

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF APRIL 19, 2017

Item 25, Report No. 13, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on April 19, 2017.

25

REVISED EMERGENCY PLAN

The Committee of the Whole recommends approval of the recommendation contained in the following report of the City Manager, dated April 4, 2017:

Recommendation

The City Manager, as Chair of the Emergency Management Program Committee, recommends:

1. That Council approve the revised Emergency Plan (Attachment 2).

Contribution to Sustainability

The Emergency Plan integrates lessons learned from past emergencies and exercises to establish a framework to efficiently and effectively manage a crisis situation. The Plan enables the City to sustain delivery of critical services to citizens.

Economic Impact

There is no economic impact.

Communications Plan

The Emergency Plan is posted on www.vaughan.ca/PrepE and hard copies are available by contacting the Emergency Planning Program. Hard copies of the Plan are distributed to the members of the Emergency Management Team, neighbouring municipalities and Emergency Management Ontario.

Purpose

To provide Members of Council with the revised Emergency Plan that reflects the recommendations made by the Emergency Management Team during exercises.

Background - Analysis and Options

The *Emergency Management and Civil Protection Act* (RSO 1990) and Regulation 380/04 require that every municipality have an emergency response plan and that the plan is reviewed annually and revised as necessary. The Act requires that the municipality adopt the Emergency Plan by By-Law. The Emergency Management Team in the debriefings after the exercises and through written evaluations identified continuous improvements to enhance the City's Plan and our response capabilities. The following recommendations have been included in the 2017 version of the Plan:

1. Change the structure of the Incident Management System to expand the Operations Infrastructure Section, add the Strategy Section, add new positions and move some positions to other Sections to better align functionality,
2. Update/rename position titles to better reflect role or due to changes at an external agency,
3. Reference to the Ontario Disaster Relief Assistance Program replaced with the new Municipal Disaster Recovery Assistance Program information,
4. Awkward language and grammar corrections made, and
5. Exercise section updated.

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF APRIL 19, 2017

Item 25, CW Report No. 13 – Page 2

A complete list of revisions is included in Attachment 1.

Relationship to Term of Council Service Excellence Strategy Map (2014-2018)

This report is consistent with the Term of Council Service Excellence Strategy Map priority of continue to ensure the safety and well-being of citizens. This report is consistent with the Service Excellence Strategic Initiative of Operational Performance – Continuous Improvement.

Regional Implications

A copy of the updated Emergency Response Plan will be provided to York Region Emergency Management, York Regional Police, York Region Paramedic Services, and York Region Community and Health Services.

Conclusion

The Emergency Response Plan revisions address the recommendations made by the Emergency Management Team to enhance the City's capacity to manage emergency situations.

Attachments

1. Emergency Plan Revisions Summary
2. Emergency Plan

Report prepared by:

Sharon Walker, Manager of Emergency Planning, Extension 6322.

(A copy of the attachments referred to in the foregoing have been forwarded to each Member of Council and a copy thereof is also on file in the office of the City Clerk.)

REVISED EMERGENCY PLAN**Recommendation**

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Report prepared by:

Sharon Walker, Manager of Emergency Planning, Extension 6322.

Respectfully submitted,

Daniel Kostopoulos
City Manager/Chair, Emergency Management Program Committee
Extension 8290

Emergency Plan Revisions Summary

1. PowerStream replaced with Alectra throughout document.
2. Section 4.3 Roles and Responsibilities have been renumbered from 4.3.4 to 4.3.42 to reflect the revisions to the Incident Management System.
3. Specific revisions to all sections listed below;

SPECIFIC REVISIONS

Page	Section	Revision
viii	Table of Contents - Acronyms	EMS replaced with YRPS ODRAP replaced with MDRAP and DRAOP, MOE replaced with MOECC.
xii	Table of Contents	Blank page added.
1	Introduction Section 1	The population and risks were updated.
4	Authority – 2.4 Precedence	Section number of the Act added.
7	Implementation of the Plan – 3.3 Emergency Notification Fan-Out Chart	Revised to reflect changes to the Emergency Management Team (EMT).
	3.8 Operational Flow between Regional Emergency Operations Centre and Vaughan Emergency Operations Centre Chart	Revised to reflect changes to the EMT and clarified.
12	4 Incident Management System Organizational Chart	Chart revised to reflect changes to the structure of the Emergency Management Team.
13	4.2.2 Responsibilities During an Emergency	This section contained duplicated information already listed in the plan and thus deleted.
17	4.3.5 Strategy Section Chief	New Section and position.
18	4.3.6 Documentation Unit	Previous Clerks Support, moved to new Section, roles and responsibilities revised.
18	4.3.7 Situational Awareness Unit	New position.
22	4.3.9 Paramedic Section Chief	Title change to reflect new agency name of York Region Paramedic Services.
24	4.3.10 Operations Infrastructure Section Chief	Roles and responsibilities revised to reflect new members and configuration of Section.
25	4.3.11 Response Sector Lead	New position
26	4.3.12 Environmental Officer	Public Works Officer renamed to Environmental Officer.
28	4.3.14 Transportation Officer	New position.
30	4.3.16 Enbridge, Industry, TTC, Rail	TTC added.
30	4.3.17 Mitigation/Recovery Sector Lead	New position.
31	4.3.18 Infrastructure Officer	Formerly titled Engineering Officer.
32	4.3.19 Building Standards Officer	Moved from Logistics to Operations Infrastructure to better align function.
34	4.3.22 Operations Infrastructure Community Services Section Chief	Deleted reference to transportation of evacuees, staff and supplies, function moved to Logistics and added By-Law and Compliance/Animal Services to better align functions.

Page	Section	Revision
35	4.3.23 Facilities Officer	Titled changed, added coordination with VPL Officer and ensure security of City buildings.
37	4.3.25 By-Law and Compliance/Animal Services Officer	Position moved from Administration to Community Services to better align functions.
39	4.3.27 Social Services and Health Officer	Roles and responsibilities updated to reflect information provided by York Region. Reference to ODRAP Committee participation deleted.
42	4.3.29 Administration Section Chief	Reference to Clerks Officer, Clerks Support and By-Law and Compliance Officer deleted.
44	4.3.32 Risk Management Officer	References to ODRAP replaced with MDRA.
46	4.3.33 Logistics Section Chief	Revised to reflect new position of Field Supply Officer, Procurement Unit and addition of MDRA program. Planning Officer and Building Standards Officer removed from responsibilities.
47	4.3.34 Finance Officer	Deleted reference to Disaster Relief Committee and replaced ODRAP with MDRA.
48	4.3.35 Procurement Unit	Formerly Purchasing Officer – roles and responsibilities include additional human resources for intake and recording.
50	4.3.37 Field Supply Officer	Formerly Operations Community Services Transportation Officer – position renamed to better reflect role and move to Logistics to better align functions.
54	4.3.41 Head of Council PIO	New position.
60	4.5 Incident Site Management Team	TTC added to the graphic.
62	4.7.2 Emergency Management Ontario	Moved from Section 4.3 to Support Agencies Section.
73	7.3 Exercising of the Emergency Plan	Word “testing” replaced with exercising.
All	All pages/sections.	Grammar and awkward language corrections were made to all Sections of the Plan.



