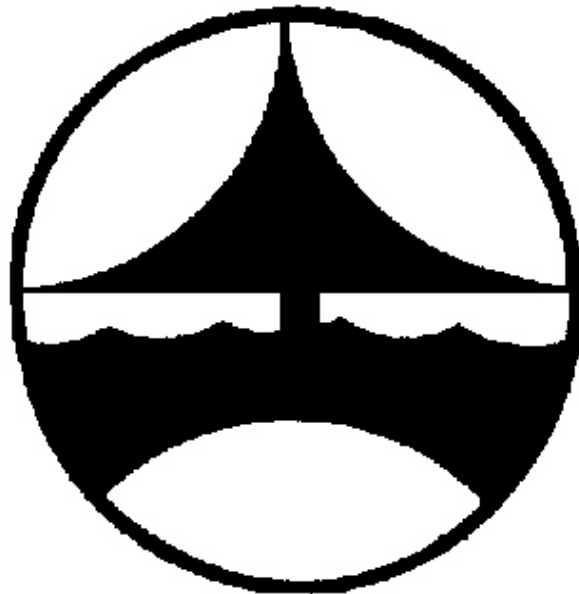

**THE CORPORATION OF THE
TOWN OF GEORGINA**



EMERGENCY PLAN

Appendixes referenced within this plan refer to internal confidential documents which are utilized in the EOC.

November 2007

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CHAPTER I

INTRODUCTION

GENERAL

The *Emergency Management and Civil Protection Act* mandates municipalities to formulate and implement Emergency Plans, governing the provision of necessary services during an emergency and the procedures under plus the manner in which employees of the Town of Georgina and other persons will respond to the emergency and the Council of The Town of Georgina have approved this plan through By-law.

The *Emergency Management and Civil Protection Act* states that the:

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

AIM

To lay down a coordinated plan of action for the most efficient employment of any services required in order that the following may be assured:

- a) The earliest possible response to an emergency or a potential emergency by all services that may be required and the establishment of overall control of emergency operations.
- b) Earliest possible control established to minimize crowd convergence and to maintain order at the site so that emergency operations are not impeded and that additional casualties are prevented.
- c) Immediate action taken to eliminate all sources of potential danger in the effected area.
- d) The evacuation of any building considered being in a hazardous situation.
- e) The rescue of all persons trapped with a minimum of delay and the provision of first aid at the site.
- f) The provision of controlled evacuation and distribution of casualties to hospitals, nursing homes and other suitable locations.
- g) The provision, where necessary, of essential social services for persons affected by the emergency and for emergency services personnel.
- h) Factual, official information is available at the earliest possible time to:
 - i) all officials involved in emergency operations;
 - ii) the news media to allay public anxiety and reduce the numbers of onlookers at the scene;
 - iii) concerned individuals seeking personal information.

LIABILITY ISSUES

Under The *Emergency Management and Civil Protection Act*, Members of Council and Town employees cannot be held personally liable for any action taken in good faith to implement the Emergency Plan.

An emergency is defined under the *Emergency Management and Civil Protection Act* as “a situation, or an impending situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property” [Section 1, definition of an emergency].

Under the *Emergency Management and Civil Protection Act*, only the head of council of a municipality (or his or her designate) and the Premier have the authority to declare an emergency. These individuals, as well as a municipal council, have the authority to terminate an emergency declaration [Sections 4 (1), (2), (4)].

An emergency declaration may extend to all, or any part of the geographical area under the jurisdiction of the municipality [Section 4 (1)].

If the decision is made to declare an emergency, the municipality must notify Emergency Management Ontario (on behalf of the Minister of Community Safety and Correctional Services) as soon as possible [Section 4 (3)]. Although a verbal declaration of emergency is permitted, all declarations should ultimately be made in writing to ensure proper documentation is maintained. Written declarations should be made on municipal letterhead (Appendix Q) and be faxed to (416) 314-0474. When declaring an emergency, please notify the Provincial Operations Centre at 1-866-314-0472.

When considering whether to declare an emergency, a positive response to one or more of the criteria listed in Appendix “P” *may* indicate that a situation, whether actual or anticipated, warrants the declaration of an emergency:

COMMUNITY CONTROL GROUP (CCG)

A Community Control Group responsible for taking the necessary actions to control the emergency will normally assemble at the Town of Georgina Civic Centre Emergency Operations Centre (EOC), or, if circumstances dictate, at an alternate site and will be composed of those persons filling the following appointments:

A detailed list including names, address and phone numbers is shown in Appendix “A”.

- The Mayor;
- The Chief Administrative Officer;
- The Fire Chief;
- The Community Emergency Management Coordinator (CEMC)
- The Chief of Police;
- Director of Planning and Building;
- Director of Leisure Services;
- Director of Engineering and Public Works;
- York Region Commissioner of Health Services and Medical Officer of Health;
- Commissioner of Community Services and Housing.

The Chief Administrative Officer shall be the Co-ordinator of The Community Control Group and shall oversee all the activities of the Community Control Group. The Chief Administrative Officer may appoint an alternate from among the members, to assume the position of Co-ordinator, should the need arise.

A detailed list including names and phone numbers for the above is shown in Appendix “A” Alternates will be shown in Appendix “B”.

