Supervisor to ensure that the most accurate and up-to-date information is disseminated to the public.
- (g) Ensuring that the media releases are approved by the Chief Administrative Officer prior to dissemination and distributing of hard copies of the media releases to the Public Information Centre, the EOC, Citizen Inquiry Supervisor and other key persons handling inquiries from the media.
- (h) Monitoring news coverage and correcting any erroneous information.
- (i) Maintaining copies of media releases and newspaper articles pertaining to the emergency.

### **8.3 ON-SCENE MEDIA SPOKESPERSON**

The On-Scene Media Spokesperson will be appointed by the Emergency Site Incident Commander and is responsible for:

- (a) Establishing and coordinating a media information centre in a safe, appropriate location, at or near the site for the media to assemble.
- (b) Establishing a communications link and liaison regularly with the Public Information Officer at the EOC.
- (c) Redirecting all inquiries regarding decisions made by the Emergency Control Group and the emergency as a whole to the Emergency Information Officer.
- (d) Advising the following persons and agencies of the location and telephone number(s) of the Site Media Information Centre.

- Emergency Site Incident Commander
  - Police Public Relations Officer
  - Emergency Services Personnel at the scene
  - Emergency Information Officer
  - Media
  - Any other appropriate personnel or agencies
- (e) Ensuring that media arriving at the site are directed to the site information centre.
- (f) Where necessary and appropriate, coordinating media photograph sessions at the scene.
- (g) Co-coordinating on-scene interviews between the emergency services personnel and the media.

#### **8.4 CITIZEN INQUIRY SUPERVISOR**

The Citizen Inquiry Supervisor is responsible for:

- (a) Establishing a Citizen Inquiry Service including the appointment of personnel and designation of telephone lines.
- (b) Informing the Public Information Officer of the establishment of the Citizen Inquiry Service and designated telephone numbers.
- (c) Informing the effected emergency services and the Emergency Operations Control Group of the establishment of the Citizen Inquiry Service and telephone numbers.
- (d) Liaison with the Emergency Information Officer to obtain current information on the emergency.
- (e) Responding to and redirecting inquiries and reports from the public based upon information from the Emergency Information Officer.
- (f) Redirecting inquiries pertaining to the investigation of the emergency, deaths, injuries or matters of personnel involved with or affected by the emergency to the appropriate emergency service.
- (g) Redirecting inquiries pertaining to persons who may be located in evacuation and reception centres to the registration and inquiry telephone numbers.
- (h) Procuring staff to assist, as required.

## **PART 9 PLAN MAINTENANCE, REVISION and TESTING**

### **9.1 Responsibilities of all Town Employees**

Every employee of the Town of Georgina is expected to respond as required to an emergency situation and to carry out all lawful commands of the Emergency Control Group or the Emergency Site Management Team to the best of their ability during the emergency.

Every employee is expected to direct all media inquiries concerning any aspect of the emergency to the media spokesperson to ensure that all information released to the media and public is consistent and accurate.

### **9.2 Plan Maintenance and Revision**

The Town of Georgina Emergency Plan will be reviewed, revised and distributed annually by the Community Emergency Management Coordinator (CEMC). It is the responsibility of each person, agency, service or department named within this Emergency Plan to notify the CEMC forthwith of any necessary revisions, i.e. administrative changes, telephone numbers, etc.

### **9.3 Testing of the Plan**

An annual exercise should be conducted in order to test the overall effectiveness of the Emergency Plan and provide education and training to the Emergency Control Group and other support staff. Revisions to this plan shall incorporate recommendations stemming from such exercises.

### **9.4 Internal Procedures**

Each department or service involved with this Emergency Plan shall prepare and maintain functional alerting systems and emergency guidelines including lists outlining how it will fulfill its responsibilities during an emergency.

Each department or service shall designate a member of its staff to maintain and revise its own emergency procedures or guidelines. The Town of Georgina's CEMC is available to assist with departmental plans and procedures.

## **PART 10 GLOSSARY and DEFINITIONS**

### **Agency On-Scene Commander - OSC**

The ranking on-scene official for each agency reporting to the emergency who is responsible for managing the agency's response operations in consultation and coordination with the Emergency Site Incident Commander and Emergency Operations Control Group.

### **Area Municipality**

Area Municipality means any of the individual municipal corporations within the area of the Regional Municipality of York.

### **Chief Administrative Officer/CAO**

Responsible for the overall administration of the municipality in accordance with policies and directives of Council. The Chief Administrative Officer or alternate senior municipal official is designated as the EOC Director and Chairs the Municipal Emergency Control Group and is responsible for coordinating operations within the Emergency Operations Centre.

### **Citizen Inquiry Service**

A service established by the EOC Director to respond to and redirect inquiries and reports from the public. Throughout this Emergency Plan, the Citizen Inquiry Service shall be referred to as the Call Centre.

### **Command Post**

A mobile communications/central control centre from which the Emergency Site Incident Commander and Agency On-Scene Commanders will manage on-site activities and communicate with the Regional Emergency Operations Centre and other operational communications centres.

### **Critical Incident Stress Services**

The CIS Services is available for stress debriefing during and/or after emergencies and major incidents. A request for the Regional CIS Services can be made through the fire department dispatch centre.

### **Disaster**

A term which is used by the provincial and federal government to describe a major emergency which is governed by those levels of government.

### **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.

**Emergency Notification Procedure**

The method by which members of the Town of Georgina Emergency Control Group are notified of an emergency.

**Emergency Area**

The area in which the emergency exists and is controlled by the Emergency Site Management Team.