EMERGENCY PLAN

REVISED February 2017

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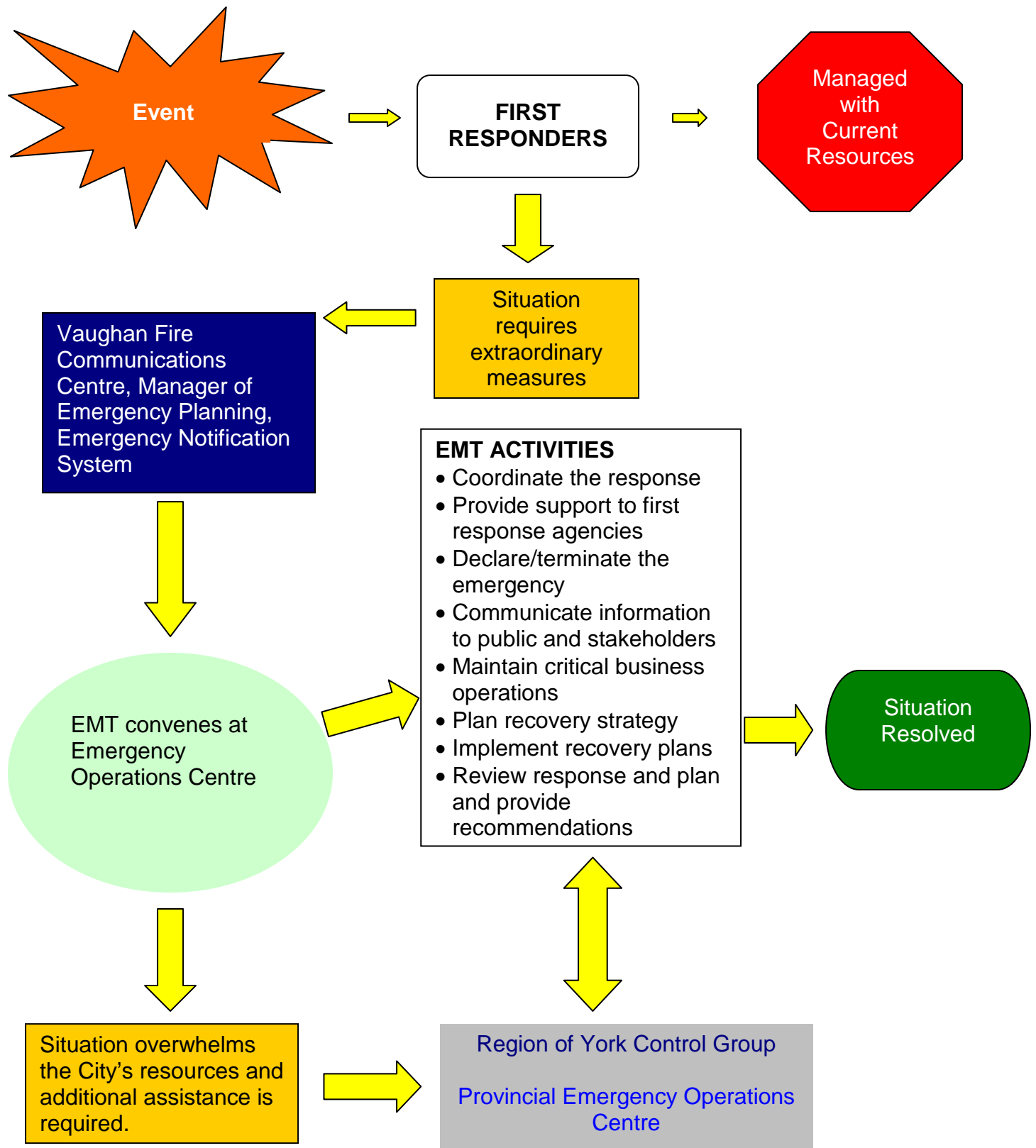
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ACRONYMS

CANUTEC	Canadian Transport Emergency Centre
CEMC	Community Emergency Management Coordinator
CRIB	Central Registration and Inquiry Bureau
DFAA	Disaster Financial Assistance Arrangement
DRAOP	Disaster Recovery Assistance for Ontarians Program
EMO	Emergency Management Ontario
EMT	Emergency Management Team
EOC	(Vaughan) Emergency Operations Centre
EP	Emergency Planning
GIS	Geographic Information System
HR	Human Resources
IAP	Incident Action Plan
IC	Incident Commander
IMS	Incident Management Systems
IT	Information Technology
MOECC	Ministry of Environment and Climate Change
MP	Member of Parliament
MPP	Member of Provincial Parliament
NGO	Non-Governmental Organization
MDRAP	Municipal Disaster Recovery Assistance Program
OPP	Ontario Provincial Police
PEOC	Provincial Emergency Operations Centre

PIC	Public Inquiry Centre
PIO	Public Information Officer
RECG	Regional Emergency Control Group
REOC	Regional Emergency Operations Centre
SAC	Spills Action Centre
TRCA	Toronto and Region Conservation Authority
TTC	Toronto Transit Commission
VFRS	Vaughan Fire and Rescue Services
YRCHS	York Region Community and Health Services
YRP	York Regional Police
YRPS	York Region Paramedic Services
YRT	York Region Transit

Summary of the Emergency Plan



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SECTION 1: INTRODUCTION

1.1 PREAMBLE

The City of Vaughan covers a land area of approximately 275 square kilometres and is situated in York Region. The City is bordered by the Township of King to the north, the City of Markham, Town of 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 composed of Concord, Kleinburg, Maple, Thornhill, and Woodbridge with a population of over 320,000 inhabitants.

Within the borders of Vaughan are many unique features identified through a risk analysis that require effective emergency response capabilities. These include;

- High volume transportation routes including highways and rail corridors, used for shipping freight and heavy commuter traffic by rail and road.
- Pipelines.
- Manufacturing, commercial and retail areas where dangerous goods are used, stored, or manufactured.
- Large landfill site with a methane-fired electrical generating station.
- Tracts of environmentally sensitive and protected lands.
- Tourism and entertainment venues.
- Utility corridors.
- Proximity to airports.
- Past history of natural disasters such as severe summer and winter storms.
- Two rail yards.
- High density housing and intensification.

Emergency Services and City departments routinely manage emergency events daily; however some situations may escalate in scale beyond these 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 establishes the roles and responsibilities of the responding municipal, regional, provincial, federal, private sector and non-government agencies.

The City maintains an Emergency Management Program for the purposes 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 citizens and businesses. Through the program, mechanisms are in place to evaluate and update

plans and procedures annually and/or as required.

1.2 PURPOSE OF THE PLAN

The purpose of this Plan is to establish guidelines and operating structures to make provisions for extraordinary arrangements and measures that may be necessary 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 on health, safety, welfare of citizens, property, environment, critical infrastructure and economic and social stability.
5. Coordinate the actions of all responding agencies.
6. Provide the means to identify, request and procure additional resources, expertise and personnel that may be required.
7. Maintain and/or rapidly recover critical City services.

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 being 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 an Emergency Management Program that includes an approved Emergency Plan.

The City must submit a copy of this Emergency Plan to the Office of the Fire Marshal and Emergency Management and ensure that the Chief has at any time the most current version of the Emergency Plan.