DECLARATION OF EMERGENCY**Authority to Declare**

The *Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9*, as amended, Section 4(1) states:

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

The Mayor, or his alternate should he/she be absent or incapacitated, **may, on the advice of the other members of the Community Control Group, officially declare an emergency to exist and may, for the purpose of this Plan, designate any area as an “Emergency Area”.**

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

- a) Evacuation of those buildings within the “Emergency Area” which are themselves considered dangerous or in which the occupants are considered to be in danger from some other source.
- b) Dispersal of people not directly connected with the operations who, by their presence are considered to be in danger, or whose presence hinders in any way the efficiency of the operation.
- c) Discontinuation of any services without reference to any other consumer in the municipality where, on the advice of the Emergency Operations Control Group, continuation of such service(s) constitutes a hazard with the “Emergency Area”.
- d) Arrangements for the accommodation and maintenance, on a temporary basis, of any residents who are in need of assistance due to displacement as a result of the emergency.
- e) The calling out and employment of any municipal equipment and personnel.
- f) Any other action, on the advise of the Emergency Operations Control Group, deemed essential to mitigate the “Emergency”
- g) Notifying the Minister of Community Safety and Correctional Services of the Declaration of the Emergency, and Termination of the Emergency, by notifying the **Emergency Management Ontario Provincial Operations Centre Toll-free: 1-866-314-0472** The verbal declaration of an emergency shall be followed by a written declaration on Municipal letter (Appendix Q) faxed to the Duty Officer. **Fax: 416-314-6220**

In addition to the above, the following actions may also be taken:

- a) Requesting the assistance of personnel and equipment of voluntary and other agencies not under municipal control as may be required for emergency operations, (i.e. Church groups, St. John Ambulance, Red Cross, Salvation Army, Community Organizations, Contractors, Local industries, etc.).
- b) Establishment of an Information Centre for the issuance of accurate releases to the news media and for the issuance of authoritative instructions to the general public.
- c) Establishment of a Reporting and Inquiry Centre to handle individual requests for information concerning all aspects of the emergency.
- d) Through the Medical Officer of Health, the establishment of a system to ensure for a balanced distribution of casualties to hospitals.

DECLARED COMMUNITY EMERGENCY

The Mayor or acting Mayor of the Town of Georgina, as the Head of Council, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the CCG.

Upon declaring an emergency, the Mayor will notify:

- Emergency Management Ontario, Ministry of Community Safety and Correctional Services;
- Town Council;
- York Region Director of Emergency Management;
- Neighbouring community officials, as required;
- Local member of Provincial Parliament (MPP);
- Local member of Parliament (MP) &
- Public.

A community emergency may be terminated at any time by:

- Mayor or Acting Mayor; or
- Town Council; or
- Premier of Ontario

When terminating an emergency, the Mayor will notify:

- Emergency Management Ontario, Ministry of Community Safety and Correctional Services;
- Town Council;
- York Region Director of Emergency Management;
- Neighbouring community officials, as required;
- Local member of Provincial Parliament (MPP);
- Local member of Parliament (MP) &
- Public.

ADDITIONAL ASSISTANCE

Assistance may be requested from the Region of York at any time by contacting the Director of Emergency Management. The request shall not be deemed to be a request that the Region assume authority and control of the emergency.

Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting Emergency Management Ontario.

This may result in the Regional Municipality of York Emergency Plan also being implemented, and a Regional Emergency may be declared by the Regional Chairman upon his determining that the emergency affects a large portion of the inhabitants of more than one area municipality.

The Regional Emergency Plan does not supersede any Area Municipal Plans but rather supplement those plans and provides assistance and services when required.

IMPLEMENTATION OF THE PLAN

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

When an emergency exists but has not yet been declared to exist, community employees may take such action(s) under this emergency response plan as may be required to protect property and the health, safety and welfare of the Town of Georgina.

This decision may be made by the member of the Community Control Group who receives the initial warning and/or arrives first on the scene of the emergency. At this time this official may activate the Alerting System in whole or in part by informing the Georgina Fire Department of the situation and directing that the following Emergency Alerting System be activated.

EMERGENCY ALERTING SYSTEM

Upon receipt of a warning of a real or potential emergency, the responding department will immediately contact the Georgina Fire Department, to request that the notification system be activated.

The Georgina Fire Department has been selected as the agency to operate the Emergency Alerting System as the department has 24-hour capability.

The emergency alerting calls will be made to the agencies and personnel listed in Appendix "A".

Personnel making the calls will first identify themselves and then give the information as provided by the member of the Community Control Group who activated the system.

Where a threat of an impending emergency exists, the CCG will be notified and placed on stand by. Notification of the Community Control Group will be conducted following Emergency Management Operational Guideline # 01 (Notification of Community Control Group)

CHAPTER II

COMMUNITY CONTROL GROUP

GENERAL

The Community Control Group will be responsible for directing all actions required for the safety of the public and for control of an emergency situation.

The Community Control Group will assemble at the Town of Georgina Civic Centre, which will be used as an Emergency Operations Centre. If the Civic Centre cannot be used, the Keswick Fire Hall will be used as an alternate site.

Information on the situation will be collected and all official directives and information will be issued from Emergency Operations Centre.