**Emergency Operations Centre**

The location from which the Municipal or Regional Emergency Control Group operates. The Emergency Operations Centre may be referred to as either the Municipal EOC, Regional EOC, or EOC.

**Emergency Operations Control Group**

The group of individuals, chaired by the Chief Administrative Officer, responsible for coordinating all emergency operations required to minimize the effects of a declared emergency. The Emergency Control Group may be referred to as the ECG.

**Emergency Planning Coordinator**

The Deputy Fire Chief acts as the Emergency Planning Coordinator for the Town of Georgina and is responsible for the maintenance, revision and distribution of this Plan as well as coordinating municipal emergency exercises and related emergency preparedness matters.

**Emergency Site Management Team**

The Emergency Site Management Team consists of agency commanders involved in the emergency, the Emergency Site Incident Commander (when appointed) and the On-Scene Media Spokesperson.

**Emergency Site Incident Commander**

Appointed by the Emergency Control Group to ensure the agencies responding to the emergency site are coordinated in their response. The Emergency Site Incident Commander communicates directly with the Chief Administrative Officer at the Emergency Operations Centre.

**Evacuation Centre**

A location used during an Emergency situation to provide temporary refuge for evacuees and a staging area for deployment of evacuees to Emergency Shelters or Reception Centres.

**Full Alert**

The Emergency Alert level utilized when all members of the Emergency Control Group are contacted and advised to report to the Emergency Operations Centre.

## **Head of Council**

The Head of Council is the Mayor. In the event that the Mayor is unavailable, the powers and duties of the Head of Council granted under the *Emergency Management & Civil Protection Act* or the Emergency Plan shall be exercised by the Deputy Mayor or in his/her absence another designated alternate.

## **Inner Perimeter**

A restricted area in the immediate vicinity of the Emergency Area as defined by the first on scene agency, the Emergency Site Management Team or the Emergency Site Incident Commander. Access to the inner perimeter is restricted to those essential emergency personnel actively involved in the occurrence.

## **Manager, Emergency Planning**

The Manager, Emergency Planning for the Regional Municipality of York is responsible for the maintenance, revision and distribution of the Regional Emergency Plan as well as coordinating regional emergency exercises.

## **Mayor**

The Head of Council or alternate for the Town of Georgina.

## **Municipal EOC Media Information Area**

The location at or near the Emergency Operations Centre from which the media may gather for updated media releases and press conferences. This location will be determined by the Emergency Information Officer.

## **On-Scene Media Information Area**

The location at or near the emergency scene from which the media may gather for updated media releases and press conferences. This location will be determined by the designated On-Scene Media Spokesperson, with the approval of the Emergency Site Incident Commander.

## **On-Scene Media Spokesperson**

Appointed by the Emergency Site Incident Commander in consultation with EOC Director, this person is responsible for coordinating the fast accurate dissemination of information to the media from the On-Scene Media Information Centre. The On-Scene Media Spokesperson will also work closely with the Emergency Information Officer to ensure that information released to the media from the scene is consistent with information being released from the EOC Media Information Centre.

## **Outer Perimeter**

The geographic area surrounding the inner perimeter. This area will serve as a coordination and assembly point for essential emergency personnel and equipment. Access to the outer perimeter is restricted to essential emergency personnel as determined by the Emergency Site Management Team.

## **Response Phase**

The Response Phase of an emergency involves immediate tactical and strategic crisis and consequence management activity in order to provide life safety, incident stabilization, property preservation, evacuation and sheltering and mass care.

## **Priority Access Dialing (PAD)**

A system controlled through Industry Canada, which ensures that key telephone numbers receive priority access during times of high demands on telephone systems. Also referred to as Line Load Control.

## **Public Health Emergency Response Team**

This initial response group is comprised of representatives from the Regional Health Services Department charged with the responsibility of providing public health services during the emergency, working in association with the Social Services Support Group for the co-ordination of Reception/Evacuation Centre operations.

## **Reception/Evacuation Centre**

A reception/evacuation centre is the site where Emergency Social Services (food, clothing, referral to shelter, referral to social services, registration and inquiry) are offered to persons displaced by the emergency.

## **Recovery Phase**

The Recovery Phase begins immediately following an emergency response with efforts to restore minimum services to the stricken area and continues with long-term efforts to return the community to normal. Immediate recovery activities include assessing damage, clearing debris, restoring food supplies, shelter and utilities. Long-term recovery activities include rebuilding and redeveloping the community and implementing mitigation programs as described in the Recovery Phase Section of this Plan.

## **Red Cross Branch Emergency Services Chairperson**

The Chair of the Emergency Services Committee of the Region of York Branch of the Red Cross is responsible for supervising and coordinating all activities of the Red Cross Branch during an emergency.

## **Regional Chair**

The Head of Council or alternate for the Regional Municipality of York.

## **Regional Chief Administrative Officer**

The Chief Administrative Officer or alternate for the Regional Municipality of York.

## **Regional Commissioner of Community & Health Services**

The Commissioner of Community & Health Services or alternate for the Regional Municipality of York.

**Regional Commissioner of Health Services and Medical Officer of Health**

The Commissioner of Health Services and Medical Officer of Health or alternate for the Regional Municipality of York.

**Regional Fire Coordinator**

The Fire Coordinator or alternate for the Regional Municipality of York.

**Regional Police Chief**

The Chief of the York Regional Police Service or alternate.

**Triage**

The sorting and allocation of treatment to patients or victims according to a system of priorities designed to maximize the number of survivors.