



EMERGENCY PLAN

REVISED September 2008

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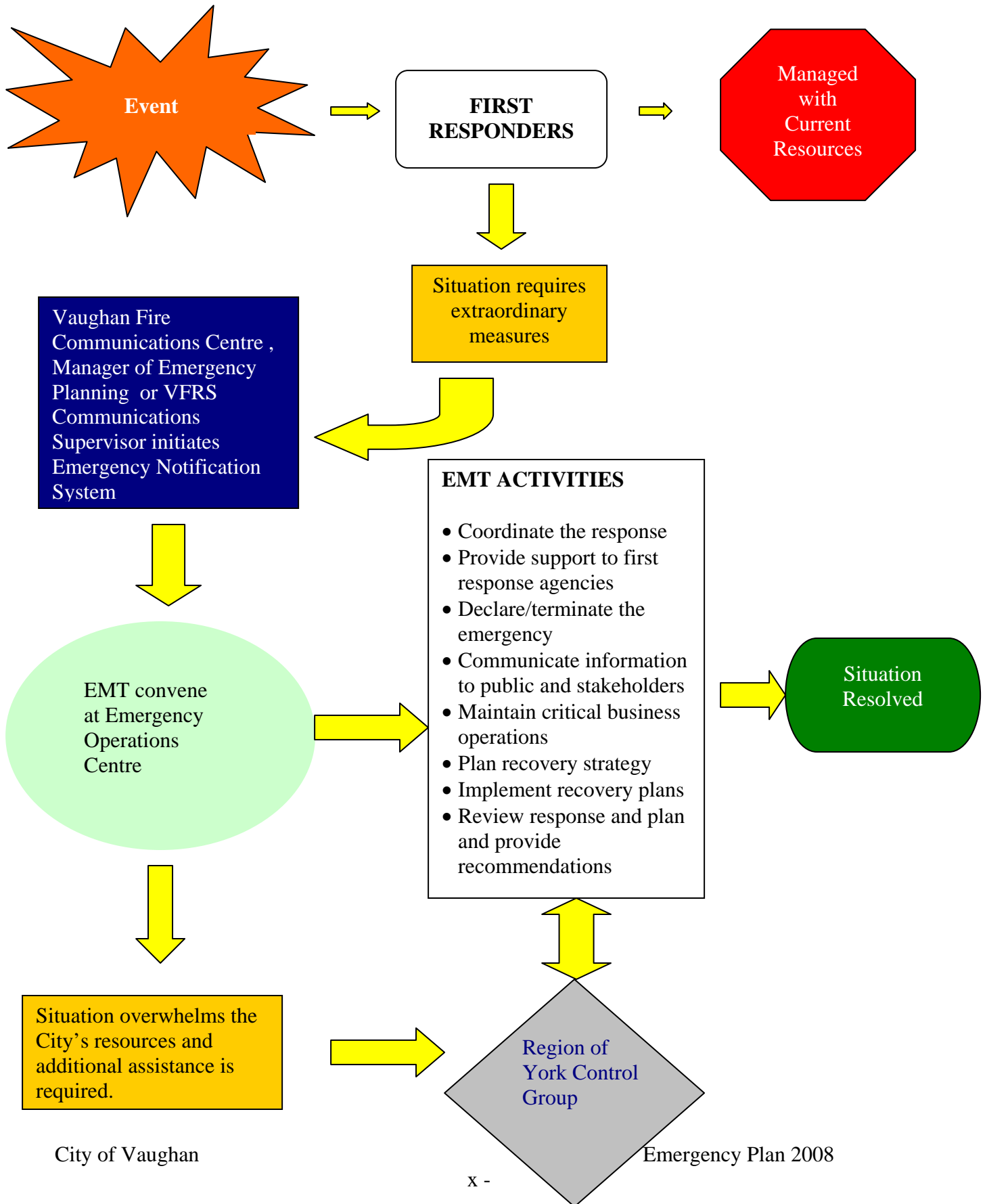
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ACRONYMS

| | |
|----------------|---|
| ARES | Amateur Radio Emergency Services |
| CANUTEC | Canadian Transport Emergency Centre |
| CEMC | Community Emergency Management Coordinator |
| CRIB | Central Registration and Inquiry Bureau |
| DFAA | Disaster Financial Assistance Arrangement |
| EMO | Emergency Management Ontario |
| EMS | Emergency Medical Services |
| EMT | Emergency Management Team |
| EOC | (Vaughan) Emergency Operations Centre |
| GIS | Geographic Information System |
| HMRU | Hazardous Materials Response Unit |
| IC | Incident Commander |
| IMS | Incident Management Systems |
| IT | Information Technology |
| LOC | Logistics Operations Centre |
| MOH | Medical Officer of Health |
| MP | Member of Parliament |
| MPP | Member of Provincial Parliament |
| NGO | Non-Governmental Organization |
| ODRAP | Ontario Disaster Relief Assistance Program |
| OPP | Ontario Provincial Police |
| PIC | Public Inquiry Centre |

| | |
|-------------|---|
| PIO | Public Information Officer |
| POC | Provincial Operations Centre |
| RECG | Regional Emergency Control Group |
| REOC | Regional Emergency Operations Centre |
| SAC | Spills Action Centre |
| VFRS | Vaughan Fire and Rescue Services |
| YRP | York Regional Police |

Summary of the Emergency Plan



SECTION 1: INTRODUCTION

1.1 PREAMBLE

The City of Vaughan covers a land area of 275 square kilometres and is situated in York Region. The City is bordered by the Township of King to the north, the Towns of Markham and Richmond Hill to the East, the City of Toronto to the South and the Region of Peel to the West. The City of Vaughan is a mix of urban and rural communities, which includes Concord, Kleinburg, Maple, Thornhill, and Woodbridge with a total population of over 260,000 inhabitants.

Within the borders of Vaughan are many unique aspects, which have been identified through a risk analysis that require effective emergency response capabilities. These include

- Major transportation routes including highways and rail corridors, on which significant volumes of dangerous goods are transported, and heavy commuter usage.
- Major gas pipelines traversing the City.
- Major heavy industrial areas where dangerous goods are used, stored or transported.
- Large landfill site with a methane-fired electrical generating station.
- Tracts of environmentally sensitive and protected lands.
- Tourism areas where significant volumes of people congregate.
- Hydro transmission corridors.
- Close proximity of two airports, one international in service delivery .
- Potential for natural disasters such as severe summer and winter storms.
- Two rail yards, which manage transfer and transport of large volumes of dangerous goods..

The City routinely handles situations involving responses by Fire, Police, Emergency Medical Services and Public Works, however some situations may escalate in scope beyond normal response operations. In the event of a larger-scale emergency the Emergency Plan may be activated.

The primary role of government in an emergency is to provide an organizational structure and the resources necessary to protect lives, property and the environment. To ensure a coordinated response effort, the plan outlines the roles and responsibilities of the responding municipal, regional, provincial, federal, private sector and non-governmental agencies.

The City maintains an Emergency Management Program for the purpose of developing, implementing and evaluating plans and strategies to mitigate potential emergencies, prepare the community, respond to and recover from emergency situations; and thus safeguard lives, property, the environment, critical infrastructure and welfare of the inhabitants of the City of Vaughan.

Through the program, mechanisms are in place to test and update plans and procedures annually.

1.2 PURPOSE OF THE PLAN

The purpose of this Plan is to establish guidelines and operating structures to make provisions for the extraordinary arrangements and measures that may be taken during an emergency. The plan is designed to

1. Maximize emergency response capabilities.
2. Establish roles and responsibilities of responding agencies in preparing for, responding to and recovering from an emergency.
3. Efficiently and effectively deploy resources.
4. Minimize the impact upon the health, safety, and welfare of citizens, property, environment and critical infrastructure.
5. Coordinate the actions of all responding agencies.
6. Provide the means to identify, request and procure additional resources, expertise and manpower that may be required.

The Plan has been designed to be flexible to ensure an all-hazards approach to managing emergency situations.

1.3 DEFINITION OF AN EMERGENCY

The *Emergency Management and Civil Protection Act* defines an emergency as

“A situation or 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; (situation d’urgence)”

An emergency can result from an existing danger or it can be a threat of an impending danger, which by its nature and magnitude necessitates a controlled and coordinated response by a number of government, private and community agencies.

Emergencies are categorized as natural, human-caused or technological in origin. Emergencies vary in scale as local, regional, provincial, national or international.

SECTION 2: AUTHORITY

2.1 THE CITY'S RESPONSIBILITY

The City is responsible for demonstrating due diligence through compliance with the *Emergency Management and Civil Protection Act*. Compliance with the Act is achieved through a comprehensive Emergency Management Program that includes an approved Emergency Plan.

The City must submit a copy of this Emergency Plan to the Chief, Emergency Management Ontario and ensure that the Chief has at any time the most current version of the Emergency Plan. The Chief, Emergency Management Ontario shall keep in a secure place the most current version of the Emergency Plan submitted to him or her.

To ensure the safety and security of the public and efficient and effective management of City resources, the Emergency Management Team utilizes response goals. The response goals numbered 1 through 4 are implemented in priority sequence, while response goals numbered 5 through 8 are implemented once the first 4 goals are addressed. Response goals 5 through 8 may be implemented out of sequence or simultaneously as the situation warrants.

1. Provide for the safety and health of all responders.
2. Save lives.
3. Reduce suffering.
4. Protect public health.
5. Protect government infrastructure.
6. Protect property.
7. Protect the environment.
8. Reduce economic and social loss.

2.2 THE EMERGENCY MANAGEMENT AND CIVIL PROTECTION ACT

2.2.1 EMERGENCY MANAGEMENT PROGRAM

The *Emergency Management and Civil Protection Act* makes it mandatory for every municipality to develop and implement an Emergency Management Program and the council of each municipality shall by by-law adopt the Emergency Management Program. The Act requires that every Emergency Management Program consist 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 procedures to be followed in emergency response and recovery activities;

-
- Public education on risks to public safety and on public preparedness for emergencies;
 - An assessment of various hazards and risks to public safety that could give rise to emergencies and identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies; and
 - Any other element required by the standards for emergency management programs set under section 14 of the Act.

2.3 THE AUTHORITY OF THE CITY OF VAUGHAN EMERGENCY PLAN

1. The Head of Council is hereby authorized to declare that an emergency exists in all or any part of the City and make such orders as considered necessary and are not contrary to law to implement the emergency plan.
2. That during the absence or during his/her inability to act, the designated alternate who shall be a member of Council, in accordance with Council policy, may exercise the powers and perform the duties of the Head of Council under the *Emergency Management and Civil Protection Act* or this Emergency Plan.
3. Employees of the City are authorized to take action under this plan where an emergency exists but has not yet been declared to exist.
4. Authority is hereby given to obtain and distribute necessary materials, equipment and supplies during an emergency.

2.4 PRECEDENCE

The Emergency Management and Civil Protection Act states that

“The emergency plan of a lower-tier municipality in an upper-tier municipality, excluding a county, shall conform to the emergency plan of the upper-tier municipality and has no effect to the extent of any inconsistency.”

The City of Vaughan, Emergency Plan conforms to the York Region Emergency Plan.

2.5 PROTECTION FROM PERSONAL LIABILITY

Under the *Emergency Management and Civil Protection Act*, Section 11,

11.(1) “No action or other proceeding lies or shall be instituted against a member of council or an employee of a municipality, an employee of a local services board, an employee of a district social services administration board, a minister of the Crown, a Crown employee or any other individual acting pursuant to this Act or an order made under this Act any act done in good faith in the exercise or performance or the intended exercise or performance of any power or duty under this Act or an order under this Act or

for neglect or default in the good faith exercise or performance of such a power or duty.

2.6 MUNICIPALITY NOT RELIEVED OF LIABILITY

11. (3) “Subsection (1) does not relieve a municipality of liability for the acts or omissions of a member of council or an employee of the municipality referred to in subsection (1) and the municipality is liable as if subsection (1) had not been enacted and in the case of a member of council, as if the member were an employee of the municipality.”

2.7 PUBLIC ACCESSIBILITY TO THE PLAN

The public electronic version of the Emergency Plan is available on the City’s website: www.vaughan.ca, and paper copies are available for viewing at the Civic Centre or in local libraries.