RESPONSIBILITIES AND FUNCTIONS

The members of the Community Control Group (CCG) are likely to be responsible for, but are not limited to the following actions or decisions:

- Calling out or mobilizing their emergency service and equipment;
- Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided that they are not contrary to any law;
- Determining if the location and composition of the CCG are appropriate;
- Advising the Mayor as to whether the declaration of an emergency is recommended;
- Advising the Mayor on the need to designate all or part of the Town of Georgina as an emergency area;
- Ensuring that the Emergency Site Manager (ESM) has been appointed;
- Ensuring support to the ESM by offering equipment, staff and resources, as required;
- Ordering coordinating and/or overseeing the evacuation of inhabitants considered to be in danger.
- Discontinuing utilities or services provided by the public or private concerns, i.e. hydro, water, gas;
- Arranging for services and equipment from local agencies not under community control;
- Notifying, requesting assistance from/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary;
- Determining if additional volunteers are required and if appeals for volunteers are warranted;
- Determining if additional transport is required for evacuation or transport of persons and/or supplies;
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Coordinator and Citizen Inquiry Supervisor, for dissemination to the media and public;
- Determining the need to establish advisory groups and/or sub-committees/working groups for any aspect of the emergency including recovery;
- Authorizing expenditure of money required dealing with the emergency;
- Notifying the service, agency or group under their direction, of the termination of the emergency;
- Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Chief Administrative Officer within one week of the termination of the emergency, as required;
- Participating in the debriefing following the emergency;

COMMUNICATIONS

To ensure communications can be maintained with the Regional Government, other municipalities, hospitals, local T.V., radio stations, etc., in the event of a failure of telephone services, the Community Control Group will ensure that a radio network is established utilizing ARES or radio equipped municipal vehicles positioned at key locations. The control vehicle that will be responsible for dispatching news releases or required messages will be positioned at the Emergency Operations Centre or, when deemed necessary, at the Command Post.

PUBLIC INFORMATION

Instructions can be passed through the Community Control Group to T.V. Stations and Radio Stations for broadcasting to the public. It may be necessary to utilize the radio-equipped vehicles for this purpose.

REPORTING AND INQUIRY CENTRE

A Reporting and Inquiry Centre, to handle individual requests for information in regards to casualties and evacuees and to locate missing persons, will be set up near the Emergency Operations Centre, under the direction of the Chief Administrative Officer.

The Centre will operate in close consultation with the Chief Administrative Officer, Police, Emergency Medical Services, Community Services and Housing and Hospitals to keep track of all persons affected by the emergency.

CHAPTER III

ACTION BY FIRE DEPARTMENT

GENERAL

The Georgina Fire Department, on being informed or discovering that an emergency has occurred or is likely to occur in the Municipality, will immediately notify the Chief Administrative Officer, or in his absence, his alternate. If requested to do so by the Chief Administrative Officer, or his designate, they shall notify the personnel in Appendix "A" or "B".

ACTION BY FIRE CHIEF

The Fire Chief will report to the Emergency Operations Centre and may order all off duty personnel to be called to duty or to stand-by. Some of the tasks for which the Fire Chief will be responsible are:

- a) Activating the emergency notification system through the Georgina Fire Department;
- b) Providing the CCG with information and advice on fire fighting and rescue matters;
- c) Depending on the nature of the emergency, assign the Site Manager and inform the CCG;
- d) Establishing an ongoing communications link with the senior fire official at the scene of the emergency;
- e) Informing the Mutual Aid Fire Coordinator and/or initiating mutual aid arrangements for the provision of additional fire fighters and equipment, if needed;
- f) Determining if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing;
- g) Providing assistance to other community departments and agencies and being prepared to take charge of or contribute to non-fire fighting operations if necessary, e.g., rescue, first aid, casualty collection, evacuation;
- h) Providing an Emergency Site Manager, if required;
- i) Maintain a detailed log of all actions taken by the Fire Chief;
- j) Participate in a post-emergency debriefing and provide reports as requested by the Chief Administrative Officer.

ACTION BY FIRE DEPARTMENT

If the emergency involves actions or services required from the Fire Department, the Fire Department will act, initially, with normal responses. The officer in charge at the scene will request Police, Emergency Medical Service, etc., through normal channels.

If the situation appears to be beyond the scope, or likely to increase beyond the scope of the Department's resources, additional assistance will be requested from the nearest Fire Departments through the York Regional Mutual Aid System.

RESPONSIBILITIES OF THE FIRE DEPARTMENT

The Fire Department may be called upon to perform various duties in the event of an emergency situation. The following are some of the functions for which the Department will be responsible:

- a) All operations connected with the fighting of fire;
- b) Rescue operations;
- c) Activation of Mutual Aid;
- d) The provision of resuscitation equipment and trained manpower.
- e) Hazardous material containment as per current training levels;
- f) Provide an adequate Emergency Site Operations Centre (Command Post)
- g) Provide other services as may be directed by the Community Control Group during a declared emergency.

ALTERNATE EMERGENCY OPERATIONS CENTRE

The Fire Chief will ensure that facilities are available for an alternate site for the Emergency Operations Centre, if required.

TERMINATION OF EMERGENCY

On an official declaration by the Mayor that the emergency has been terminated, the Fire Chief will ensure that all fire personnel, including departments involved through the Mutual Aid System, are informed.