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 infrastructure elements 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 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 an emergency declaration.
2. That during the absence of or his/her inability to act, the designated alternates 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. Authorizes the Logistics Section Chief to approve unbudgeted expenditures necessary to respond to and manage emergency situations.
5. Authorizes the City personnel to obtain and distribute necessary materials, equipment and supplies during an emergency.

2.4 PRECEDENCE

The Emergency Management and Civil Protection Act, Section 5 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/PrepE, and paper copies are available on request through the Emergency Planning Office.

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 through their EMT Section Chief or the EOC Director may activate this Plan upon determination that the situation exceeds or may exceed day to day response capabilities. Once the request has been made to activate the plan, the response personnel can immediately implement actions under the Plan's authority.

The EOC Director or Section Chiefs, based on the incident assessment will determine whether a full or partial activation of the Emergency Management Team is required.

3.2 EMERGENCY NOTIFICATION PROCEDURE

Upon direction from the EOC Director or a Section Chief, Manager of Emergency Planning or designated alternates will activate the Emergency Notification Procedure. The Emergency Notification Procedure may be activated in whole or in part on the advice of the EOC Director or an EMT Section Chief.

The following incident details will be provided to the EMT members:

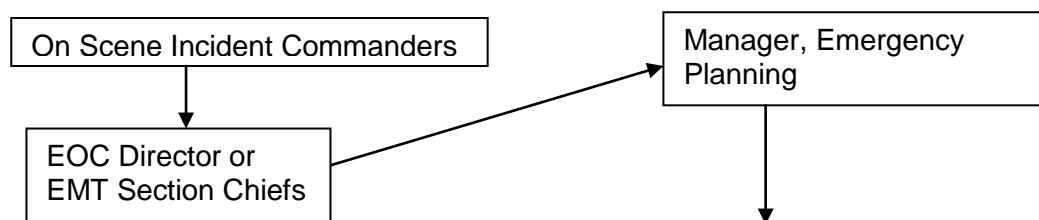
- Nature of the incident.
- Location.
- Extent of the impact area.

The members of the EMT may be directed to

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

Should a response from the first EMT member contacted **not be received within 15 minutes of the initial call**, the second/third call EMT will be contacted. EMT members will then notify designated staff and scribes assigned to their Sections/Positions.

3.3 EMERGENCY NOTIFICATION FAN-OUT CHART



EMT Position	Notification Sequence
First Call EOC Director	<ol style="list-style-type: none"> 1. Head of Council (Mayor, Regional Councillors, Ward Councillors) – who call their scribes 2. Scribes
First Call Liaison Officer	<ol style="list-style-type: none"> 1. Designated Alternate 2. York Region Paramedic Service 3. York Regional Police 4. PEOC 5. York Region CEMC – who notifies York Region Community and Health Services 6. Alectra, Enbridge, TRCA 7. Red Cross 8. Other external agencies as required
Strategy Section	<ol style="list-style-type: none"> 1. Documentation Unit personnel 2. Situational Awareness Unit personnel
First Call Fire Section Chief	<ol style="list-style-type: none"> 1. Second and Third Call Section Chiefs 2. Scribe
First Call Operations Infrastructure Section Chief	<ol style="list-style-type: none"> 1. Second and Third Call Section Chiefs 2. First Call Sector Leads – who call their Officers 3. Mapping Unit 4. Scribes
First Call Operations Community Services Section Chief	<ol style="list-style-type: none"> 1. Second and Third Call Section Chiefs 2. First Call Officers – who call their alternates 3. Scribes
First Call Administration Section Chief	<ol style="list-style-type: none"> 1. Second and Third Call Section Chiefs 2. First Call Officers – who call their alternates 3. Scribes
First Call Logistics Section Chief	<ol style="list-style-type: none"> 1. Second and Third Call Section Chiefs 2. First Call Officers/Unit Personnel – who call their alternates and IT Technician 3. Scribes
First Call Public Information Section Chief	<ol style="list-style-type: none"> 1. Second and Third Call Section Chiefs 2. First Call Officers – who call their alternates 3. Scribes

3.4 DECLARATION OF AN EMERGENCY

1. In making the determination that a situation or impending situation is of the magnitude, that a declaration of emergency should be made; the EMT will utilize the “Emergency Declaration Checklist” as a guide.
2. The Head of Council or his/her designated alternates are responsible for declaring that a municipal emergency exists within Vaughan’s geographic boundaries in consultation with the EMT.
3. The Head of Council shall sign a written official declaration of emergency.
4. Upon declaration of an emergency, the Head of Council shall make the following notifications:
 - a. City Council,
 - b. The Regional Chair,
 - c. Mayors of neighbouring municipalities,
 - d. The public; and
 - e. MP’s and MPP’s representing the constituents of Vaughan.
5. The Liaison Officer shall
 - a. Notify the Provincial Emergency Operations Centre (PEOC) that an emergency situation exists in the City by contacting the Duty Officer at (416) 314-0472. Should contact with the PEOC be unsuccessful, notification can be made through the O.P.P. Duty Officer Tel: (705) 329-6950;
 - b. Submit the signed official declaration of an emergency by fax to the PEOC at (416) 314-6220 or by email: operations.emo@ontario.ca; and
 - c. Submit daily situation reports to the PEOC.
 - d. Notify the York Region Emergency Management Office that an emergency situation exists in the City.
6. The Head of Council or EOC Director 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 Head of Council.
7. 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. In making the determination that an emergency declaration should be terminated; the EMT will utilize the “Emergency Declaration Checklist” as a guide. The EMT will assess

the situation to determine if the declaration criteria are in effect or resolved and advise the Head of Council to terminate the emergency declaration.

2. The authority to terminate an emergency is that of the Head of Council or designated alternates; or City Council; or the Premier of Ontario.
3. Upon declaring an emergency is terminated, the Head of Council shall ensure that a verbal and written notice is issued to
 - a. The public,
 - b. The Regional Chair,
 - c. The Mayors of neighbouring municipalities; and
 - d. The MP's and MPP's who represent the constituents of Vaughan.
4. The Liaison Officer shall
 - a. Notify the PEOC and YREMO that the emergency is terminated
 - b. Submit the official signed termination of emergency document to the PEOC.