2.8 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Any personal information collected under the authority of this Plan shall be used solely for the purpose of planning, preparing and responding to emergencies as defined within this Plan. The release of any information under this Plan shall be made in conformity with the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, Ch. M.56 as amended.

A head of an institution, as defined in *the Municipal Freedom of Information and Protection of Privacy Act*, may refuse under that Act to disclose a record of personal information collected.

For the purposes of confidentiality for defence reasons and third party information, a head of an institution as defined in the *Municipal Freedom of Information and Protection of Privacy Act*, may refuse under that Act to disclose a record if,

- a. The record contains information required for the identification and assessment of activities under subsection 3 of *the Emergency Management and Civil Protection Act* – Hazard and risk assessment and infrastructure identification;
- b. Its disclosure could reasonably be expected to prejudice the defence of Canada or of any foreign state allied or associated with Canada or be injurious to the detection, prevention or suppression of espionage, sabotage or terrorism; and
- c. Reveals a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence implicitly or explicitly.

SECTION 3 – IMPLEMENTATION OF THE PLAN

3.1 DETERMINING AN EMERGENCY

At the threat of an impending emergency and/or at the scene of an emergency, the Incident Commanders of the first response agencies and/or the Emergency Management Team (EMT) will assess the situation to determine if this is an extraordinary event that requires extraordinary measures to respond to, contain and recover from the situation.

The Incident Commanders of the first response agencies or the City Manager or an EMT Section Chief may activate this Plan upon determination that the situation exceeds or may exceed normal response capabilities. Once the request has been made to activate the plan, the first response agencies can immediately implement actions under the Plan's authority.

3.2 EMERGENCY NOTIFICATION PROCEDURE

Upon direction from an Incident Commander or the City Manager or an EMT Section Chief, the Vaughan Fire and Rescue Service Communications Centre will activate the Emergency Notification Procedure. The Emergency Notification Procedure may be activated in whole or in part on the advice of the Unified Command Incident Commanders, or the City Manager or an EMT Section Chief.

The Vaughan Fire and Rescue Services Communications Operator(s) will contact the EMT members. VFRS Communications Operator(s) will provide the following details of the incident to EMT members:

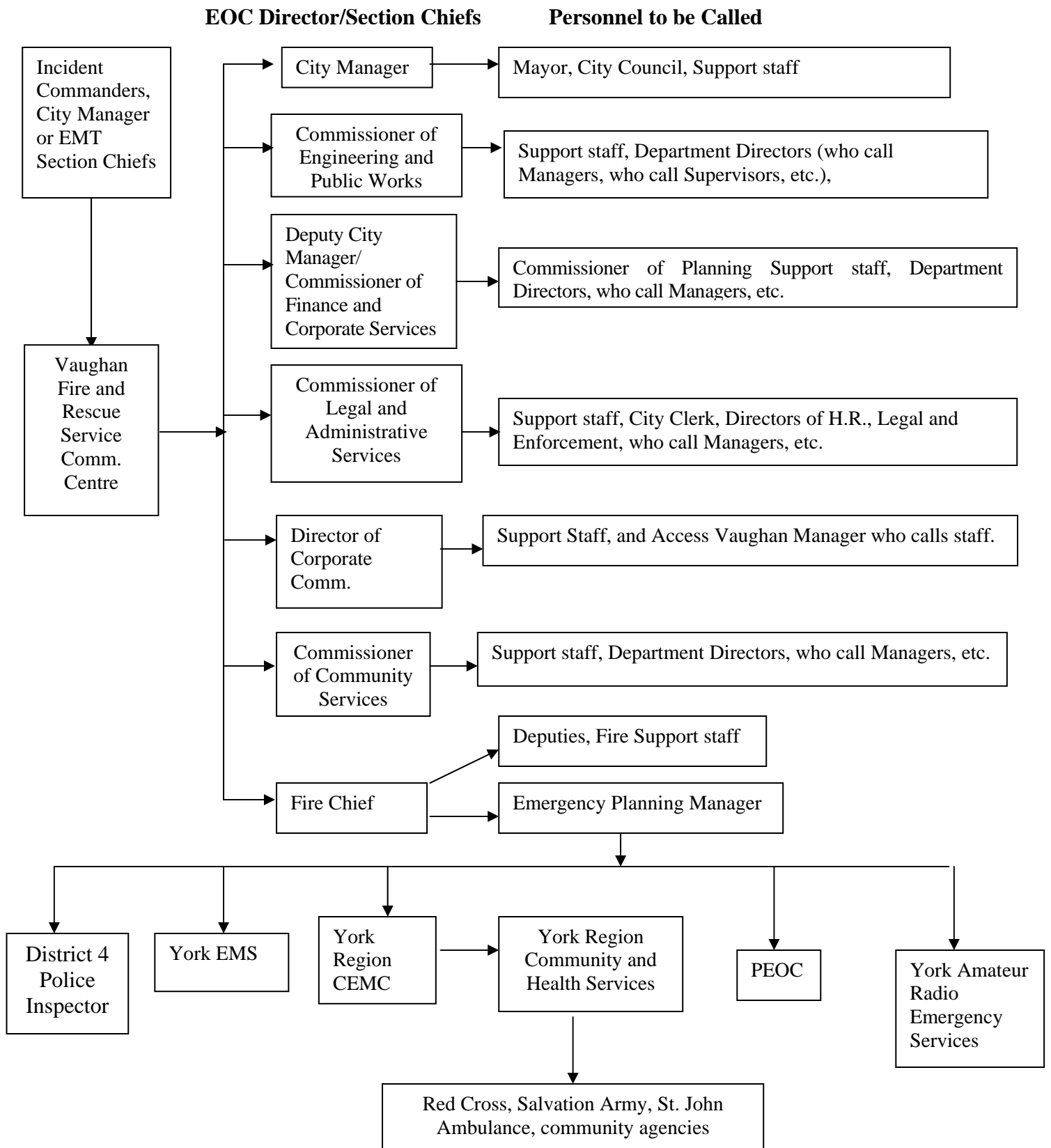
- Nature of the incident.
- Location.
- Extent of the impact area.

The members of the EMT may be

- Deployed immediately to the Emergency Operations Centre (EOC).
- Requested to be on standby, monitor the situation and be prepared to convene at the EOC rapidly.
- Alerted of a possible emergency situation, which may be developing.

Should VFRS-Communications Operator(s) not receive a response from the primary EMT contacts **within 15 minutes of initial contact**, they are to proceed in contacting the first and/or second designated alternates. EMT members and/or alternates will then notify staff within their departments. In the event Fire Communications is managing high volumes of emergency calls, the Notification Procedures will be activated by the Manager of Emergency Planning or VFRS Communications Supervisor.

3.3 EMERGENCY NOTIFICATION FAN-OUT CHART



3.4 DECLARATION OF AN EMERGENCY

1. In making the determination that a situation or impending situation is of the scale and/or magnitude, that a declaration of emergency should be made; the EMT will utilize the “Emergency Declaration Checklist” as a guide.
2. The Mayor or his/her designated alternate is responsible for declaring that a municipal emergency exists within Vaughan’s geographic boundaries in consultation with the EMT.
3. Upon declaration of an emergency, the Mayor or alternate will ensure that the following notifications are made:
 - a. The Solicitor General through Emergency Management Ontario at (416) 314-0472 (Provincial Emergency Operations Centre – PEOC),
 - b. In the event that contact with the PEOC is unsuccessful, notification can be made through the O.P.P. Duty Officer (705) 329-6950,
 - c. City Council,
 - d. The Regional Chair,
 - e. Mayors of neighbouring municipalities,
 - f. The public; and
 - g. MP’s and MPP’s representing the constituents of Vaughan.
4. The Mayor or designated alternate will submit a written and signed official declaration of an emergency by fax to the Provincial Emergency Operations Centre (416) 314-6220.
5. The Mayor, the City Manager or the Emergency Management Team Section Chiefs may request assistance and resources from another level of government and that request shall not be considered to be a request for implementation of the Emergency Plan for that jurisdiction, unless specifically indicated by the Mayor or EMT.
6. The Premier of Ontario has the authority under the *Emergency Management and Civil Protection Act* to declare an emergency in all or any part of Ontario.

3.5 TERMINATING AN EMERGENCY

1. The authority to terminate an emergency is that of the
 - a. Mayor or designated alternate; or
 - b. City Council; or
 - c. The Premier of Ontario.
2. Upon declaring an emergency is terminated, the Mayor will issue a verbal and written notice to
 - a. Solicitor General through the Provincial Emergency Operations Centre Tel: (416) 314-0472 and Fax (416) 314-6220,

-
- b. In the event that contact with the PEOC is unsuccessful, notification can be made through the O.P.P. Duty Officer Tel: (705) 329-6950,
 - c. City Council,
 - d. The public,
 - e. The Regional Chair,
 - f. The Mayors of neighbouring municipalities; and
 - g. The MP's and MPP's who represent the constituents of Vaughan.

3.6 ESCALATION OF AN EMERGENCY TO REGIONAL PLAN IMPLEMENTATION

1. In some instances a localized emergency or impending emergency may escalate in scope or be of such a magnitude that a controlled and coordinated response is required at the Regional Government level. The Mayor can request through the Regional Chair that the York Region Emergency Plan be activated. The following situations outline instances where the York Region Emergency Plan may be implemented:

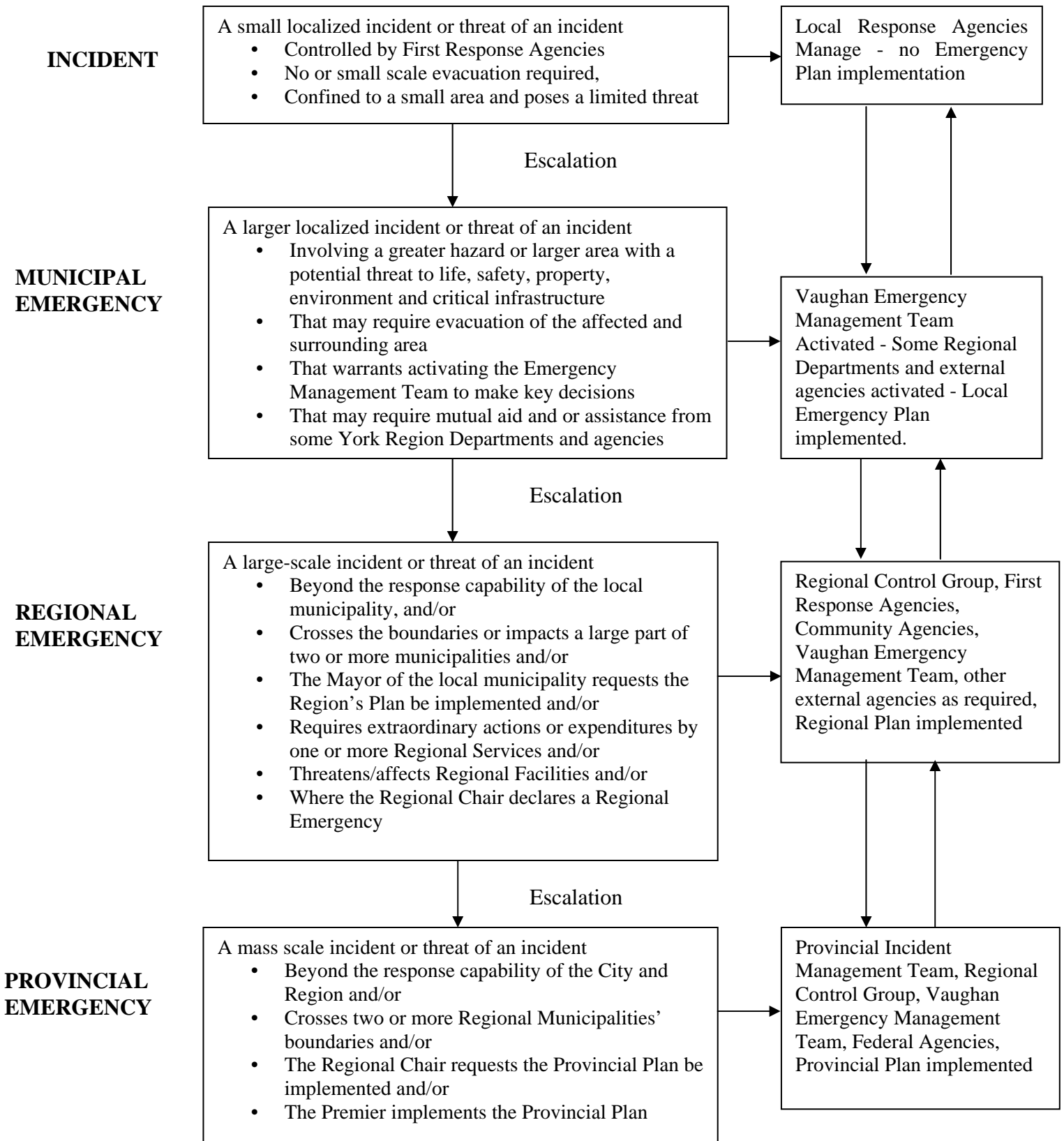
- The incident is beyond the capability of a local municipality and the Mayor requests implementation of the Regional Plan.
- The incident crosses boundaries of/or impacts a large part of 2 or more municipalities.
- The incident requires extraordinary expenditures of money by one or more Regional Departments.
- The situation threatens or affects Regional facilities.
- In a Provincially declared emergency, the Premier directs the Region to activate its Emergency Plan.