CHAPTER IV

ACTION BY POLICE

GENERAL

The York Regional Police Force in fulfilling its normal tasks is constantly engaged in emergencies and, in general, will follow normal procedures or the procedures set out in the York Regional Police Emergency Incident Management Plan.

RESPONSIBILITIES AND FUNCTIONS

The responsibilities and functions of the York Regional Police Force in an emergency will include the following requirements:

- a) protection of life and property and the prevention and investigation of crime;
- b) to alert persons endangered by the effects of the emergency;
- c) to alert and assist other emergency agencies;
- d) to control traffic and crowds and ensure clear entrance and exit, to and from the scene, of emergency traffic and personnel;
- e) prevent unauthorized entry into the area;
- f) to maintain law and order and to prevent looting in an emergency area;
- g) to evacuate the danger areas, when necessary;
- h) to, when possible, with other emergency agencies, establish an easily recognizable temporary headquarters at the emergency scene to allow all services personnel to report for the purpose of receiving and imparting information and instructions;
- i) to ensure order is maintained in Emergency Operations Centres, as required.

NOTIFICATION

The Police Force will follow normal procedures in notifying other agencies. However, if the emergency is of such magnitude that additional agencies and services will be required to control the situation, the Senior Officer on duty, through the Communications Branch, will immediately notify the York Regional Police, Superintendent of No. 3 District.

ACTION BY POLICE SUPERINTENDENT

If the Police Superintendent considers that the situation warrants his/her attendance, he/she will report to the Emergency Control Headquarters as a member of the Emergency Planning Committee.

ACTION BY POLICE - Continued

PROCEDURES AT EMERGENCY AREA

The following procedures will be followed in the emergency area:

- a) the York Regional Police, in conjunction with other necessary agencies, will set up an advanced command post at a site adjacent to the emergency area, either in a suitable building or by using vehicles until a mobile post can be brought to the scene;
- b) the York Regional Police will block roads leading into the area to all traffic except emergency vehicles and municipal vehicles and personnel;
- c) other personnel seeking entry to the site will be held at roadblock until clearance has been obtained from the command post. Anyone authorized to enter will be directed to report to the command post for registration before taking any other action;
- d) a radio equipped vehicle from all emergency services concerned, with a Senior Officer from that service, will also be stationed at the command post.

ONTARIO PROVINCIAL POLICE

Should the emergency occur in an area which is policed by the Ontario Provincial Police Force, the Superintendent of No. 3 District of York Regional Police will detail a Senior Officer to act as advisory to, and liaison officer between other services and the O.P.P.

AUXILIARY POLICE PERSONNEL

Auxiliary Police personnel will be called to duty at the discretion of the Police Superintendent.

RELIEFS

The York Regional Police Force will arrange for the necessary reliefs for all police personnel operating at the Emergency Control Headquarters.

TERMINATION OF EMERGENCY

Upon receipt of an official declaration that the emergency situation has been terminated, Police Superintendent of No. 3 District of York Regional Police will ensure that all personnel under his command or direction are informed.

CHAPTER V

ACTION BY CORONER AND CHIEF CORONER FOR ONTARIO

GENERAL

The Chief Coroner is responsible, in an emergency, for supervising and advising the area where the incident occurs in the conduct of the investigation into the cause of any deaths which result. The Coroner may direct the police to make such investigation as may be required, to enable the Coroner to determine whether or not an inquest is necessary.

This investigation involves taking possession of all bodies, the determination of the cause of death, the eventual release of the bodies and issuance of medical certificates of death.

Under the Coroner's Act R.S.O. 1990, C. 37, Section 12, the Coroner, with the approval of the Chief Coroner, has the authority to appoint constables to take charge of the wreckage and to secure the site of any incident involving sudden death and thus prevent its disturbance until his examination is concluded.

Normally where multiple death occurs, the Chief Coroner's Office is notified and the Chief Coroner and staff assume control.

To facilitate this type of operation the Chief Coroner has acquired a special kit which is located in Toronto and made available for Southern Ontario.

CHAPTER VI

**ACTION BY CHIEF ADMINISTRATIVE OFFICER/DIRECTOR OF ADMINISTRATIVE SERVICES
AND TREASURER - ADMINISTRATIVE SERVICES DEPARTMENT**

GENERAL

The Chief Administrative Officer/Director of Administrative Services and Treasurer, on being informed or becoming aware that an emergency has occurred, or is likely to occur, in the Town, will order all Administrative Services Department Division Heads, Enforcement and Purchasing Department personnel to be placed on a stand-by basis and will report to the Emergency Operations Centre as chair of the Community Control Group, leaving the senior official present, in charge of the Department.

TASKS

Some of the tasks for which the Chief Administrative Officer/Director of Administrative Services and Treasurer will be responsible are as follows:

- a) The Chief Administrative Officer shall be the Coordinator of the Community Control Group and shall oversee the activities of the Emergency Operations Control Group.
- b) The Chief Administrative Officer or a designate may nominate persons to perform various support group functions should the emergency warrant, before they are issued to the public or media.
- c) Ensure a communications line is established between the Community Control Group and the Emergency Site Manager.
- d) Advise the head of Council on Town policies and procedures as appropriate.
- e) Authorize all non-budgeted Town expenditures deemed appropriate and approve all media releases or media updates.
- f) Conduct planning cycle meetings on a scheduled basis.
- g) Maintain a detailed log of all actions taken by the Chief Administrative Officer
- h) Prepare a post-emergency report for Council.