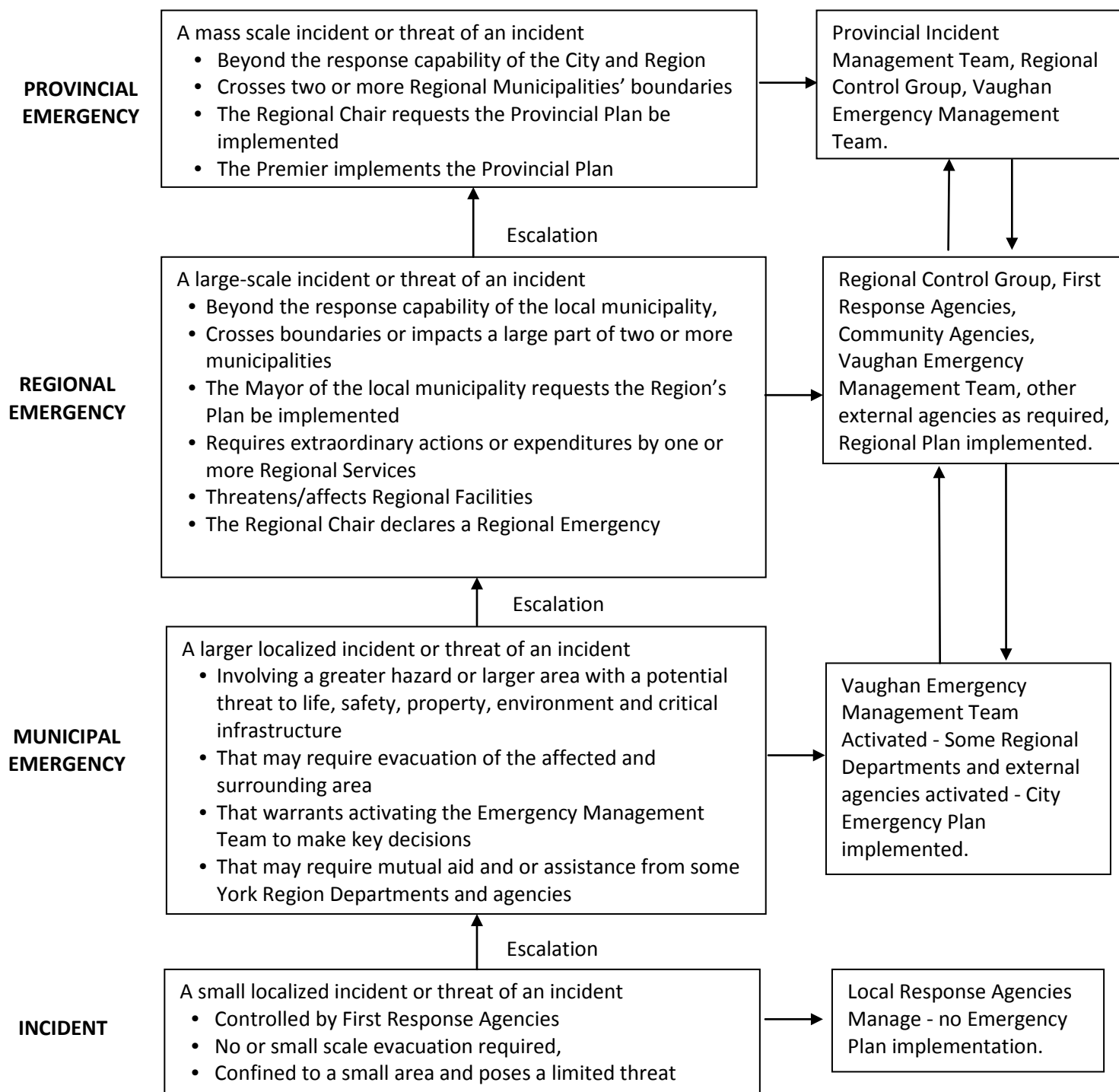
3.6 ESCALATION OF AN EMERGENCY TO REGIONAL PLAN IMPLEMENTATION

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 Head of Council 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 Head of Council requests implementation of the Regional Plan.
 - The incident crosses boundaries of/or impacts a large part of two 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,
 - Establish a liaison between the City and the Region and provide a representative to

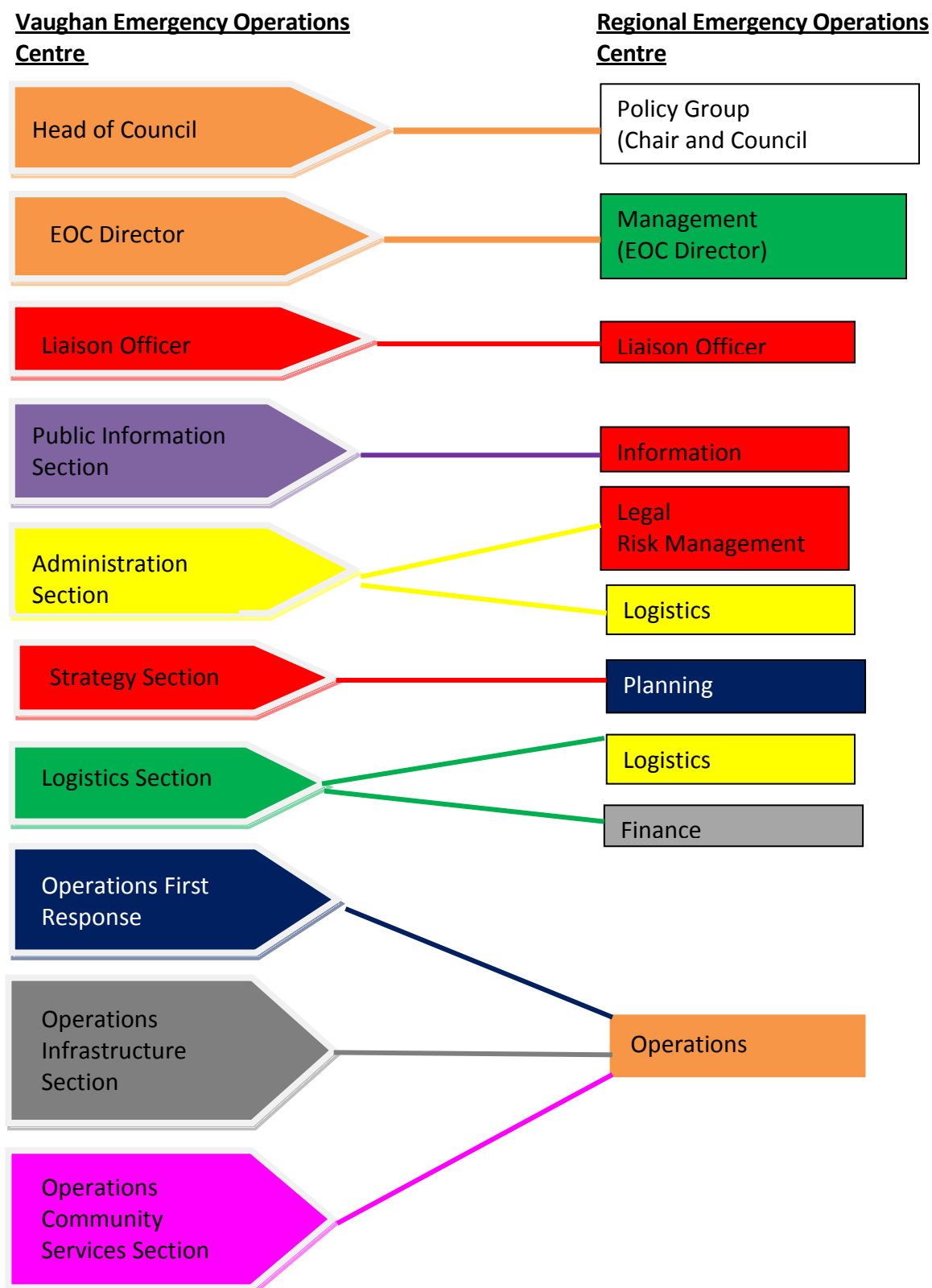
the Regional Emergency Operations Centre as required.