2. In the instance of a declaration of a Regional Emergency, the City will

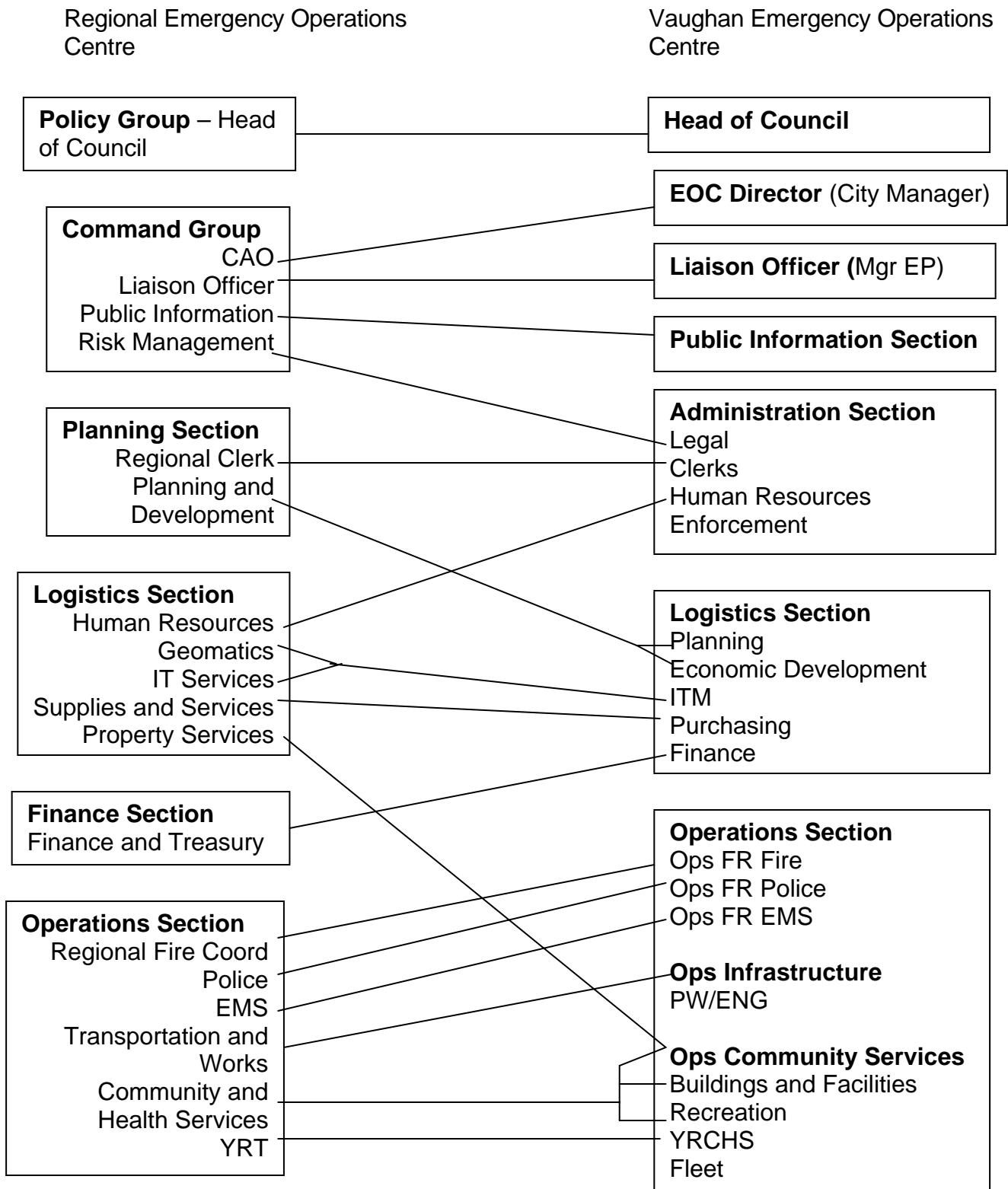
- Continue to operate and maintain the Vaughan EOC,
- Continue to provide services to residents,
- Continue to manage the localized response,
- Jointly coordinate with the Region in emergency response efforts,
- Provide a representative to the Regional Emergency Operations Centre to establish a liaison between the City and the Region.

These activities will continue until the emergency or impending emergency is declared terminated.

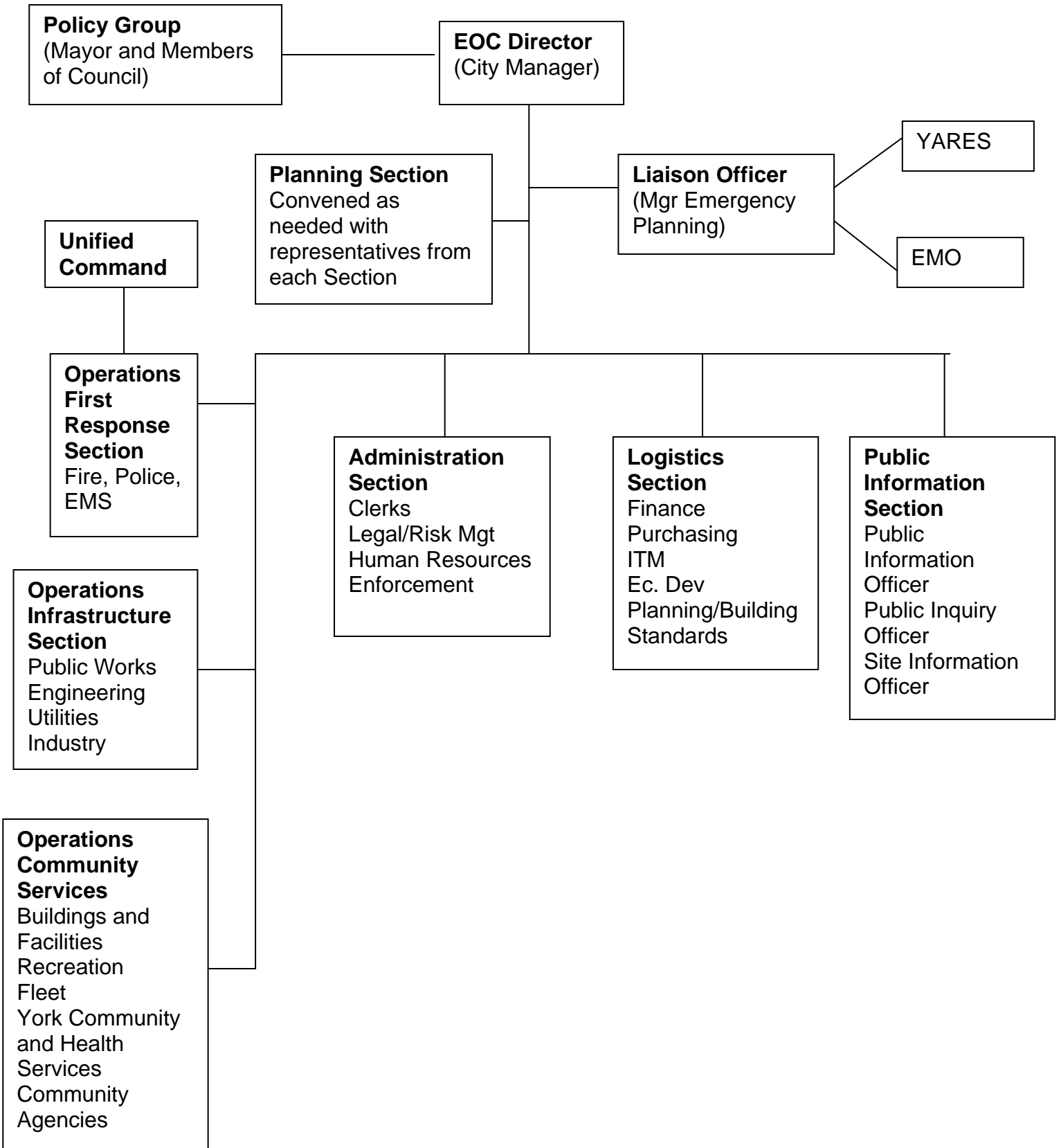
3.7 SCALES OF EMERGENCIES



3.8 COMMUNICATION FLOW BETWEEN REGIONAL EMERGENCY OPERATIONS CENTRE AND VAUGHAN EMERGENCY OPERATIONS CENTRE



SECTION 4 – INCIDENT MANAGEMENT SYSTEM ORGANIZATIONAL CHART



4.1 EMERGENCY MANAGEMENT TEAM

The Emergency Management Team (EMT) is responsible for directing and managing emergency operations and for providing the essential services needed to minimize the effects of the emergency on the City. The EMT will commence operations when an emergency situation represents a threat that exceeds the normal response capabilities of the agencies designated to handle such an emergency or the emergency threatens the well being of the municipality in large parts or as a whole. The EMT is comprised of senior staff of the lead response agencies that have the authority to make decisions on all matters affecting that agency's participation in the emergency.

The EMT is comprised of three functional components; management functions, support functions and Incident Site Team.

4.1.1 MANAGEMENT FUNCTIONS

| REPRESENTATIVE | EOC POSITION |
|--|--|
| Mayor | Head of Council |
| City Manager | EOC Director |
| Manager, Emergency Planning | Liaison Officer |
| Fire Chief | Operations First Response Fire Section Chief |
| York Regional Police District 4 Inspector | Operations First Response, Police Section Chief |
| York Region EMS | Operations First Response - EMS Section Chief |
| Commissioner Engineering and Public Works | Operations Infrastructure Section Chief |
| Commissioner of Community Services | Operations Community Services Section Chief |
| Director of Corporate Communications | Public Information Section Chief, Public Information Officer |
| Commissioner Legal and Administrative Services | Administration Section Chief/Legal Officer |
| Deputy City Manager/Commissioner of Finance and Corporate Services | Logistics Section Chief |