TERMINATION OF AGREEMENT

On an official declaration by the Mayor that the emergency has been terminated, the Chief Administrative Officer/Director of Administrative Services and Treasurer will ensure that all personnel under his control or direction are informed.

CHAPTER VII**ACTION BY DEPARTMENT OF ENGINEERING AND PUBLIC WORKS****GENERAL**

The Director of Engineering and Public Works, on being informed or becoming aware that an emergency has occurred, or is likely to occur, in the Town, will order all Works Department personnel to be placed on a stand-by basis and will report to the Emergency Operations Centre as a member of the Community Control Group, leaving the senior official present, in charge of the Department.

TASKS

Some of the tasks for which the Engineering and Public Works Department will be responsible either with municipal staff or arranging through outside contractors are as follows:

- a) Providing the CCG with information and advice on engineering and public works matters;
- b) Depending on the nature of the emergency, assign the Site Manager and inform the CCG;
- c) Establishing an ongoing communications link with the senior public works official at the scene of the emergency;
- d) Ensuring liaison with the public works representative from the neighbouring community(s) to ensure a coordinated response;
- e) Ensuring provision of engineering assistance;
- f) Ensuring construction, maintenance and repair of town roads;
- g) Ensuring the maintenance of sanitary sewage and water systems;
- h) Providing equipment for emergency pumping operations.
- i) Ensuring liaison with the fire chief concerning emergency water supplies for fire fighting purposes;
- j) Providing emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health;
- k) Discontinuing any public works service to any resident, as required, and restoring these services when appropriate;
- l) Ensuring liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions;
- m) Providing public works vehicles and equipment as required by any other emergency services;
- n) Ensuring liaison with the conservation authority regarding flood control, conservation and environmental matters and being prepared to take preventative action.
- o) Maintain a detailed log of all actions taken by the Director of Engineering and Public Works.

DETAILED RESPONSIBILITIES

GENERAL

The Director of Engineering and Public Works will direct the operations of all divisions in the Engineering and Public Works Department. Individual responsibilities are listed below, however, any member of the Engineering and Public Works Department may be called upon during an emergency to perform tasks which may not necessarily be part of his normal duties.

The Director will direct the operations of the various sections in the Engineering and Public Works Division. He/she will ensure that suitable members of staff are assigned to man the radio and telephones. Possible functions of these sections are as follows:

- i) **The Operations Manager** would be responsible for detailing personnel for road clearing barricading, temporary repairs and would act as general co-ordinator for these sections and would work from the nearest Road Yard under the direction of the Director of Engineering and Public Works. Equipment such as graders, bulldozers, dump trucks, street flushers, sand bags, etc., may be required through him on occasion. He will be responsible for supplying operators for Town equipment as required and would, when deemed necessary, hire or request equipment from local contractors. A list of local contractors is included in the Vital Services Directory. He will be required to keep an up-to-date list of all heavy-duty equipment garages within the area, as well as heavy duty equipment mechanics to provide for the servicing of the equipment when necessary, during an emergency. He will also be responsible to arrange for the cutting and removal of trees and other objects to keep roadways open and also to assist other services (i.e. Bell Telephone, Hydro, etc.) when deemed necessary
- ii) **The Operations Manager** would also be responsible for ensuring supplies of potable water to the public. In the event of underground breaks it might be necessary to close off certain sections of the water supply system. In such an event he/she would ensure that the Fire Department and the Director of Engineering and Public Works are fully informed. The Operations Manager will liaise with the Region of York and obtain information on emergency water purification, maintain an up-to-date list of local water, milk, etc., tank operators and reserve tank capacities and submit other suggestions for providing potable water in an emergency for consideration by the Director of Engineering and Public Works. A list of tank operators is included in the Vital Services Directory. Efforts will be made, in all cases, to prevent sewage and other pollutants from entering the Town's water system. He/she will also work in close co-operation with the Fire Department to provide for the required water supplies. In addition he/she will be responsible for the proper operation of the sanitary and storm sewage systems, including repairs of breaks, will contain any flooding discovered and will recommend to the Director of Engineering and Public Works all alternate methods of storm and sanitary waste removal when necessary. He/she will also act as assistant to the Director of Engineering and Public Works making the necessary arrangements for the provision of alternate garbage sites. He/she will, when there is an extensive loss of life and burials have to be conducted without due delay, as directed by the Coroner or other body in authority arrange for assistance in excavating and back filling graves. He/she may also be required to act in a public relations position when it is necessary to convince relatives to have their dead buried in areas of cemeteries they might not have chosen and that lengthy church services and corteges may have to be restricted.
- iii) **The Engineering Manager** will be responsible for transit operations. He/she will arrange for a sufficient number of buses for the transportation of large groups of people to emergency welfare centres, volunteers to the emergency site, or for other reasons due to an emergency. He/she will also be responsible for ensuring that a diary is kept of all occurrences including time spent in order to provide any costing which may be involved.