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

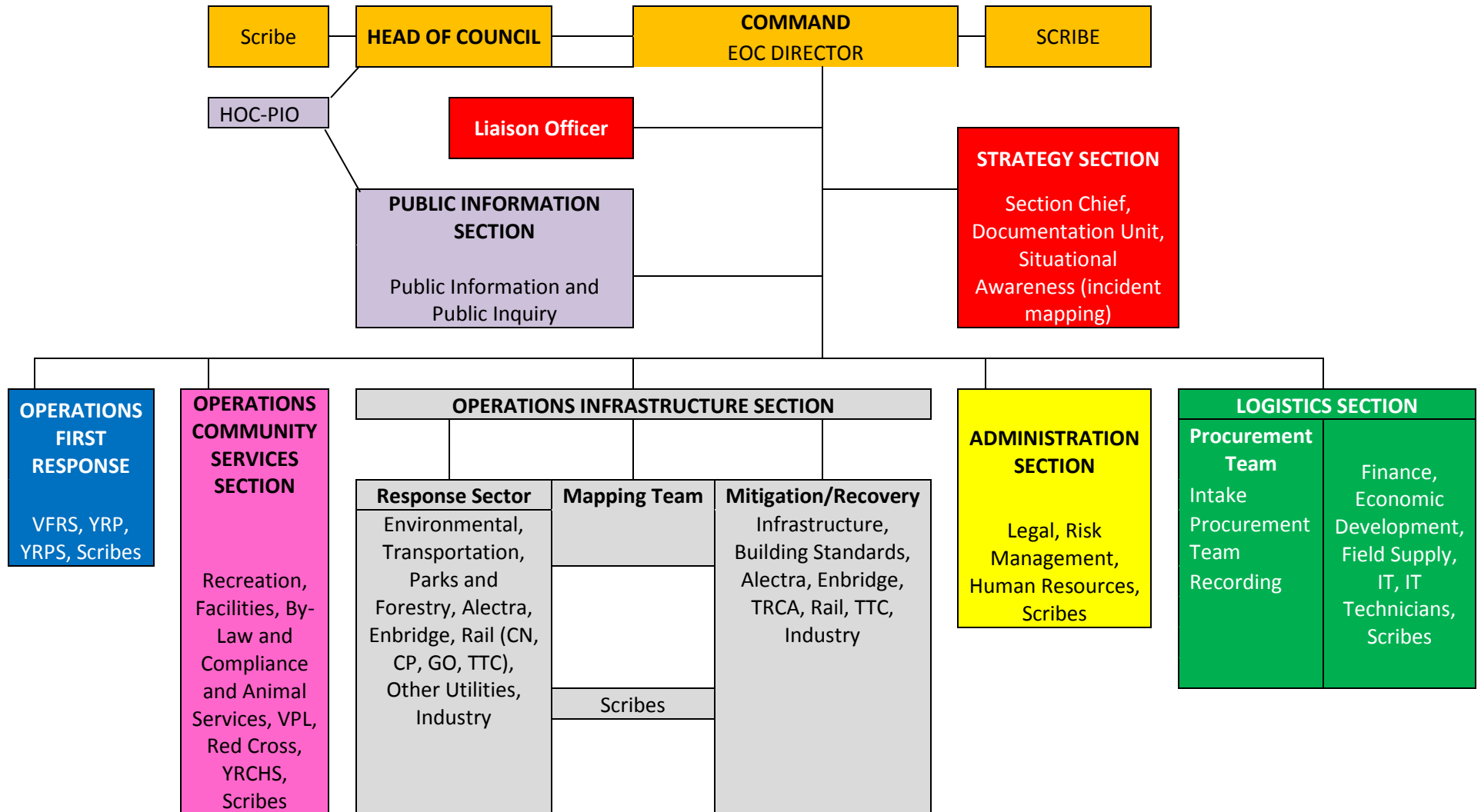
3.7 SCALES OF EMERGENCIES



3.8 COMMUNICATION FLOW BETWEEN VAUGHAN EMERGENCY OPERATIONS CENTRE AND YORK REGION EMERGENCY OPERATIONS CENTRE



SECTION 4 – INCIDENT MANAGEMENT SYSTEM ORGANIZATIONAL CHART

PROPOSED INCIDENT MANAGEMENT SYSTEM

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 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 personnel from departments and external response agencies that have the authority to make decisions on all matters affecting their participation in the emergency, technical staff and clerical support staff.

4.2 ROLES AND RESPONSIBILITIES OF THE EMT

4.2.1 PRE-EMERGENCY

- ☐ Maintain a current copy of the Plan in their office.
- ☐ Annually review the Plan and roles and responsibilities.
- ☐ 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

- ☐ Sign in and out on organizational chart in EOC.
- ☐ Establish and maintain lines of communication to field staff.
- ☐ 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/department on emergency matters.
- ☐ Gather, document and disseminate information related to the emergency.
- ☐ Ensure scribes have up to date information.
- ☐ Advise the Head of Council on declaring or terminating an emergency.
- ☐ Identify human resources, equipment, supplies and services required.
- ☐ Implement continuity of operations strategies to maintain critical services.

4.2.3 POST EMERGENCY

- ☐ Submit all logs to the Strategy 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

Reports to Council

- ☐ Respond to EOC and establishes a work station.
- ☐ Notify and deploys scribe.
- ☐ Open and maintain a log (may be delegated to a scribe).
- ☐ On the advice of the Emergency Management Team (EMT) officially declares and terminates an emergency.
- ☐ In coordination with the PIO and EMT, acts as the City's official spokesperson.
- ☐ Notifies the 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 on changes in the status of the emergency.
- ☐ Makes formal requests to the Region to implement the Regional Emergency Plan.
- ☐ Makes formal requests to the Province for assistance.
- ☐ Attends Briefing Meetings.
- ☐ Provides input into the response and recovery planning process.
- ☐ Delegate duties to an alternate as needed and briefs replacement of actions taken, outstanding issues and status of emergency.
- ☐ Submits logs and expense records to the Section Chiefs of Strategy and Logistics daily.

4.3.2 EOC DIRECTOR

- ☐ Orders activation of the Emergency Plan and Notification Procedure.
- ☐ Notifies the Mayor, designated Council Members, and scribe.
- ☐ Responds to EOC and establishes a work station.

- ☐ Opens and maintains a log (may be delegated to a scribe).
- ☐ Directs relocation to the alternate EOC.
- ☐ Manages the operations of the EMT.
- ☐ Schedules and chairs Briefing Meetings.
 - ☐ Receives briefings from Section Chiefs and specialists
 - ☐ Directs identification of response priorities
 - ☐ Directs identification of recovery priorities; and
 - ☐ Approves incident action plan and authorizes implementation for response and recovery objectives
- ☐ Liaises with City Managers and Chief Administrative Officers of neighbouring municipalities and the Region.
- ☐ Coordinates with Public Information Officer, approves media/public safety messages and may act as Spokesperson as required.
- ☐ Delegates duties to and briefs replacement 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 Strategy and Logistics Sections.
- ☐ Ensures that post-emergency debriefing conducted and after action report prepared.