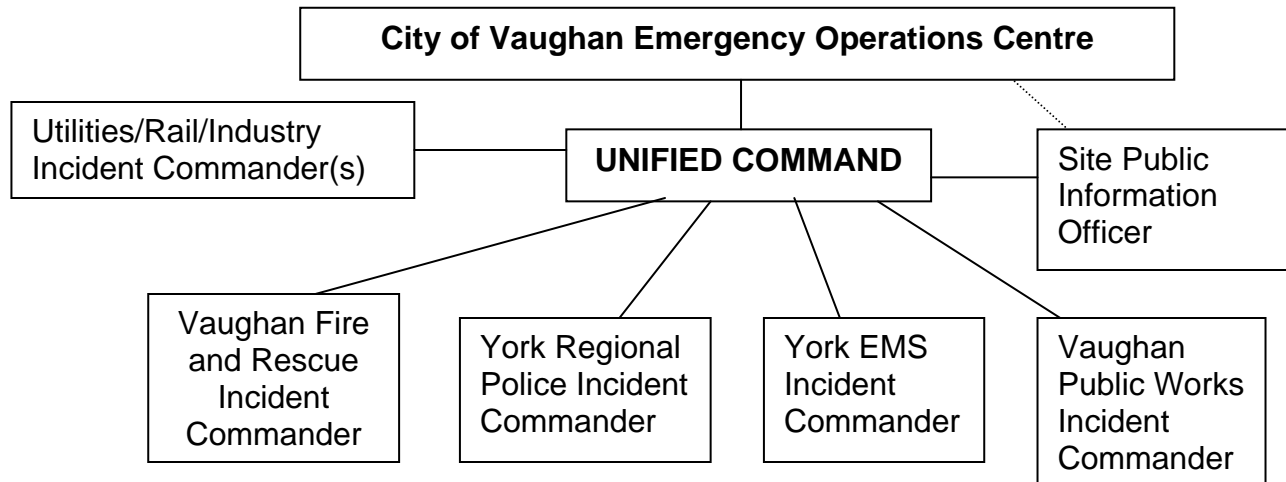
4.1.2 SUPPORT FUNCTIONS

| REPRESENTATIVE | EMT POSITION |
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| Director of Public Works | Operations Infrastructure Section- Public Works Officer |
| Director of Engineering Services | Operations Infrastructure Section - Engineering Officer |
| Director of Building and Facilities | Operations Community Services Section– Building and Facilities Officer |
| Director of Recreation and Culture | Operations Community Services Section – Recreation Officer |
| Manager of Fleet | Operations Community Services Section – Transportation Officer |
| York Region Community Services Representative | Operations Community Services Section – Social Services Officer |
| York Region Health Services Representative | Operations Community Services Section– Health Officer |
| City Clerk | Administration Section – Clerks Officer |
| Director of Human Resources | Administration Section – Human Resources Officer |
| Director of Enforcement Services | Administration Section – Enforcement Officer |
| Director of Finance | Logistics Section – Finance Officer |
| Director of Purchasing | Logistics Section - Purchasing Officer |
| Chief Information Officer | Logistics Section – IT Officer |
| Director of Economic Development | Logistics Section – Economic Development Officer |
| Commissioner of Planning | Logistics Section – Planning Officer |
| Manager Access Vaughan | Public Information Section – Public Inquiry Centre Officer |
| Scribes and Runners | Designated trained staff |

SUPPORTING AGENCIES

- Emergency Management Ontario
- Red Cross
- Utilities/Rail/Industry
- Hospitals
- Toronto Region Conservation Authority
- St. John Ambulance
- School Boards
- York Region Amateur Radio Emergency Services
- Ministry of Environment – Spills Action Centre
- York CEMC
- Hazardous Materials Response Units
- Ontario Provincial Police
- Coroner

4.1.3 INCIDENT SITE TEAM



4.2 ROLES AND RESPONSIBILITIES OF THE EMT

4.2.1 PRE-EMERGENCY

- Maintain a current copy of the Plan at home and in the office.
- Regularly review the Plan and their roles and responsibilities.
- Designate two alternates for their role.
- Ensure that the alternates review the Plan and their role and responsibilities regularly.
- Ensure the safety of their families through a personal emergency preparedness plan.
- Attend annual emergency management training and exercise sessions.

4.2.2 DURING THE EMERGENCY

- Notify department and agency staff.
- Obtain a briefing from Unified Command Incident Commanders on the actions taken and status of the incident.
- Direct and manage emergency operations and department responses.
- Provide essential services to minimize the effects of the emergency.
- Make decisions on behalf of their agency on matters related to the emergency.
- Gather required data and information related to the emergency area.
- Advise the Head of Council regarding declaring or terminating an emergency.
- Advise the Head of Council on designating sections of the city as an emergency area.
- Authorize expenditures.
- Procure and distribute equipment and services.

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- Notify, coordinate with, request assistance from and liaise with other levels of government, public and private agencies.
 - Assess human resource needs and procure or reallocate staff.
 - Assess and coordinate transportation of supplies, equipment, personnel and evacuees.
 - Order and coordinate the evacuation of inhabitants in impact areas.
 - Plan long-term response strategies.
 - Establish a schedule of reporting with business cycle meetings.
 - Inform the public and media of the situation.
 - Advise staff of any changes in the incident status.
 - Maintain detailed records and logs of the actions taken and submit to the Section Chiefs of Administration and Logistics.

4.2.3 POST EMERGENCY

- Submit all logs to the Administration Section and financial records to the Logistics Section.
- Provide input and recommendations for continuous improvement at the post emergency debriefing meeting.
- Update sub-plans as required.
- Participate in the Recovery Plan operations.

4.3 INDIVIDUAL RESPONSIBILITIES

4.3.1 Head of Council (Mayor or alternate)

Reports to Council

- Responds to EOC and establishes a work station.
- Opens and maintains a log (may be delegated to a scribe).
- On the advice of the Emergency Management Team (EMT) officially declares and terminates an emergency and/or an emergency area.
- Notifies the Solicitor General, Regional Chair, City Council, neighbouring municipal officials, Members of Parliament, Members of Provincial Parliament and the public of the emergency declaration and termination.
- Briefs City Council of changes in the status of the emergency.
- Makes formal requests to the Region for assistance and/or to implement the Regional Emergency Plan.
- Makes formal requests to the Province for assistance and informs the Regional Chair of such requests.
- Attends Business Cycle Meetings.
- In coordination with the PIO and EMT, acts as the official spokesperson for the City at media conferences.
- Provides input into the response and recovery planning process.
- Delegates duties to an alternate as needed and briefs alternate of actions taken, outstanding issues and status of emergency.
- Submits logs and expense records to the Team Leaders of Administration and Logistics daily.

4.3.2 EOC DIRECTOR (City Manager)

Reports To: Head of Council and Council

- Orders activation of the Emergency Plan and Notification Procedure.
- Notifies the Mayor, alternate Council Members and support staff.
- Responds to EOC and establishes a work station.
- Opens and maintains a log (may be delegated to a scribe).
- Selects or designates an alternate location for the EOC should the primary site be inaccessible.
- Manages the operations of the EMT.
- Schedules and chairs Business Cycle meetings.
 - Appoints Planning Section Chief to facilitate development of action plan;
 - Directs identification of response priorities;
 - Directs identification of recovery priorities; and
 - Approves action plan and authorizes implementation for response and recovery objectives.
- Briefs the Mayor and Members of Council.
- Liaises with City Managers and Chief Administrative Officers of neighbouring municipalities and the Region.
- Coordinates with Public Information Officer and acts as Spokesperson as required.
- Delegates duties to and briefs alternate on actions taken, outstanding issues and status of the emergency.
- Authorizes demobilization of Sections as required.
- Ensures any open actions will be handled after demobilization of a Section.
- Submits logs and records to the Chiefs of Administration and Logistics Sections.
- Ensures that post-emergency debriefing conducted and after action report prepared.

4.3.3 LIAISON OFFICER (Manager of Emergency Planning)

Reports To: EOC Director

- On request of Incident Commanders, EOC Director or Section Chiefs may initiate the Emergency Notification Procedures.
- Responds to EOC and establishes a work station.
- Opens and maintains a log.
- Coordinates with Building and Facilities and I.T. Officers to set up and decommission the EOC.
- Coordinates with Enforcement Officer to establish security for the EOC.
- Posts and maintain EOC organization chart.
- Liaises with the Community Emergency Management Coordinators (CEMC) for the Region, neighbouring municipalities and province.
- Liaises with external agencies not represented in the EOC.
- Advises the EMT on emergency management matters, procedures and plan implementation.
- Monitors and reports on weather conditions.
- Ensures that the EMT has all necessary plans, supplies, maps and equipment.
- Activates York Region Amateur Radio Emergency Services.
- Liaises with EMT members to collect data and operational updates.
- Issues situation reports to Provincial Operations Centre.
- Attends and provides updates at Business Cycle Meeting.
- Provides input into response and recovery planning process.
- Delegates duties to and briefs alternate on actions taken, outstanding issues and status of the emergency.
- Schedules and conducts a post emergency debriefing and prepares the after action report.

4.3.4 OPERATIONS FIRST RESPONSE – FIRE SECTION CHIEF (Fire Chief)

Reports to: EOC Director

- Orders activation of the Emergency Plan and Notification Procedure.
- Activates departmental plan and notifies alternates and support staff.
- Responds to EOC and establishes a work station.
- Opens and maintains a log (may be delegated to a scribe).
- Obtains briefing from and maintains communication with Fire Incident Commander on the status of the incident.
- Coordinates with Police and EMS to establish a Unified Command Post at the scene with interoperable communications systems.
- Coordinates Fire and Rescue Services activities to ensure coverage.
- Advises EMT on fire fighting matters.
- Coordinates the provision of equipment, resources, and specialists through EMT Sections to the scene and ensure service continuity.
- Activates Mutual Aid Agreements and/or supplier contracts as needed.
- Coordinates with Police, EMS, York Region Community and Health Services regarding evacuation of scene.
- Liaises with Fire Services from neighbouring municipalities and the Regional Fire Coordinator.
- Requests Hazmat Response Units, Ministry of Labour – Radiation Protection Services as needed.
- Liaise with PIO to provide expert information at media conferences.
- Participates in response and recovery planning process.
- Attends and provides updates at Business Cycle Meetings.
- Delegates duties to and briefs alternate on actions taken, outstanding issues and status of the emergency.
- Submits logs and expense records to the Section Chiefs of Administration and Logistics.

4.3.5 OPERATIONS FIRST RESPONSE – POLICE SECTION CHIEF (District 4 Inspector)

Reports to: EOC Director and Regional Operations Centre Police Chief

- Recommends activation of the Emergency Plan and Notification Procedure.
- Responds to EOC and establishes a work station.
- Opens and maintains a log (may be delegated to a scribe).
- Requests activation of the York Regional Police Emergency Operations Plan.
- Coordinates with Fire and EMS to establish a Unified Command System, Command Post and interoperable communications systems.
- Deploys York Regional Police Mobile Command Unit to the Emergency Scene.
- Coordinates the Police Response with Unified Command to
 - Establish Inner and Outer Perimeters at the site,
 - Establish access control measures,
 - Provide traffic control to facilitate the movement of emergency vehicles,
 - Alert residential, commercial and industrial buildings of need to evacuate,
 - Implement crowd control measures, and
 - Investigate the incident.
- Obtains a briefing from and establishes communications with Police Incident Commander.
- Advises the EMT on policing matters.
- In coordination with Unified Command and EMT plans evacuation of the emergency area and implements the Evacuation Plan.
- Coordinates with Operations Community Services Section to identify, and open Reception Centres.
- Dispatches specialized police units and activate mutual aid agreements as needed.

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- Maintains an inventory of Regional, Municipal and private sector communications equipment and facilities that may be accessed during an emergency.
 - Coordinates with Coroner's Office on fatalities, morgues, investigation of deaths, establishing a property recovery centre, identification of victims and notification of next of kin.
 - Delegates duties to and briefs alternate on actions taken, outstanding issues and status of the emergency.
 - Provides input into response and recovery planning process.
 - Attends and provides updates at Business Cycle Meetings.
 - Submit logs and expenditure reports to Section Chiefs of Administration and Logistics daily.

4.3.6 OPERATIONS FIRST RESPONSE - EMS SECTION CHIEF (Representative from York Region Emergency Medical Services)

Reports to: EOC Director and Regional Emergency Operations Centre EMS General Manager

- May recommend activation of the Emergency Plan and Notification Procedure.
- Responds to EOC and establishes a work station.
- Opens and maintains a log (may be delegated to a scribe).
- Requests activation of the York Region EMS Contingency Plan.
- Coordinates with Fire and Police to establish a Unified Command System, Command Post and interoperable communications systems.
- Obtains briefing from and establishes communications with EMS Incident Commander.
- Liaises with the Ontario Ministry of Health and Allied EMS agencies.
- Advises the EMT on Emergency Medical Services matters.
- Coordinates EMS activities
 - Triage,
 - Patient Stabilization,
 - Any other treatment required in pre-hospital care,
 - Transportation to hospital, and
 - Evacuation of citizens needing assistance.
- Identifies resources and equipment required, and coordinates with the EMT to procure.
- Liaises with neighbouring municipal EMS agencies for mutual assistance.
- Provides input into response and recovery planning process.
- Attends and provides updates at Business Cycle Meeting.
- Delegates duties to and briefs alternate on actions taken, outstanding issues and status of the emergency.
- Submits logs and expense records to Section Chiefs of Administration and Logistics daily.