TERMINATION OF AGREEMENT

On an official declaration by the Mayor that the emergency has been terminated, the Director of Engineering and Public Works will ensure that all personnel under his control or direction are informed.

CHAPTER VIII

ACTION BY LEISURE SERVICES DEPARTMENT

GENERAL

The Director of Leisure Services, on being informed or becoming aware that an emergency has occurred, or is likely to occur, in the Town, will order all Arena/Parks Department personnel to be placed on a stand-by basis and will report to the Emergency Operations Centre as a member of the Community Control Group, leaving the senior official present, in charge of the Department.

TASKS

Some of the tasks for which the Leisure Services Department will be responsible are as follows:

- a) Temporary Reception Centres
- b) Provision of staff and equipment assistance

DETAILED RESPONSIBILITIES

GENERAL

When a decision has been reached that would require the opening of an emergency reception centre, the Director of Leisure Services shall provide the necessary personnel to open and maintain the centre.

RESPONSIBILITIES OF THE DIRECTOR OF LEISURE SERVICES

The Director of Leisure Services will:

- a) Act as liaison with the Director of Community Services and Housing;
- b) In consultation with the Community Control Group decide on the most appropriate site for the registration of volunteers;
- c) Confirm with the Community Control Group the number of volunteers required;
- d) Assist with volunteer registration using forms as shown in Appendix "N",
- e) maintain a detailed log of all actions taken by the Director of Leisure Services.

TEMPORARY EMERGENCY RECEPTION CENTRES

GENERAL

In almost any type of emergency a number of people could be made homeless and have to be cared for in temporary quarters until they can return to their homes, or until permanent accommodation can be procured.

ACTION REQUIRED

On receiving information that an emergency has occurred in the municipality, or that an emergency situation is anticipated which will necessitate evacuation, upon a decision of the Emergency Planning Committee, the Director of Leisure Services will make available temporary reception centres.

EMERGENCY RECEPTION CENTRES

A list of halls selected for use as possible Emergency Reception Centres is shown in Appendix "G".

TERMINATION OF EMERGENCY

On an official declaration by the Mayor that the emergency has been terminated, the Director of Leisure Services will ensure that all personnel under his control or direction are informed.

CHAPTER IX

ACTION BY DEPARTMENT OF PLANNING AND BUILDING

GENERAL

The Director of Planning and Building, on being informed or becoming aware that an emergency has occurred, or is likely to occur, in the Town, will order all Planning and Building Department personnel to be placed on a stand-by basis and will report to the Emergency Operations Centre as a member of the Community Control Group, leaving the senior official present, in charge of the Department.

TASKS

Some of the tasks for which the Planning and Building Department will be responsible are as follows:

- 1) The Planning and Building Department will retain the services of a professional engineer to verify if:
 - a) The building(s) is structurally inadequate or faulty for the purpose for which it is used;
 - b) The building is hazardous to the health and safety of persons in the normal use of the building or persons outside the building.
- 2) After obtaining appropriate structural engineering reports, arranges through the Director of Planning and Building for demolition of unsafe buildings and excavation operations where required.
- 3) The Planning and Building Department will monitor the site until the unsafe conditions have been addressed.

DETAILED RESPONSIBILITIES

GENERAL

The Director of Planning and Building will direct the operations of all divisions in the Planning and Building Department. Individual responsibilities are listed below, however, any member of the Planning and Building Department may be called upon during an emergency to perform tasks which may not necessarily be part of his/her normal duties.

The Chief Building Official will:

- a) Be responsible for co-ordinating the activities of Building Staff and any outside consultants forming the inspection team.
- b) Determine the safety of buildings affected by the emergency.
- c) Determine the occupancy status of any structure and designate the information to pertinent agencies or other ministries.
- d) Obtain independent report on buildings as determined by the Chief Building Official.
- e) Maintain a detailed log of all actions taken by the Chief Building Official.

TERMINATION OF AGREEMENT

On an official declaration by the Mayor that the emergency has been terminated, the Director of Planning and Building will ensure that all personnel under his control are informed.

CHAPTER X

ACTION FROM PURCHASING

The Purchasing Agent is responsible for:

- Providing and securing of equipment and supplies not owned by the Town of Georgina;
- Ensuring liaison with purchasing agents of the neighbouring communities, if necessary;
- Maintaining and updating a list of all vendors (including 24-hour contact numbers) who may be required to provide supplies and equipment.

ACTION FROM HUMAN RESOURCES MANAGER

The Human Resources Manager is responsible for:

- Coordinating and processing requests for human resources;
- Coordinating offers of, and appeals for, volunteers with the support of the CCG;
- In consultation with the CCG, select the most appropriate site(s) for the registration of human resources;
- Ensuring records of human resources and administrative detail, that may involve financial liability, are completed;
- Ensuring that a Volunteer Registration Form is completed, when volunteers are involved and a copy of the form is retained for town records;
- Ensuring identification cards are issued to volunteers and temporary employees, where practical;
- Arranging for transportation of human resources to and from site(s);
- Obtaining assistance, if necessary, from Human Resources Development Canada, as well as other government departments, public and private agencies and volunteer groups.