4.3.3 LIAISON OFFICER

Reports To: EOC Director

- ☐ On direction from the EOC Director or Section Chiefs initiates the Emergency Notification Procedures.
- ☐ Notifies PEOC Duty Officer of emergency situation.
- ☐ Responds to EOC and establishes a work station.
- ☐ Opens and maintains a log.

- ☐ Coordinates with Facilities Maintenance Officer and I.T. Officer/Technicians to set up and decommission the alternate EOC.
- ☐ Posts and maintains 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.
- ☐ Liaises with EMT members to collect data and operational updates.
- ☐ Issues situation reports to the Provincial Emergency Operations Centre.
- ☐ Attends and provides updates at Briefing Meetings.
- ☐ Provides input into response and recovery planning process.
- ☐ Delegates duties to and briefs replacement 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 STRATEGY SECTION CHIEF

Reports to the EOC Director

- ☐ Orders activation of the Emergency Plan and Notification Procedure.
- ☐ Activates department plan and notifies alternates, Documentation Unit, Situational Awareness Unit and scribes.
- ☐ Responds to EOC and establishes a work station.
- ☐ Opens and maintains a log (may be delegated to a scribe).
- ☐ Obtains briefing on the status of the incident.
- ☐ Oversees Documentation and Situational Awareness Units
- ☐ Advises EMT to complete and submit EOC Briefing document 10 minutes prior to the start of the briefing meetings.
- ☐ Schedules Briefing Meetings and sets agendas in consultation with the EOC Director.
- ☐ Arranges for minutes to be recorded at and distributed for all meetings of the EOC members.
- ☐ Coordinates with EMT for up-to-date information to post to the master events log and situational awareness map.
- ☐ Coordinates with the Medical Officer of Health, Operations Community Services Section Chief, Coroner's Office and local funeral homes to organize large scale burial operations if required.
- ☐ Attends and provides input into briefing meetings.
- ☐ Ensures Section Chiefs submit personal logs, resource tracking logs and incident action plans for all members daily.
- ☐ Coordinates implementation of strategies to maintain continuity of and rapidly recover critical services
- ☐ Delegates duties and provides briefing to replacement on actions taken, outstanding issues and status of the emergency.
- ☐ Provides input into response and recovery planning process.

- ☐ Submits records of expenditures to Logistics Section Chief daily.

4.3.5 STRATEGY SECTION – DOCUMENTATION UNIT

Reports to: Strategy Section Chief

- ☐ Responds to EOC and establishes a work station.
- ☐ Opens and maintains the Master Events Log, ensuring it is current.
- ☐ Activates department emergency plan and notification procedure.
- ☐ Deploys additional staff to assist with data management.
- ☐ Coordinates with HR Officer for runners in the EOC.
- ☐ Orientates runners to information documentation and gathering process.
- ☐ Implements document control and records management measures.
- ☐ Takes minutes at all meetings and distributes information to all EMT members or delegates to a replacement.
- ☐ Ensures that a current list of property owners is available to EMT.
- ☐ Consolidates daily logs into a daily situation report and distribute to EMT.
- ☐ Coordinates implementation of strategies to maintain continuity of and rapidly recover critical services
- ☐ Delegates duties and provides briefing to replacement on actions taken, outstanding issues and status of the emergency.
- ☐ Provides input into response and recovery planning process.
- ☐ Submits records of expenditures to Section Chief daily.

4.3.6 STRATEGY SECTION – SITUATIONAL AWARENESS UNIT (2 Technicians)

Reports to the Strategy Section Chief

- ☐ Responds to EOC and establishes work station.
- ☐ Receives information from all Sections on the emergency situation and documents

it electronically and/or manually on a city map.

- ☐ Documents response activities on the incident map and saves hourly or as directed by Section Chief.
- ☐ Prints maps daily and as requested.
- ☐ Provides input on response and recovery planning process for Section.
- ☐ Briefs replacement at change of shift.
- ☐ Maintains documentation and submits to Section Chief in electronic and hard copy format at the end of shift.

4.3.7 OPERATIONS FIRST RESPONSE – FIRE SECTION CHIEF

Reports to: EOC Director

- ☐ Orders activation of the Emergency Plan and Notification Procedure.
- ☐ Activates department plan and notifies alternates and scribes.
- ☐ 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 on scene Fire Incident Commander on the status of the incident.
- ☐ Coordinates with Police and Paramedic Services to establish a Unified Command Post at the scene with interoperable communications systems.
- ☐ Coordinates Fire and Rescue Services activities to ensure coverage and continuity of critical services.
- ☐ Advises EMT on fire and rescue matters.
- ☐ Coordinates the provision of equipment, resources, and specialists through EMT Sections to the scene.
- ☐ Activates Mutual Aid Agreements and/or supplier contracts as needed.
- ☐ Coordinates with Police, York Paramedic Services, Logistics Section Chief and Operations Community Service Section Chief regarding evacuation of scene.
- ☐ Liaises with Fire Services from neighbouring municipalities and the Regional Fire Coordinator.
- ☐ Liaise with PIO to provide expert information at media conferences.
- ☐ Participates in response and recovery planning process.
- ☐ Attends and provides updates at Briefing Meetings.
- ☐ Delegates duties to and briefs replacement on actions taken, outstanding issues and status of the emergency.
- ☐ Submits logs and expense records to the Section Chiefs of Strategy and Logistics.

4.3.8 OPERATIONS FIRST RESPONSE – POLICE SECTION CHIEF

Reports to: EOC Director and Regional Emergency Operations Centre (REOC) 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 York Region Paramedic Services to establish a Unified Command System, Command Post and interoperable communications systems.
- ☐ May deploy the 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 request the opening of Emergency Shelters.
- ☐ Dispatches specialized police units and activate mutual aid agreements as needed.
- ☐ 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 replacement on actions taken, outstanding issues and status of the emergency.
- ☐ Provides input into response and recovery planning process.
- ☐ Attends and provides updates at Briefing Meetings.
- ☐ Submit logs Strategy Section Chief daily.

4.3.9 OPERATIONS FIRST RESPONSE - PARAMEDIC SECTION CHIEF

Reports to: EOC Director and REOC Paramedic Chief

- ☐ 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 Paramedic Services Contingency Plan.
- ☐ Coordinates with Fire and Police to establish a Unified Command System, Command Post and interoperable communications systems.
- ☐ Provide an Incident commander, if required.
- ☐ Obtains briefing from and establishes communications with Paramedic Incident Commander.
- ☐ Liaises with the Ontario Ministry of Health.
- ☐ Advises the EMT on Paramedic Services matters.
- ☐ Liaise with the allied paramedic agencies on areas of mutual concern which may include:
 - ☐ Triage
 - ☐ Stabilization of patients
 - ☐ Transportation to hospitals
 - ☐ Any other issues needed in pre-hospital care
- ☐ Liaise with other agencies as required to augment and coordinate paramedic

resources.

- ☐ Liaises with neighbouring municipal paramedic agencies for mutual assistance.
- ☐ Provides input into response and recovery planning process.
- ☐ Attends and provides updates at Briefing Meetings.
- ☐ Delegates duties to and briefs replacement on actions taken, outstanding issues and status of the emergency.
- ☐ Submits logs to Strategy Section Chief daily.