4.3.7 OPERATIONS INFRASTRUCTURE SECTION CHIEF (Commissioner of Engineering and Public Works)

Reports to: EOC Director

- Orders activation of the Emergency Plan and Notification Procedure.
- Responds to EOC and establishes a work station.
- Opens and maintains a log.
- Activates departmental emergency plan and notification procedure.
- Obtains a briefing from and establishes communications with the Public Works on scene Incident Commander.
- Advises EMT on Engineering and Public Works related matters.
- Oversees and directs Public Works and Engineering response activities
 - Traffic Control Aids,
 - Sewers Systems,
 - Water Systems,
 - Roads,
 - Spills,
 - Snow/Ice Control,
 - Flood Response,
 - Refuse Removal,
 - Potable Water and Sanitation Facilities,
 - Water Supply for fire suppression,
 - Clearing of Evacuation and Emergency Routes,
 - Provide access to off road emergency scenes,
 - Ensure continuation, restoration, repair and cleanup of municipal public works systems, and
 - Engineering drawings of City infrastructure.
- Liaises with the York Region Commissioner of Transportation and Works, and neighbouring municipalities' Public Works Departments.
- Coordinates with EMT members to procure equipment, supplies, human resources, contractors and experts to support the response efforts.
- Designates an on scene Incident Commander as needed.
- Oversees coordination with Utilities Companies for disconnection and reconnection of services in the emergency area.

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- On the approval and direction of the Ministry of Environment and on advisement of the EMT, directs Public Works staff to initiate cleanup, and disposal of contaminants and debris as necessary.
 - Liaises with the Spills Action Centre (Ministry of the Environment (416) 325-3000 OR 1-800-268-6060), and other experts on handling, containment and clean up of hazardous materials.
 - Coordinates with Toronto Region Conservation Authority (416) 661-6600 on flood management matters.
 - Participates in response and recovery planning process.
 - Attends and provides updates at Business Cycle Meetings.
 - Ensures replacement staff are scheduled for Operations Infrastructure Section.
 - Delegates duties to and briefs alternate on actions taken, outstanding issues and status of the emergency.
 - Collects logs and expense records from Officers daily.
 - Submits logs and expense records to the Section Chiefs of Administration and Logistics daily.

4.3.8 OPERATIONS INFRASTRUCTURE SECTION - PUBLIC WORKS OFFICER (Director of Public Works)

Reports to: Operations Infrastructure Section Chief

- Responds to the EOC and establishes a work station.
- Opens and maintains a log.
- Activates departmental emergency plan and notification procedure.
- Coordinates the provision of Public Works Department services.
 - Solid Waste Management,
 - Water/Waste Water and Drainage,
 - Public Works Dispatch Office,
 - Environmental and Technical,
 - Road Maintenance, and
 - Street Lights and Traffic Signals.
- Coordinates winter snow/ice removal plan activities.
- Appoints a site incident commander as needed to liaise with Unified Command.
- Liaises with and advises EMT on Public Works matters.
- Coordinates with Region of York Transportation and Works Department and area Municipal Public Works Departments.
- Provides regular updates to Section Chief.
- Coordinates with Section Chief and EMT to ensure sufficient staffing is available, scheduled and additional human resources needs identified.
- Identifies supplies, equipment and services required and coordinates with EMT to procure.
- Coordinates with community and government agencies (TRCA, SAC, MOE, CANUTEC etc).
- Coordinates with utilities for disconnection and reconnection of services in the impacted area.
- Provides input into response and recovery planning process.

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- May be required to attend and provide updates at Business Cycle Meeting.
 - Delegates duties and provides briefing to the alternate on actions taken, outstanding issues and status of the emergency
 - Submits logs and records of expenses to Section Chief daily.

4.3.9 OPERATIONS INFRASTRUCTURE SECTION - ENGINEERING OFFICER (Director of Engineering Services)

Reports to: Operations Infrastructure Section Chief

- Responds to the EOC and establishes a work station.
- Opens and maintains a log.
- Activates departmental emergency plan and notification procedure.
- Coordinates the provision of Engineering Services.
 - Infrastructure data,
 - Infrastructure maps, and
 - Engineering drawings.
- Coordinates with GIS mapping.
- Advises EMT on engineering matters.
- Provides input into response and recovery planning process.
- Provides regular updates to Section Chief.
- Delegates duties and provides briefing to alternate on actions taken, outstanding issues and status of the emergency.
- Submits logs to Section Chief daily.

4.3.10 OPERATIONS COMMUNITY SERVICES SECTION CHIEF (Commissioner of Community Services)

Reports to: EOC Director

- Orders activation of the Emergency Plan and Notification Procedures.
- Responds to EOC and establishes a work station.
- Opens and maintains a log.
- Activates departmental emergency plan and notification procedure.
- Oversees and directs the Operations Community Services Section functions and responses.
 - Buildings and facilities managements,
 - Support services for Reception/Evacuation Centres,
 - Transportation of evacuees, staff and supplies,
 - Building inspection,
 - Food service provision for EMT and scene responders, and
 - Establish and emergency worker centre if required.
- Coordinates with Unified Command, York Region Community and Health Services Representative and Red Cross to identify and activate City facilities as Reception Centres.
- Briefs and updates team regularly.
- Advises and coordinates with EMT on operations related matters.
- Liaises with neighbouring municipalities, the Region, School Boards and community agencies to support the provision of humanitarian aid.
- Delegates duties and provides briefing to alternate on actions taken, outstanding issues and status of the emergency.
- Ensures sufficient staff are available and scheduled to support the Operations Community Services functions in coordination with EMT.
- Attends and provides updates at Business Cycle Meetings.
- Provides input into response and recovery planning process.
- Ensures replacement staff are scheduled for Operations Community Services Section.

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- Collects logs and expense records from Officers daily.
 - Submits logs and records of expenditures to the Section Chiefs of Administration and Logistics daily.

4.3.11 OPERATIONS COMMUNITY SERVICES SECTION - BUILDING AND FACILITIES OFFICER (Director of Buildings and Facilities)

Reports to: Operations Community Services Section Chief

- Responds to EOC and establishes a work station.
- Opens and maintains a log.
- Activates departmental emergency plan and notification procedure.
- Coordinates with IT Officer, Enforcement Officer and Liaison Officer to set up, maintain and decommission the EOC.
- Coordinates with PIO and IT Officer to set up and maintain a media centre.
- Coordinates with PIC Officer and IT Officer to set up and maintain the Public Inquiry Centre.
- Establishes a rest area at the EOC facilities for EMT members.
- Coordinates with York Region Community and Health Services and Recreation Officer to open, set up, maintain and close, city facilities being used as Evacuation Centres, Reception Centres, or Emergency Worker Centres.
- Maintains a record of supplies used in the Evacuation, Reception and/or Emergency Worker Centres.
- Coordinates with EMT to identify facility needs during the emergency.
- Liaises with PowerStream and the private sector to coordinate the provision of electrical power and or generators for municipal facilities.
- Liaises with neighbouring municipal and regional departments.
- Coordinates with Transportation Officer to move EOC supplies to the alternate location.

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- Coordinates close down of City facilities that are impacted by the emergency.
 - Coordinates restoration of damaged City facilities.
 - Updates Section Chief on Building and Facilities activities.
 - Delegates duties and provides briefing to alternate on actions taken, outstanding issues and status of the emergency.
 - Provides input into response and recovery planning process.
 - Submits logs and record of expenditures to the Section Chief daily.

4.3.12 OPERATIONS COMMUNITY SERVICES SECTION - RECREATION OFFICER (Director of Recreation and Culture)

Reports to: Operations Community Services Section Chief

- Responds to EOC and establishes a work station.
- Opens and maintains a log.
- Activates departmental emergency plan and notification procedure.
- Assists York Region Community and Health Services with setting up, operating and closing Evacuation/Reception Centres in community centres
- Appoints the Recreation Lead at facilities being used as Reception or Evacuation Centres.
- Maintains an inventory of facilities and supplies that may be used for evacuees.
- Coordinates with York Region Community Services and Red Cross to provide leisure activities at the Evacuation or Reception Centres.
- Arranges for the provision of food for EMT members and emergency site responders.
- Provides regular updates to Section Chief on Recreation activities.
- Delegates duties and provides briefing to alternate on actions taken, outstanding issues and status of the emergency.

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- Provides input into response and recovery planning process.
 - Submits logs and records of expenditure to the Section Chief daily.

4.3.13 OPERATIONS COMMUNITY SERVICES SECTION - TRANSPORTATION OFFICER (Manager, Fleet Services)

Reports to: Operations Community Services Section Chief

- Responds to EOC and establishes a work station.
- Opens and maintains a log.
- Activates departmental emergency plan and notification procedure.
- Liaises and coordinates with EMT to provide transportation for evacuees, staff, volunteers and supplies.
- Liaises and coordinates with York Region Transit and school boards to access buses.
- Coordinates with private transportation companies to access vehicles.
- Arranges for the provision of fuel for emergency vehicles, other response vehicles and equipment.
- Coordinates with EMT and Unified Command to designate pick up and drop off locations for evacuees, volunteers, staff and supplies.
- Coordinates with Unified Command and EMT on re-entry planning.
- Provides regular updates to Section Chief.
- Delegates duties and provides briefing to alternate on actions taken, outstanding issues and status of the emergency.
- Provides input into response and recovery planning process.
- In coordination with Section Chief and EMT, ensures that sufficient staffing is available and scheduled as drivers.
- Submits logs and records of expenditure to the Section Chief daily.

4.3.14 OPERATIONS COMMUNITY SERVICES SECTION – SOCIAL SERVICES OFFICER (Representative from York Region Community Services)

Reports to: Operations Community Services Section Chief and Regional Emergency Operations Centre Commissioner of CHS)

- Liaises with EOC and if required will provide a representative.
- Opens and maintains a log.
- Activates Emergency Social Services plan and notification procedure.
- Oversees and coordinates Emergency Social Services activities for citizens impacted by the emergency in accordance with Health Canada Guidelines.
 - Food,
 - Clothing,
 - Shelter,
 - Personal assistance,
 - Registration and Inquiry,
 - Care of unattended children, and
 - Counselling services.
- Liaises and coordinates with EMT and Unified Command on evacuations.
- Maintains an inventory of facilities designated for use as Evacuation and/or Reception Centres.
- Coordinates with EMT to procure supplies for the Evacuation/Reception Centres.
- Manages the opening, operating and closing of Evacuation/Reception Centres.
- Coordinates with volunteer agencies and City staff to assist with care of evacuees at the centres.
- Coordinates with Public Health to ensure that Evacuation/Reception Centres adhere to satisfactory health requirements.
- Liaises with Regional Emergency Operations Centre, provincial ministries and neighbouring municipal Social Services Departments.

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- Ensures that sufficient staff and volunteers are available and scheduled to operate the Evacuation/Reception Centres 24 hours per day, 7 days a week.
 - Participates on the Disaster Relief Committee to assess and approve applications for financial assistance related to the emergency under the Ontario Disaster Relief Assistance Program.
 - Delegates duties and provides briefing to alternate on actions taken, outstanding issues and status of the emergency.
 - Attends and provides updates at Business Cycle Meetings.
 - Provides input into response and recovery planning process.
 - Submits logs and records of expenditures to the Section Chief daily.

**4.3.15 OPERATIONS COMMUNITY SERVICES SECTION – HEALTH OFFICER
(Representative from York Region Public Health)**

**Reports to: Operations Community Services Section Chief and
Regional Emergency Operations Centre Commissioner of CHS**

- Liaises with the EOC and if required will provide a representative.
- Opens and maintains a log.
- Activates Public Health Department emergency plan and notification procedure.
- Liaises with the Ministry of Health and Long Term Care, other provincial Ministries and Community Health Agencies.
- Consults with Unified Command and EMT in determining protective actions for the public.
- Deploys a Health Department representative to the Scene as required.
- Coordinates with the PIO to release public action directives and health safety precautions.
- Advises EMT on health matter such as drinking water, food, air quality, disease and hygiene.
- Oversees and coordinates Health Department response to the emergency.