**CHAPTER XI
ACTION BY YORK REGIONAL COMMUNITY SERVICES AND HOUSING**

GENERAL

The Commissioner of Community Services and Housing for York Region, on being informed or becoming aware that an emergency has occurred within the Municipality of Georgina, or is likely to occur, will assign a staff member to the Emergency Operations Centre as a member of the Community Control Group.

ACTION BY THE COMMISSIONER OF COMMUNITY SERVICES AND HOUSING

The Commissioner of Community Services and Housing will determine the nature of the emergency and the degree of response required by the Community Services and Housing Department.

RESPONSIBILITIES OF COMMUNITY SERVICES AND HOUSING

Responsibility lies with Community Services and Housing to provide for the furnishing of essential Community Services and Housing during an emergency.

- Ensuring the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services;
- Supervising the opening and operation of temporary and/or long-term evacuee centres, and ensuring they are adequately staffed;
- Ensuring liaison with the police chief with respect to the pre-designation of evacuee centres which can be opened on short notice;
- Liaison with the Medical Officer of Health on areas of mutual concern regarding operations in evacuee centres;
- Ensuring that a representative of the York Region Board of Education and/or Separate School Board is/are notified when facilities are required as evacuee reception centres, and that staff and volunteers utilizing the school facilities take direction from the Board representative(s) with respect to their maintenance, use and operation;

These services shall include emergency lodging, food and clothing, personal services (i.e. assistance and counselling; supervision of unaccompanied children and frail older adults), registration and inquiry (in consultation with the York-Simcoe Red Cross Society), and the continuation of standard Community Services and Housing.

TERMINATION OF EMERGENCY

On an official declaration by the Mayor that the emergency has been terminated, the Commissioner of Community Services and Housing will ensure all social service personnel are informed.

CHAPTER XII**ACTION BY YORK REGIONAL COMMISSIONER OF HEALTH SERVICES AND
THE MEDICAL OFFICER OF HEALTH****GENERAL**

The Medical Officer of Health or designate, on being informed or becoming aware that an emergency has occurred within the Municipality of Georgina, or is likely to occur, will report to the Emergency Operations Centre as a member of the Community Control Group.

ACTION BY THE MEDICAL OFFICER OF HEALTH

The Medical Officer of Health will determine the nature of the emergency and the degree of response required by the Health Services Department.

RESPONSIBILITIES OF HEALTH SERVICES

The Health Services Department shall assess the emergency and recommend a specific response to conditions that could affect the health of the community.

- Acting as a coordinating link for all emergency health services at the CCG;
- Ensuring liaison with the Ontario Ministry of Health and Long Term Care, Public Health Branch;
- Depending on the nature of the emergency, assign the Site Manager and inform the CCG;
- Establishing an ongoing communications link with the senior health official at the scene of an emergency;
- Ensuring liaison with the ambulance service representatives;
- Providing advice on any matters, which may adversely affect public health;
- Providing authoritative instructions on health and safety matters to the public through the Emergency Information Coordinator;
- Coordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health and Long Term Care policies;
- Ensuring coordination of care of bed-ridden citizens and invalids at home and in evacuee centres during an emergency;
- Ensuring liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources;
- Ensuring coordination of all efforts to prevent and control the spread of disease during an emergency;
- Notifying the Public Works Representative regarding the need for potable water supplies and sanitation facilities;
- Ensuring liaison with Social Services Representative on areas of mutual concern regarding health services in evacuee centres.

The department shall attend emergency evacuation and reception centre's to ensure compliance for food and water safety, sanitation, disease control, accommodation standards, and perform health needs assessment as required. The Health Services Department shall liaison with the Community Services and Housing Department and the Red Cross.

TERMINATION OF EMERGENCY

On an official declaration by the Mayor that the emergency has been terminated, the Commissioner of Health Services will ensure all health service personnel are informed.

CHAPTER XIII

ACTION BY SOUTHLAKE REGIONAL HEALTH CENTRE

GENERAL

In almost any emergency situation a number of people will become casualties and will require hospital care.

ACTION BY SOUTHLAKE REGIONAL HEALTH CENTRE

The Emergency Department Registered Nurse in Charge, upon being informed of an emergency by receiving a call from authorities, will:

- Implement the hospital emergency plan;
- Ensuring liaison with the Medical Officer of Health and EMS representatives with respect to hospital and medical matters, as required;
- Evaluating requests for the provision of medical site teams/medical triage teams;
- Ensuring liaison with the Ministry of Health and Long Term Care, as appropriate.

The Community Group will, through information received, keep the Administrative Person at Southlake Regional Health Centre informed of casualty types and numbers who will be coming in for treatment. The Administrative Person will arrange for necessary medical assistance and will ensure that the other Administration Representatives called in are informed.

CHAPTER XIV

ACTION BY OTHER AGENCIES

GENERAL

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

The representative or his/her alternate will be advised that he/she is to report to the Emergency Operations Centre, or if previously arranged, to the Command Post and become a member of the Community Control Group.