4.3.10 OPERATIONS INFRASTRUCTURE SECTION CHIEF

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 department emergency plan and notification of alternates, Sector Leads, Mapping Team and individual scribe.
- ☐ Obtains a briefing from Sector Leads and Mapping Team.
- ☐ Advises EMT on Engineering and Public Works related matters.
- ☐ Oversees and directs Infrastructure Section response, mitigation/recovery and mapping activities
- ☐ Liaises with York Region Transportation and Environmental Services, and neighbouring municipalities' Public Works Departments.
- ☐ Obtain expert advice from utilities/industry etc.
- ☐ Coordinates implementation of strategies to maintain continuity of critical services.
- ☐ Briefs and updates Section regularly.
- ☐ Oversees response, mitigation and recovery planning processes.
- ☐ Attends and provides updates at Briefing Meetings.
- ☐ Ensures replacement personnel are scheduled for Section.
- ☐ Delegates duties to and briefs replacement on actions taken, outstanding issues and status of the emergency.
- ☐ Collects logs and expense records from Sector Leads and Officers daily.
- ☐ Submits logs and expense records to the Section Chiefs of Strategy and Logistics daily.

4.3.11 OPERATIONS INFRASTRUCTURE SECTION – RESPONSE SECTOR LEAD

Reports to Operation Infrastructure Section Chief

- ☐ Responds to EOC and establishes work station.
- ☐ Opens and maintains a log.
- ☐ Activates department emergency plans and notification of Response Sector Officers and scribes.
- ☐ Oversees provision of services related to water, wastewater, stormwater, debris management, spills response, flood response and mitigation, forestry, parks, roads and utilities.
- ☐ Coordinates with Alectra and Enbridge representatives on utility related matters such as disconnection and reconnection of services in the emergency area and information on impacts to system.
- ☐ Coordinates with EMT members to procure equipment, supplies, human resources, contractors and experts to support the response efforts.
- ☐ Coordinates with York Region Transportation and Environmental Services and area Municipal Public Works Departments.
- ☐ On the approval and direction of the Ministry of Environment and Climate Change (MOECC) and on advisement of the EMT, directs staff to initiate cleanup, and disposal of contaminants and debris as necessary.
- ☐ Liaises with the Spills Action Centre (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.
- ☐ Oversees implementation of strategies to maintain continuity of critical services.
- ☐ Ensures replacement personnel are scheduled for Sector.
- ☐ Delegates duties to and briefs replacement on actions taken, outstanding issues and status of the emergency.
- ☐ Collects logs and expense records from Officers and Scribes daily.

- ☐ Submits logs and expense records to the Section Chief.

4.3.12 OPERATIONS INFRASTRUCTURE RESPONSE SECTOR – ENVIRONMENTAL OFFICER

Reports to: Operations Infrastructure Response Sector Lead

- ☐ Responds to the EOC and establishes a work station.
- ☐ Opens and maintains a log.
- ☐ Activates department emergency plan and notification procedure to Officers.
- ☐ Coordinates the provision of environmental services.
- ☐ Appoints a site incident commander as needed to liaise with Unified Command.
- ☐ Liaises with and advises EMT on environmental services, roads, parks and forestry matters.
- ☐ Coordinates with Mapping Team for infrastructure maps
- ☐ Provides response updates to Situational Awareness for incident mapping.
- ☐ Provides regular updates to Sector Lead.
- ☐ Coordinates with Sector Lead 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, MOECC, CANUTEC etc).
- ☐ Coordinates implementation of strategies to maintain continuity of critical services.
- ☐ Provides input into response and recovery planning process.
- ☐ Delegates duties and provides briefing to the replacement on actions taken, outstanding issues and status of the emergency
- ☐ Submits logs and records of expenses to Sector Lead daily.

4.3.13 OPERATIONS INFRASTRUCTURE RESPONSE SECTOR – PARKS AND FORESTRY OFFICER

Reports to: Operations Infrastructure Response Sector Lead

- ☐ Responds to EOC and establishes a work station.
- ☐ Opens and maintains a log.
- ☐ Activates departmental emergency plan and notification procedure, calls alternates.
- ☐ Appoints an on scene Incident Commander to coordinate with Unified Command.
- ☐ Obtains a briefing from and establishes communications with the Parks and Forestry on scene Incident Commander.
- ☐ Coordinates clearing, storage and disposal of debris on city-owned properties, roads and sidewalks in accordance with legislation.
- ☐ Provides response updates to Situational Awareness for incident mapping.
- ☐ Coordinates with Strategy Section for mass burials in City owned cemeteries.
- ☐ Coordinates repair of damaged woodlots, trails, parks and open spaces.
- ☐ Coordinate with Ministry of Natural Resources, Toronto Region Conservation Authority, York Region and neighbouring municipalities.
- ☐ Updates Sector Lead on activities.
- ☐ Coordinates implementation of strategies to maintain continuity of and rapidly recover critical services.
- ☐ Delegates duties and provides briefing to replacement 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 Sector Lead daily.

4.3.14 OPERATIONS INFRASTRUCTURE RESPONSE SECTOR – TRANSPORTATION OFFICER

Reports to: Operations Infrastructure Response Sector Lead

- ☐ Responds to EOC and establishes a work station.
- ☐ Opens and maintains a log.
- ☐ Activates departmental emergency plan and notification procedure, calls alternates.
- ☐ Appoints an on scene Incident Commander to coordinate with Unified Command.
- ☐ Coordinate with Parks and Forestry Officer and Alectra to clear roads of debris.
- ☐ Coordinate clearing roads of snow and ice.
- ☐ Coordinate deployment of barricades to close roads.
- ☐ Coordinates the planning and provision of traffic engineering services of;
 - ☐ Emergency vehicle routes,
 - ☐ Evacuation route signage and barriers,
 - ☐ Detours and road closures, and
 - ☐ Altering and maintaining traffic signals.
- ☐ Advises EMT on traffic matters.
- ☐ Coordinates with Mapping Team for infrastructure maps
- ☐ Provides response updates to Situational Awareness for incident mapping.
- ☐ Coordinate with York Region Transportation on maintaining safety of roads.
- ☐ Updates Sector Lead on activities.
- ☐ Coordinates implementation of strategies to maintain continuity of and rapidly recover critical services.
- ☐ Delegates duties and provides briefing to replacement 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 Sector Lead daily.

4.3.15 OPERATIONS INFRASTRUCTURE RESPONSE SECTOR – ALECTRA OFFICER

Reports to: Operations Infrastructure Response Sector Lead and Alectra Senior Management

- ☐ Responds to EOC and establishes a work station or may be represented virtually.
- ☐ Opens and maintains a log.
- ☐ Coordinates with Operations Infrastructure Response and Mitigation/Recovery Sectors on electricity systems matters.
- ☐ Establishes communication link to Alectra Operations Centre or with City of Vaughan EOC.
- ☐ Provides information on Alectra's response activities.
- ☐ Provides information on power outage areas, load shedding and restoration timelines.
- ☐ Provides Situational Awareness with information for incident mapping.
- ☐ Advises the EMT on electricity systems matters.
- ☐ Coordinates with Mitigation/Recovery Sector on long term restoration matters.
- ☐ May attend and provide input at the Briefing Meetings.
- ☐ Provides input into response and recovery planning process.
- ☐ Provides regular updates to Sector Leads.
- ☐ Delegates duties and provides briefing to replacement on actions taken, outstanding issues and status of the emergency.
- ☐ Submits logs to Section Chief daily.