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- Liaises with Transportation Officer and EMS to coordinate evacuation of Home Care Clients to appropriate facilities.
 - Coordinates with York Region Community Services representative, City Staff and Red Cross on areas of mutual concern in Evacuation and/or Reception Centres in accordance with Health Canada Guidelines.
 - Food and water safety,
 - General safety and sanitation,
 - Disease control,
 - Accommodation standards,
 - Health assessment needs, and
 - Critical incident stress management.
 - Deploys Public Health Staff to Evacuation and/or Reception Centres as required.
 - Coordinates with community agencies to assist in providing basic health care at evacuation and/or reception centres.
 - Activates mutual aid agreements as required.
 - Delegates duties and provides briefing to alternate on actions taken, outstanding issues and status of the emergency.
 - May attend or send a representative if requested to Business Cycle Meetings.
 - Provides input into response and recovery planning process.
 - Submits logs and records of expenses to the Section Chief daily.

4.3.16 ADMINISTRATION SECTION CHIEF (Commissioner of Legal and Administrative Services)

Reports to: EOC Director

- Orders activation of the Emergency Plan and Notification Procedure.
- Responds to EOC and establishes a work station.
- Opens and maintains a log.
- Activates departmental emergency plan and notification procedure.
- Oversees and directs all administrative operations in the EOC.
 - Enforcement Services activities.
 - Ensures the Clerks Officer establishes and maintains a Master Events Log.
 - Ensures that updates are provided to the Clerks Officer.
 - Ensures that hard and soft copies of records are maintained by EMT members and submitted daily.
 - Identifies additional support staff as may be required such as scribes and directs the Human Resources Officer to recruit/reallocate appropriate staff.
 - Liaises with EMT members to identify and provide additional administrative services as required.
 - Advises EMT on legal and risk management matters, or may delegate this duty to an alternate.
 - Schedules Business Cycle Meetings in consultation with the EOC Director.
 - Arranges for minutes to be recorded at and distributed for all meetings of the EOC members.
- Ensures replacement staff are scheduled for Administration Section members.
- Ensures logs from all of the Sections are provided to Clerks Officer for filing and consolidation.
- Briefs and updates Administration Section members at regularly scheduled team meetings.
- Delegates duties and provides briefing to alternate on actions taken, outstanding issues and status of the emergency.
- Provides input into response and recovery planning process.

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- Attends and provides updates at Business Cycle Meetings.
 - Collects logs from Officers and Sections daily.
 - Submits Records of expenditures to Logistics Section Chief daily.

4.3.17 ADMINISTRATION SECTION – CLERKS OFFICER (City Clerk plus Assistant City Clerk)

Reports to: Administration Section Chief

- Responds to EOC and establishes a work station.
- Opens and maintains the Master Events Log, ensuring it is current.
- Activates departmental emergency plan and notification procedure.
- Deploys additional staff to assist with data management.
- Assigns scribes to sections.
- Orientates scribes and runners to information documentation process.
- Requests additional staff for records management in coordination with Human Resources Officer.
- Implements document control and records management measures.
- Takes minutes at all meetings, sets agendas and distributes information to all EMT members or delegates to an alternate.
- Ensures that a current list of property owners is available to EMT.
- Coordinates with the Medical Officer of Health, Operations Infrastructure Section Chief, Coroner's Office and local funeral homes to organize large scale burial operations if required.
- Consolidates daily logs into a daily situation report and distribute to EMT.
- Participates on the Disaster Relief Committee to assess and approve applications for assistance.
- Attends regular section meetings to update Administration Section Chief.

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- Delegates duties and provides briefing to alternate on actions taken, outstanding issues and status of the emergency.
 - Provides input into response and recovery planning process.
 - Submits records of expenditures to Team Leader daily.

4.3.18 ADMINISTRATION SECTION – HUMAN RESOURCES OFFICER (Director of Human Resources)

Reports to: Administration Section Chief

- Responds to EOC and establishes a work station.
- Opens and maintains a log.
- Activates departmental emergency plan and notification procedure.
- Establishes a site for assembly, intake, registration and orientation of city staff, temporary workers and volunteers.
- Coordinates with and refers citizen volunteers to Non-Government Organizations.
- Coordinates with EMT to identify and process requests for additional staff.
- Coordinates with PIO to issue a public appeal for volunteers and to terminate appeal when sufficient numbers of human resources are attained.
- Establishes a registration system and generate files for all temporary and volunteer workers recruited and ensures files are kept secured.
- Provides identification to staff, temporary workers and volunteers.
- Coordinates with Transportation Officer to arrange transportation of workers to and from work sites.
- Issues work assignments, work description, work site supervisor and insurance information to temporary workers and volunteers.
- Advises EMT on human resources and health and safety matters.
- Arranges for critical incident stress counseling services for response staff as needed.

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- Identifies staff who are overtired or in distress and takes steps to relieve them.
 - Ensures there is sufficient human resources scheduled to manage the emergency for second, third shifts and for an extended duration.
 - Provides input into the response and recovery planning process.
 - Delegates duties and provides briefing to alternate on actions taken, outstanding issues and status of the emergency.
 - Submits logs and records of expenditures Section Chief daily.

4.3.19 ADMINISTRATION SECTION – LEGAL OFFICER (Commissioner of Legal and Administrative Services or Director of Legal Services)

Reports to: Administration Section Chief

- Responds to EOC and establishes a work station.
- Opens and maintains a log.
- Activates departmental emergency plan and notification plan
- May also be performing the role of Administration Section Chief.
- Advises the EMT on legal matters.
- Coordinates with the EMT members to ensure that appropriate site cleanup arrangements are made and carried out at the expense of those legally responsible.
- Collects evidence of any legal violations related to the emergency.
- Liaises with the Regional Solicitor and solicitors for neighbouring municipalities.
- Provides input into the response and recovery planning process.
- Delegates duties and provides briefing to alternate on actions taken, outstanding issues and status of the emergency.
- Submits logs and records of expenditures to Section Chief daily.

4.3.20 ADMINISTRATION SECTION - ENFORCEMENT OFFICER (Director of Enforcement Services)

Reports to: Administration Section Chief

- Responds to EOC and establishes a work station.
- Opens and maintains a log.
- Activates departmental emergency plan and notification procedure.
- Coordinates security for the EOC.
- Liaises and advises EMT on Enforcement and security matters.
- Coordinates with the Police to assist in traffic control,
- Coordinates with Operations Community Services Section to provide evacuation/reception centre security.
- Coordinates with animal control agencies on pets evacuated and left behind.
- Provides regular updates to Section Chief.
- Delegates duties and provides briefing to alternate on actions taken, outstanding issues and status of the emergency
- Provides input into response and recovery planning process.
- In coordination with Section Chief and EMT, ensures that sufficient staffing is available and scheduled.
- Submits logs and records of expenditure to the Section Chief daily.

4.3.21 LOGISTICS SECTION CHIEF (Deputy City Manager/Commissioner of Finance and Corporate Services)

Reports to: EOC Director

- Orders activation of the Emergency Plan and Notification Procedure.
- Responds to EOC and establishes a work station.
- Opens and maintains a log.
- Activates departmental emergency plan and notification procedure.
- Oversees and directs Logistics Section functions for the response;
 - Financial management,
 - Purchasing,
 - Information Technology,
 - Planning, and
 - Economic Development.
- Briefs and updates Logistics Section on a regular basis.
- Advises EMT on logistics related matters.
- Approves unbudgeted expenses (Deputy City Manager/Commissioner of Finance and Corporate Services only).
- Ensures records of expenditures are obtained from EMT members daily for consolidation by Finance Officer.
- Coordinates with EMT members to ensure all financial transactions, purchases, IT/GIS, Economic Development and Planning needs for the response are managed by the Logistics Section Officers.
- Coordinates supplier agreements and contracts
- When the Commissioner of Planning is the Logistics Section Chief, he/she may also fulfill the role of Planning Officer but is not authorized to approve unbudgeted expenditures.
- Liaises with Finance, Planning and Economic Development Departments from neighbouring municipalities and the Region.
- Delegates duties and provides briefing to alternate on actions taken, outstanding issues and status of the emergency.

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- Ensures replacement staff are scheduled for Logistics Section.
 - Attends and provides updates at Business Cycle Meetings.
 - Provides input into response and recovery planning process.
 - Collects records of expenditures from all Sections daily.
 - Collects logs from Officers daily.
 - Submits logs to Administration Section Chief daily.

4.3.22 LOGISTICS SECTION – FINANCE OFFICER (Director of Financial Services)

Reports to: Logistics Section Chief

- Responds to EOC and establishes a work station.
- Opens and maintains a log.
- Activates departmental emergency plan and notification procedure.
- Advises the EMT on financial matters and coordinates with EMT members to support the response.
- Opens a sub-cost center under the Emergency Planning Program Cost Centre to record financial expenditures for the emergency.
- Liaises with Finance Personnel at the Region and neighbouring municipalities.
- Prepares daily financial reports for EMT.
- Ensures prompt payment of invoices.
- Updates Section Chief regularly, may attend and provide updates at the Business Cycle Meeting as required.
- Provides input into the response and recovery planning process.
- Delegates duties and provides briefing to alternate on actions taken, outstanding issues and status of the emergency.
- Acts as chair of the Disaster Relief Committee as needed to assess and approve applications for financial assistance related to the emergency under the Ontario Disaster Relief Assistance Program (Appendix I).

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- Submits logs to Section Chief daily.

4.3.23 LOGISTICS SECTION – PURCHASING OFFICER (Director of Purchasing)

Reports to: Logistics Section Chief

- Responds to EOC and establishes a works station.
- Opens and maintains a log.
- Activates departmental emergency plan and notification procedure.
- Intakes and fulfills all purchasing requests from EMT.
- Maintains a current list of vendors.
- Ensures the Purchase Orders, Credit Cards, cheques and cash are available to make emergency purchases.
- Advises EMT on purchasing matters.
- Liaises with purchasing departments of neighbouring municipalities and the Region.
- Regularly update Section Chief on actions taken, may attend Business Cycle Meeting.
- Delegates duties and provides briefing to alternate on actions taken, outstanding issues and status of the emergency.
- Provides input into response and recovery planning process.
- Submits all purchasing records to Logistics Section Chief daily.
- Submits logs to Section Chief daily.

4.3.24 LOGISTICS SECTION – IT OFFICER (Chief Information Officer)

Reports to: Logistics Section Chief

- Responds to EOC and establishes a work station.
- Opens and maintains a log.
- Activates departmental emergency plan and notification procedure.

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- Coordinates with Building and Facilities Officer and Liaison Officer to set up EOC, Media Centre, and Public Inquiry Centre with information technology systems.
 - Coordinates with PIO to develop key messages and update the website with current information related to the emergency and protective measures.
 - Coordinates GIS support for the EMT and ensure that suitable equipment is available for GIS.
 - Ensures corporate databases and applications are in place and functional.
 - Coordinates with EMT to identify and support their needs.
 - Ensures that IT support personnel are available 24 hour/day to support the response.
 - Advises EMT on Information Technology matters.
 - Liaises with IT/GIS departments of neighbouring municipalities and the Region.
 - Regularly updates Section Chief on actions taken, may attend Business Cycle Meeting.
 - Delegates duties and provides briefing to alternate on actions taken, outstanding issues and status of the emergency.
 - Provides input into response and recovery planning process.
 - Submits all logs and records of expenditures to the Section Chief daily.

4.3.25 LOGISTICS SECTION – PLANNING OFFICER (Commissioner of Planning)

Reports to: Logistics Section Chief

- Responds to EOC and establishes a work station.
- Opens and maintains a log.
- Activates departmental emergency plan and notification procedure.
- May also be performing the role of Logistics Team Leader (Commissioner of Planning).

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- Advises EMT on planning related matters.
 - Liaises with Planning Departments at neighbouring municipalities and the Region.
 - Planning Commissioner will activate Building Standards staff as required.
 - Provides maps and planning data to EMT.
 - Coordinates with EMT to provide support to the response.
 - Provides input into the response and recovery planning process.
 - Updates Section Chief on actions taken, may attend Business Cycle Meetings.
 - Delegates duties and provides briefing to alternate on actions taken, outstanding issues and status of the emergency.
 - Submits logs and records of expenditures to Section Chief daily.