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

CHAPTER XV**EMERGENCY MANAGEMENT SUPPORT STAFF****ACTIONS OF THE COMMUNITY EMERGENCY MANAGEMENT COORDINATOR OR ALTERNATE**

The Community Emergency Management Coordinator or Alternate is responsible for:

- Activating and arranging the Emergency Operations Centre;
- Ensuring that security is in place for the EOC and registration of CCG members;
- Ensuring that all members of the CCG have necessary plans, resources, supplies, maps, and equipment;
- Providing advice and clarifications about the implementation details of the Emergency Response Plan;
- Supervising the Telecommunications Coordinator;
- Ensuring liaison with community support agencies (e.g. St. John Ambulance, Canadian Red Cross);
- Ensuring that the operating cycle is met by the CCG and related documentation is maintained and kept for future reference;
- Addressing any action items that may result from the activation of the Emergency Response Plan and keep CCG informed of implementation needs;
- Maintaining the records and logs for the purpose of the debriefs and post-emergency reporting that will be prepared. Activating and arranging the Emergency Operations Centre;

UTILITY REPRESENTATIVE – HYDRO ONE

The Utility Representative – Hydro One is responsible for:

- Monitoring the status of power outages and customers without services
- Providing updates on power outages, as required;
- Ensuring liaison with the public works representative;
- May provide assistance with accessing generators for essential services, or other temporary power measures.

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

CAO'S ADMINISTRATIVE ASSISTANT/ASSISTANTS

The CAO's Administrative Assistant is responsible for:

- Assisting the Chief Administrative Officer, as required;
- Ensuring all important decisions made and actions taken by the CCG are recorded;
- Ensuring that maps and status boards are kept up to date;
- Provide a process for registering CCG members and maintaining a CCG member list;
- Notifying the required support and advisory staff of the emergency, and the location of the Emergency Operations Centre;
- Initiating the opening, operation and staffing of switchboard at the community offices, as the situation dictates, and ensuring operators are informed of CCG members' telephone numbers in the EOC;
- Assuming the responsibilities of the Citizen Inquiry Supervisor;
- Arranging for printing of material, as required;
- Coordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required;
- Upon direction by the Mayor, ensuring that all council are advised of the declaration and termination of declaration of the emergency;
- Upon direction by the Mayor, arranging special meetings of council, as required, and advising members of council of the time, date, and location of the meetings;
- Procuring staff to assist, as required.

TOWN OF GEORGINA SOLICITOR

The Town Solicitor is responsible for:

- Providing advice to any member of the Community Control Group on matters of a legal nature as they may apply to the actions of the Town of Georgina in its response to the emergency, as requested.

TELECOMMUNICATIONS (ARES) COORDINATOR

The Telecommunications Coordinator reports to the Emergency Management Coordinator and is responsible for:

- Activating the emergency notification system of the local amateur radio operators group;
- Initiating the necessary action to ensure the telephone system at the community offices functions as effectively as possible, as the situation dictates;
- Ensuring that the emergency communications centre is properly equipped and staffed, and working to correct any problems which may arise;
- Maintaining an inventory of community and private sector communications equipment and facilities within the community, which could, in an emergency, be used to augment existing communications systems;
- Making arrangements to acquire additional communications resources during an emergency;

EMERGENCY INFORMATION COORDINATOR

The Director of Planning and Building will act as the Emergency Information Coordinator during an emergency. The Emergency Information Coordinator is responsible for the dissemination of news and information to the media for the public.

CHAPTER XVI

TRAINING AND EVALUATION

Introduction

Training, exercise, and evaluation form the basis for ensuring that collective efforts at all levels can be properly coordinated and controlled. Effective emergency response is possible only when people understand the plan and have had the opportunity to practice the procedures. Section 3(5) of the *Emergency Management and Civil Protection Act* reads “Every municipality shall conduct training programs and exercises to ensure the readiness of employees of the municipality and other persons to act under the emergency plan.”

The Plan must provide for:

- (1) the education of Town staff concerning emergency preparedness and their responsibilities established within the Plan;
- (2) individual and collective training to ensure personnel are prepared to implement the Plan; and
- (3) exercises and evaluations to practice and confirm the state of readiness of Town staff to respond to an emergency.

Training:

Each department is responsible for facilitating training to ensure that their staff is prepared to perform the tasks and responsibilities outlined in their respective emergency response protocols.

The CEMC is responsible for facilitating training for members of the Community Control Group. He/she is further responsible for assisting or arranging facilitators to assist with training for individual departments, if so requested.

Exercises

The purposes of exercises are:

- (1) to practice, test, evaluate and improve plans and operational capabilities;
- (2) to promote and refine co-operation and coordination among operational teams, staff, support groups and command and control elements;
- (3) to stimulate and maintain interest and enthusiasm.

The CEMC is responsible for facilitating a minimum of one simulated and one communication exercise each year.

Evaluation

Each department or agency is responsible for the evaluation of its emergency response procedures and the readiness of its respective organization. Significant occurrences that limit or preclude an organization from performing the responsibilities outlined in the plan must be reported to the Community Emergency Management Coordinator.

CHAPTER XVII

PLAN MAINTENANCE AND REVISION

Plan Maintenance and Revision

An Emergency Plan Review Committee, chaired by the CEMC or designate, will be composed of staff from various Town departments. The Committee will be responsible for keeping the Plan and its appendices current with respect to contact information, legislation, agency roles and responsibilities and any other pertinent information.

Town departments are responsible for reviewing and amending their internal sub-plans annually.

The Emergency Plan Review Committee will review the Plan in January of every year, and any required amendments shall be distributed to all of the Plan holders in a timely manner.