**4.3.26 LOGISTICS SECTION – ECONOMIC DEVELOPMENT OFFICER
(Director of Economic Development)**

Reports to: Logistics Section Chief

- Responds to EOC and establishes a works station.
- Opens and maintains a log.
- Activates departmental emergency plan and notification procedure.
- Advises EMT on Businesses, Industry, products and manufacturing processes, demographic information vacant land inventory.
- Liaises with business sector.
- Liaises with Economic Development Departments at neighbouring municipalities and the Region.
- Provides input into the response and recovery planning process.
- Updates Section Chief on actions taken, may attend Business Cycle Meetings.

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- Delegates duties and provides briefing to alternate on actions taken, outstanding issues and status of the emergency.
 - Submits logs and records of expenditures to Section Chief daily.

4.3.27 PUBLIC INFORMATION SECTION CHIEF (Director of Corporate Communications)

Reports to: EOC Director

- Orders activation of the Emergency Plan and Notification Procedure.
- Responds to EOC and establishes a work station.
- Opens and maintains a log.
- Activates departmental emergency plan and notification procedures.
- Oversees and directs Public Information Section functions and response.
- Provides information to public and media.
- Provides information to Public Inquiry Centre to respond to public inquires.
- Briefs and updates team on a regular basis.
- Directs the establishment of a media centre, public inquiry call centre and information hotline.
- Appoints and Incident Site Public Information Officer if required.
- Advises and coordinates with EMT on public information matters.
- Ensures that Public Information Section receives current information on the status of the emergency and public safety precautions being implemented.
- Ensures media broadcasts and print articles related to the emergency are monitored for content and accuracy.
- Coordinates with the EMT to ensure sufficient numbers of staff are available and scheduled for the Public Information Section.
- May be required to act a Public Information Officer.
- Delegates duties and provides briefing to alternate on actions taken, outstanding issues and status of the emergency.
- Attends and provides updates at Business Cycle Meetings.

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- Provides input into response and recovery planning process.
 - Collects logs and expense records from Officers daily.
 - Submits logs and records of expenditures to the Administration and Logistics Section Chiefs daily.

4.3.28 PUBLIC INFORMATION SECTION – PUBLIC INFORMATION OFFICER (Director of Corporate Communications)

Reports to: Public Information Section Chief

- Responds to EOC and establishes a work station.
- Opens and maintains a log.
- Activates Crisis Communication Plan.
- Coordinates with Buildings and Facility Officer and IT Officer to establish a media centre with appropriate equipment and supplies.
- Coordinates with EMT to gather and obtains approval for release key information to the public, City staff and stakeholders.
- Informs public, staff and stakeholders of the status of the emergency, response activities and public action directives through various media sources.
- Informs Public Inquiry Centre Officer of key messages.
- Ensures the City's Website has current information posted on the emergency.
- Ensures communications links are established with Incident Site PIO's and Regional PIO.
- Provides support to, liaises and coordinates with Incident Site PIO's to ensure uniform messaging.
- Coordinates the preparation of photographic and /or video footage for the media if access to the scene is not possible.
- Coordinates pooling for the media to take pictures.
- Advises EMT on media procedures and strategies.

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- Arranges for EMT members and other experts to speak to the media.
 - Coordinates with EMT to set a schedule for regular media briefings and act as moderators at the media briefings.
 - Monitors media coverage for accuracy and takes immediate action to correct misinformation.
 - Provides updates to Section Chief regularly.
 - Delegates duties and provides briefing to alternate on actions taken, outstanding issues and status of the emergency.
 - Attends and provides updates at Business Cycle Meetings.
 - Provides input into response and recovery planning process.
 - Submits logs and records of expenditures to the Section Chief daily.

4.3.29 PUBLIC INFORMATION SECTION – PUBLIC INQUIRY CENTRE OFFICER (Manager of Access Vaughan)

Reports to: Public Information Section Chief

- Responds to EOC and establishes a work station.
- Opens and maintains a log.
- Activates Public Inquiry Centre Plan and notification procedure.
- In coordination with Buildings and Facilities Officer and IT Officer, establishes a Public Inquiry Centre with the appropriate equipment and supplies.
- Identifies staff requirements and coordinates with Section Chief and EMT to appropriately staff Public Inquiry Centre.
- Ensures recorded messages are current on the hotline.
- Ensures PIC staff log all calls to track inquires and collect statistics.
- Liaises with PIO and EMT to ensure that call takers have up to date information to provide to the public.
- Ensures that call takers are oriented to their duties and know the appropriate agencies to redirect callers.

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- Ensures a translation service is accessible as required for call takers.
 - Delegates duties and provides briefing to alternate on actions taken, outstanding issues and status of the emergency.
 - Provides updates to Section Chief regularly.
 - Provides input into response and recovery planning process.
 - Submits logs, statistics and records of expenditures to the Section Chief daily.

4.4 EOC CLERICAL SUPPORT STAFF

4.4.1 INDIVIDUAL SCRIBE

Assigned to: **Head of Council, EOC Director, Operations First Response – Fire Section Chief**

Note: Operations First Response – Police Section Chief and EMS Section Chief are responsible for bringing their own scribes.

- Upon notification, convene at the EOC and report to EMT members.
- Establish work station with designated individual.
- Alert Clerks Officer to your assignment.
- Open and maintain a log, for assigned EMT member.
- Ensure that all important decisions made and actions taken by the individual are recorded.
- Ensure that the Clerks Officer receives information to update Master Events Log.
- Track outstanding issues and alert appropriate individual.
- Delegates duties and provides briefing to designated alternate on actions taken, outstanding issues and status of the emergency.
- Submit records, and logs to Clerks Officer for storage.

4.4.2 Section Scribe

Assigned to: **Each Functional Section (Operations Infrastructure, Operations Community Services, Administration, Logistics and Public Information)**

Reports to: **Clerks Officer and Section Chief**

- Upon arrival at EOC, reports to the Clerks Officer for Section assignment.
- Reports to Section Chief.
- Establishes work station with in Section area.

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- Opens and maintains the Section log using management by objective process.
 - Ensures that all important decisions made and actions taken by the Section members are recorded.
 - Ensures that the Clerks Officer receives information to update Master Events Log.
 - Tracks outstanding issues and alerts section members.
 - Provides briefing to designated alternate on actions taken, outstanding issues and status of the emergency.
 - Submits records and logs to Clerks Officer for storage.

4.4.3 Runner

Reports to: Administration Section - Clerk's Officer.

- Upon arrival at the EOC, reports to Administration Section – Clerk's Officer for assignment.
- Collects information from Section scribes and deliver to Clerks Officers.
- Collects information from Individual scribes and deliver to Clerks Officers.
- Relieves scribes for breaks as needed.
- Re-supply scribes as needed.
- Provides briefing to designated alternate on actions taken, outstanding issues and status of the emergency.
- Other duties as required.

4.5 INCIDENT SITE MANAGEMENT TEAM

4.5.1 UNIFIED COMMAND

Unified Command is a structure that brings together the Incident Commanders of all major organizations involved in the incident at the site level to coordinate an effective response while also carrying out their jurisdictional responsibilities.

Unified Command includes Incident Commanders from first response agencies and potentially private sector, non-governmental sector, and upper tier government. The make up to the unified command structure will vary for each incident.

- Incident Commanders will establish a unified command structure at the scene and designate an Operations Chief (usually from the agency with the greatest level of involvement). The Operations Chief will change as the incident evolves and the response needs change.
- Incident Commanders will establish an on scene command post in the VFRS or York Regional Police Mobile Command Post and ensure integrated communications systems.
- Authorizes activation of the Emergency Plan and Emergency Notification Procedure.
- Establishes communications links with and provide regular updates to the EOC on priorities, plans, problems and progress made.
- Plans and coordinates response strategies and objectives and ensures objectives are achieved.
- Identifies resources required and coordinates with EMT to obtain resources.
- Tracks actions taken.
- Coordinates with the Incident Site PIO's to provide uniform public messaging.
- Identifies perimeters, evacuation areas and shelter in place areas.
- Coordinates evacuations with EMT.
- Establishes a staging area.

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- Ensures safety precautions are followed and personal protective equipment is worn by responders.
 - Coordinates re-entry procedures post emergency.
 - Delegates duties and provides briefing to alternates.
 - Evaluates the response performance.
 - Provides input into response and recovery planning process.
 - Submits incident reports.
 - Attends post incident debriefing.

4.5.2 INCIDENT COMMANDERS (Fire, Police, EMS, Public Works, Health, Private Sector, Provincial Government and other representatives as needed)

- Establish a Unified Command structure and appoint an Operations Chief as the lead through mutual agreement. The Operations Chief is usually from the agency with the greatest level of involvement in the incident.
- Establish a command post and integrated communications systems.
- Open and maintain log.
- Activate each agency's emergency response plan.
- Activates the City's Emergency Plan and Notification Procedure.
- Establish and maintain communications links with the EOC.
- Provide regular updates to the EOC on actions taken and status of the emergency.
- Jointly evaluate the situation, plan strategies, set priorities and identify resources required.
- Coordinate through Unified Command with the EMT to secure additional resources and support.
- Coordinate response actions, monitor and review progress of their agencies.

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- Assign staff to Unified Command support functions as required.
 - Liaise with Site Information Officers and act as media spokesperson for their agencies.
 - Demobilize resources at termination of emergency.
 - Completes incident reports for their agencies.
 - Attends post emergency debriefing.

4.5.3 INCIDENT SITE PUBLIC INFORMATION OFFICER

- Responds to outer perimeter of the scene and establishes a media centre.
- Liaises with Unified Command, Incident Commanders and agency on scene Information Officers.
- Establishes and maintains a communication link with EOC and Public Information Officer.
- Opens and maintains a log.
- Coordinates with Public Information Officer and EMT to secure resources and support.
- Redirects inquiries to PIO as required.
- Responds to media inquires pertaining to the scene only.
- Controls and redirects media on the scene.
- Coordinates with Unified Command to schedule media briefings.
- Attends post emergency debriefing.
- Submits logs to PIO daily.

4.6 VOLUNTEER AGENCIES

4.6.1 CANADIAN RED CROSS – REGION OF YORK BRANCH

**Reports to: Operations Community Services Section Chief and
Operations Community Services Social Services Officer**

- May be required to respond to the EOC and work in coordination with the Operations Community Services Section.
- Opens and maintains a log.
- Activates the Red Cross Disaster Response Plan.
- Liaises with and advises EMT on humanitarian aid matters.
- Under the direction of York Region Community Services, coordinates staffing and operating Evacuation/Reception Centres to ensure the following services are provided in accordance with Health Canada Guidelines;
 - Feeding,
 - Lodging,
 - Clothing,
 - Personal Services, and
 - Registration and Inquiry.
- At the request of EMT or York Region Community Services establishes a Central Registration and Inquiry Bureau (CRIB) for registration of evacuees, intake of inquiries and reuniting families.
- Activates a mobile Registration and Inquiry process to travel to designated locations.
- Submits daily situation reports of activities to EMT.
- Provides input into response and recovery planning process.
- Attends and provides updates at Business Cycle Meetings.

SMALL SCALE EMERGENCIES AFFECTING 50 PEOPLE OR LESS

- May be activated by Fire Incident Commander or EMT to provide food, shelter, clothing, lodging, hygiene supplies, referrals and registration and inquiry for the victims at the scene by calling (905) 953-3644.
- Coordinates with Operations Community Services Section - Recreation and Buildings and Facilities to establish reception centres as needed.

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- Implements the Personal Disaster Assistance Program.

4.6.2 ST. JOHN AMBULANCE

Reports to: Reception Centre Manager or EMS Incident Commander

- Under the direction of York Region Community Services, provide first aid services at the Evacuation/Reception Centres.
- Upon the request of York EMS, provide basic first aid at the emergency scene.
- Provide sufficient volunteers to support the emergency response for an extended duration of time.

4.6.3 YORK REGION AMATEUR RADIO EMERGENCY SERVICES

Reports to: Liaison Officer and/or Reception Centre Manager

- At the request of EMT, establish radio communications at the EOC.
- Under direction of York Region Community Services and Red Cross establish communications at the Evacuation/Reception Centres.
- Provide sufficient volunteers to provide long term radio operations as needed.
- Assist with emergency communications in the event of telephone system disruption and/or to enhance communications capabilities of the EOC.

4.7 OTHER SUPPORT AGENCIES

4.7.1 HAZARDOUS MATERIALS RESPONSE UNITS (HMRU)

- Vaughan Fire and Rescue Services may request assistance from these specially equipped and trained personnel and vehicles to respond to actual or potential hazardous materials emergencies.
- HMRU's are based at Fire Departments in Richmond Hill, Vaughan, Newmarket and Georgina Township. Additional Hazmat Response Units are located in Toronto, Ajax, Oshawa and Clarington.
- HMRU's operate under the direction of the Vaughan Fire Incident Commander and Unified Command structure.
- Responsible for rescuing trapped or injured casualties at hazardous materials incidents.
- Responsible for collecting weather data at the scene.
- Advise Unified Command on response strategies and protective actions.
- Contain, control, and or extinguish fire, explosions or spills.
- Decontaminate personnel and equipment.
- Liaise with hospitals, hazardous materials manufacturers, transporters, Spills Action Centre, CANUTEC and private contractors on hazardous materials matters.
- Assist with clean up and provide stand-by protection during clean up.
- Maintain logs.
- Submit response reports on the emergency.

4.7.2 AREA HOSPITALS

- Provide advanced medical care to casualties.
- Activates Hospital Emergency Plan.
- Liaises with EMS to determine numbers of casualties, injury types and treatment provided at the scene.

4.7.3 SCHOOL BOARDS

- Assists York Region Community Services and Red Cross with the use of Secondary Schools as Evacuation/Reception Centres.
- Provides maintenance staff and cafeteria staff as required to support the Evacuation/Reception Centres in schools.
- Coordinates with Transportation Officer on the use of school buses, and personnel to support the response efforts.

4.7.4 ONTARIO PROVINCIAL POLICE (OPP)

- Responds to traffic related emergencies on provincial roads.
- Coordinates with Unified Command on matters of mutual concern.
- Deploys OPP helicopter on the direction of the Solicitor General.
- Liaises with EMT through Unified Command structure.

4.7.5 CORONER

- Oversees and directs the investigation of fatalities.
- Determines the need for an inquest and initiates proceedings.
- Coordinates the collection of evidence regarding fatalities.
- Establishes temporary morgues and initiates autopsies.
- Coordinates with police to notify next of kin of the deceased.
- Requests assistance of coroners in neighbouring jurisdictions.

4.7.6 MINISTRY OF ENVIRONMENT – SPILLS ACTION CENTRE

- Are notified of hazardous materials incidents.
- Provide computer modelling for worst case scenario impact zone.
- Assess, advise and approve containment, clean up and disposal of hazardous materials.
- Monitor and test air, water and soil quality.

4.7.7 TORONTO REGION CONSERVATION AUTHORITY

- Alerts EMT of potential for flooding.
- Monitors flood areas and weather conditions.
- Issues flood warnings.
- Recommends areas to be evacuated.
- Supplies sand bags to responders.
- Liaises with Ministry of Natural Resources and EMT.
- Provides flood plain maps to EOC.

4.7.8 YORK REGION CEMC

- Acts as liaison between Region and EOC.
- Arranges for support from Regional Departments not directly involved in the response, as required.

4.7.9 EMERGENCY MANAGEMENT ONTARIO

- Monitors emergency situation.
- Notifies Solicitor General of declarations and terminations of emergencies.
- Deploys a community officer to act as liaison to the province.

4.7.10 POWER STREAM, BELL CANADA, ENBRIDGE GAS, TRANSCANADA PIPELINES, INDUSTRY, RAIL

Reports to: EOC Director, Operations Infrastructure Section Chief

- Establishes a work station in the EOC Operations Infrastructure Section as required.
- Advises EMT on utilities, major pipelines, rail and industry related matters.
- Deploys Incident Commander to emergency scene to liaise with Unified Command as needed.
- Disconnects, maintains, and restores services

SECTION 5 – EMERGENCY OPERATIONS FACILITIES AND PROCEDURES

5.1 EMERGENCY OPERATIONS CENTRE

1. The City of Vaughan, Emergency Operations Centre (EOC) is located at 70 Tigi Court.
2. An alternate location will be designated by the EOC Director relative to the circumstances of the emergency situation.

5.2 MEDIA CENTRE

1. The Media Centre is a separate facility from the EOC and will be located with in easy travelling distance from the EOC. Potential media centre locations include privately owned banquet halls, City-owned facility not being used in the emergency response or Region-owned facility not being used in the emergency response.
2. The purpose of the media centre is to provide an operating base with telecommunications and power infrastructure for the various media sources who will report on the incident.
3. The Scene Media Centre will be located on the outer perimeter of the incident in close proximity to the Mobile Command Post. The scene media centre will be a designated staging area rather than a physical.

5.3 PUBLIC INQUIRY CENTRE (PIC)

1. The Public Inquiry Centre is a component of the EOC which will operate in the Civic Centre through Access Vaughan or in the alternate location as needed.

5.4 COMMAND POST

1. A temporary command post will be established at the scene at the outer perimeter and utilizing the vehicles of the ranking officers from first response agencies.
2. The Vaughan Fire and Rescue Service or York Regional Police Mobile Command Post can be dispatched to the scene and upon arrival will be utilized by Unified Command as the central base of operations.
3. The Mobile Command Post will be situated on the outer perimeter, upwind of and with an unobstructed view of the incident site.

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4. The Command Post provides integrated communications systems for first response agencies and communications links with the EOC.

5.5 CENTRAL REGISTRATION AND INQUIRY BUREAU

1. The Red Cross will establish a Central Registration and Inquiry Bureau (CRIB) to centralize registration information, intake inquiries and reunite families.
2. The Red Cross will provide the Public Information Officer with the contact number for the CRIB for broadcast.

5.6 BUSINESS CYCLE MEETING

1. The EOC Director (City Manager) will establish a schedule of meetings and will chair the meetings.
2. The Business Cycle Meetings will be kept brief and address the following
 - i. Actions taken
 - ii. Status of the emergency
 - iii. Identification of problems
 - iv. Decision-making, planning actions and strategies
 - v. Coordination of expertise, personnel, equipment and supplies
 - vi. Formulating requests for assistance.

5.7 RESPONSE AND RECOVERY PLANNING SECTION

1. The EOC Director (City Manager) will appoint a Planning Section Chief.
2. The Planning Section Chief will establish a schedule of meetings and identify personnel from the Incident Management System Sections to participate in response and recovery planning.
3. The purpose of the Planning Section is to identify needs beyond the first 24 to 72 hours of the emergency, including
 - i. Business continuity strategies for implementation to ensure continuation of City services
 - ii. Assess potential financial, economic and public relations impacts
 - iii. Designate business continuity responsibilities to specific senior staff
 - iv. Determine long term emergency response needs
 - v. Identify recovery and rehabilitation needs, develop and implement action plans utilizing the principles of management by objective
 - vi. Evaluate effectiveness of plans and strategies.

5.8 EVACUATION PROTECTIVE MEASURES

In an emergency situation or impending emergency, evacuation orders may be issued for the purpose of protecting lives, safety, health, property and/or the environment. The decision to evacuate an area that may be impacted or is impacted by an emergency situation is usually made by Unified Command-Incident Commanders and whenever possible with the Emergency Management Team. Upon determination of the need to evacuate, Unified Command and the EMT will implement the Evacuation/Re-Entry Plan.

Evacuation may occur prior to an incident occurring, when the incident occurs or after the onset of the incident. Evacuation is initiated based upon the level of threat to and safety of the public. In some instances, sheltering in place orders will be issued, when the external environment poses a greater threat than remaining in the building.

5.9 DISASTER RELIEF COMMITTEE

1. The Finance Officer will act as Chair and set a schedule for meetings.
2. Multi-agency representatives assess and approve applications for financial assistance related to the Emergency in accordance with ODRAP guidelines.
3. Committee identifies sources for donor funds, administers donations and distributes funds to approved applicants in accordance with ODRAP guidelines.

SECTION 6 – REQUESTS FOR ASSISTANCE

6.1 GENERAL

1. The *Emergency Management and Civil Protection Act* provides the authority for the City to enter into agreements with neighbouring municipalities to provide assistance during an emergency.
2. The City can request assistance from volunteer organizations, the private sector and community agencies.
3. The request or response to a request for assistance is made by the City Manager.
4. The City Manager on the advice of EMT makes the final determination to ask for assistance from or provide assistance to a neighbouring municipality.

6.2 ASSISTANCE FROM THE REGION

1. On the advice of EMT, the Mayor may request assistance from York Region without the Region's Emergency Response Plan being implemented.
2. The Mayor may request the implementation of the Regional Emergency Response Plan.

6.3 ASSISTANCE FROM THE PROVINCIAL GOVERNMENT

1. On the advice of EMT, the mayor may request assistance from the Province through the Solicitor General.
2. Financial assistance for private homeowners, small businesses, non-profit agencies and farmers, who have sustained heavy losses for essential items as a result of a natural disaster, is available through the Ontario Disaster Relief and Assistance Program (ODRAP).
3. Emergency Management Ontario will deploy a liaison team to the EOC upon declaration of an emergency to provide advice and assistance.

6.4 ASSISTANCE FROM THE FEDERAL GOVERNMENT

Requests for assistance from the Federal Government for personnel, resources and financial aid must be made through the Province of Ontario. Federal assistance is only provided when the resources of the Municipality, Region and Province have been exhausted

SECTION 7 – PLAN MAINTENANCE

7.1 EMERGENCY MANAGEMENT PROGRAM COMMITTEE

1. The Emergency Management Program Committee shall consist of the following members:
 - a. The Mayor (ex-officio);
 - b. A Member of Council elected as a Regional Councillor;
 - c. A member of Council elected as a Ward Councillor;
 - d. The City Manager,
 - e. The Fire Chief (the alternate member shall be the Deputy Fire Chief);
 - f. The Deputy City Manager/Commissioner of Finance and Corporate Services (the alternate member shall be the Director of Finance);
 - g. The Commissioner of Community Services (the alternate member shall be the Director of Buildings and Facilities);
 - h. The Commissioner of Economic/Technology Development and Corporate Communications (the alternate member shall be the Chief Information Officer);
 - i. The Commissioner of Engineering and Public Works (the alternate members shall be the Director of Public Works);
 - j. The Commissioner of Legal and Administrative Services (the alternate member shall be the City Clerk);
 - k. The Commissioner of Planning (the alternate member shall be the Director of Building Standards);
 - l. The Manager of Emergency Planning;
 - m. The Director of Corporate Communications;
 - n. One senior staff representative of PowerStream Inc., as selected by PowerStream Inc.; and
 - o. One representative from Vaughan Public Libraries, as selected by Vaughan Public Libraries.
2. The City Manager as appointed by Council shall act as the Chair of the Committee.
3. The Committee is responsible for overseeing the formulation, development, implementation and evaluation of the City's Emergency Management Program.
4. The Committee is responsible for reviewing, updating, and approving emergency response plans and sub-plans for the City and recommending adoption of the City Emergency Plan by Council.

7.2 PLAN MAINTENANCE AND REVISION

1. The City's Emergency Plan will be maintained and distributed by the Manager of Emergency Planning.
2. Proposed administrative changes will be forwarded to the Emergency Management Program Committee for review and approval and the Committee will recommend context changes for approval by Council.

7.3 TESTING OF THE EMERGENCY PLAN

1. The City's Emergency Plan will be tested in whole or in part once per year in accordance with the Act.
2. Testing of Departmental Response Plans may be done separately or in conjunction with the City's Emergency Plan.
3. The Emergency Notification Procedure will be tested at a minimum of once per year.

7.4 EMERGENCY MANAGEMENT TRAINING

1. Emergency Management Team members and alternates must attend yearly training on emergency management theory and practices in accordance with the Act.
2. City Staff will receive yearly orientations on the Emergency Plan and departmental response plans.
3. Each EMT member and alternate is responsible for reviewing the plan on a regular basis to ensure complete understanding of the process, procedures, roles and responsibilities.