4.3.16 OPERATIONS INFRASTRUCTURE RESPONSE SECTOR - ENBRIDGE, INDUSTRY, TTC, RAIL.

Reports to: Operations Infrastructure Response Sector Lead

- ☐ Establishes a work station in the EOC Operations Infrastructure Section as required.
- ☐ Advises EMT on utilities, major/minor pipelines, rail, subway and industry related matters.
- ☐ Coordinates with Mapping Team for infrastructure maps.
- ☐ Coordinates with Mitigation/Recovery Sector on long term restoration matters.
- ☐ Provides response updates to Situational Awareness for incident mapping.
- ☐ Deploys Incident Commander to emergency scene to liaise with Unified Command as needed.
- ☐ Disconnects, maintains, and restores services

4.3.17 OPERATIONS INFRASTRUCTURE SECTION – MITIGATION/RECOVERY SECTOR LEAD

Reports to: Operations Infrastructure Section Chief

- ☐ Responds to EOC and establishes work station.
- ☐ Opens and maintains a log.
- ☐ Activates department emergency plans and notification of Mitigation/Recovery Sector Officers and scribes.
- ☐ Oversees provision of services related to infrastructure mitigation and recovery, infrastructure protection, flood mitigation and recovery, building inspections and maintaining/recovering utilities.
- ☐ Coordinates with Alectra and Enbridge representatives on utility recovery and maintenance.
- ☐ Coordinates with EMT members to procure equipment, supplies, human resources, contractors and experts to support the mitigation and recovery efforts.
- ☐ Coordinates with Toronto Region Conservation Authority (416) 661-6600 on flood

management, mitigation and recovery matters.

- ☐ Oversees implementation of strategies to maintain continuity of critical services.
- ☐ Ensures replacement personnel are scheduled for Sector.
- ☐ Delegates duties to and briefs replacement on actions taken, outstanding issues and status of the emergency.
- ☐ Collects logs and expense records from Officers and Scribes daily.
- ☐ Submits logs and expense records to the Section Chief.

4.3.18 OPERATIONS INFRASTRUCTURE MITIGATION/RECOVERY SECTOR - INFRASTRUCTURE OFFICER

Reports to: Operations Infrastructure Mitigation/Recovery Sector Lead

- ☐ Responds to the EOC and establishes a work station.
- ☐ Opens and maintains a log.
- ☐ Coordinates the provision of Engineering Services.
 - ☐ Infrastructure data,
 - ☐ Mitigation planning for impact of the emergency on infrastructure
 - ☐ Planning for and implementing recovery of infrastructure; and
 - ☐ Engineering drawings.
- ☐ Advises EMT on engineering matters.
- ☐ Coordinates implementation of strategies to maintain continuity of critical services.
- ☐ Provides input into response and recovery planning process.
- ☐ Provides regular updates to Sector Lead.
- ☐ Delegates duties and provides briefing to replacement on actions taken, outstanding issues and status of the emergency.
- ☐ Submits logs to Sector Lead daily.

4.3.19 OPERATIONS INFRASTRUCTURE – MITIGATION/RECOVERY SECTOR - BUILDING STANDARDS OFFICER

Reports to: Operations Infrastructure Mitigation/Recovery Sector Lead

- ☐ Responds to EOC and establishes a works station.
- ☐ Opens and maintains a log.
- ☐ Activates department emergency plan and notification procedure, calls alternates.
- ☐ May appoint an on scene incident commander.
- ☐ Establishes inspection criteria for damaged structures.
- ☐ Identifies and prioritizes damaged structures to be inspected.
- ☐ Deploys Inspectors to impact areas.
- ☐ Issues orders on damaged structures.
- ☐ Establishes a system to facilitate issuing of permits.
- ☐ Advises EMT on Building Standards matters.
- ☐ Liaises with Building Standards Departments at neighbouring municipalities.
- ☐ Coordinates implementation of strategies to maintain continuity of and rapidly recover critical services
- ☐ Provides input into the response and recovery planning process.
- ☐ Updates Sector Lead on actions taken.
- ☐ Delegates duties and provides briefing to replacement on actions taken, outstanding issues and status of the emergency.
- ☐ Submits logs and records of expenditures to Sector Lead daily.

4.3.20 OPERATIONS INFRASTRUCTURE MITIGATION/RECOVERY SECTOR - TORONTO AND REGION CONSERVATION AUTHORITY

Reports to: Reports to Operations Infrastructure Mitigation/Recovery Sector Lead

- ☐ Alerts EMT of potential for flooding.

- ☐ Monitors flood areas and weather conditions and issues alerts.
- ☐ Provides flood plain maps to EOC.

4.3.21 OPERATIONS INFRASTRUCTURE SECTION - MAPPING UNIT (2 Technicians)

Reports to: Reports to Operations Infrastructure Section Chief.

- ☐ Responds to EOC and establishes work station.
- ☐ Provides infrastructure maps to EMT.
- ☐ Assists in identifying infrastructure impacted by the emergency.
- ☐ Provides map layers on request of EMT.
- ☐ Provides technical data on City infrastructure.
- ☐ Prints maps as required.
- ☐ Provides input on response and recovery planning process for Section.
- ☐ Briefs replacement at change of shift.
- ☐ Maintains documentation and submits to Section Chief in electronic and hard copy format at the end of shift.

4.3.22 OPERATIONS COMMUNITY SERVICES SECTION CHIEF**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 department emergency plan and notification of alternates, first call officers and scribes.
- ☐ Oversees and directs the Operations Community Services Section functions and responses.
 - ☐ Facilities management,
 - ☐ Identify emergency shelters.
 - ☐ Support services for emergency shelters,
 - ☐ Establish an emergency worker centre if required,
 - ☐ Coordination with Vaughan Public Libraries,
 - ☐ By-Law and Compliance; and
 - ☐ Animal care and services.
- ☐ Coordinates with Operations First Response Section, York Region Community and Health Services Representative and Red Cross to identify and activate City facilities as Emergency Shelters.
- ☐ Briefs and updates Section 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 assistance to residents.
- ☐ Delegates duties and provides briefing to replacement on actions taken, outstanding issues and status of the emergency.
- ☐ Ensures sufficient personnel are available and scheduled to support the Operations Community Services functions in coordination with EMT.
- ☐ Coordinates implementation of strategies to maintain continuity of and rapidly recover critical services.

- ☐ Attends and provides updates at Briefing Meetings.
- ☐ Provides input into response and recovery planning process.
- ☐ Ensures replacement personnel are scheduled for Operations Community Services Section.
- ☐ Collects logs and expense records from Officers daily.
- ☐ Submits logs and records of expenditures to the Section Chiefs of Strategy and Logistics daily.

4.3.23 OPERATIONS COMMUNITY SERVICES SECTION - FACILITIES OFFICER

Reports to: Operations Community Services Section Chief

- ☐ Responds to EOC and establishes a work station.
- ☐ Opens and maintains a log.
- ☐ Activates department emergency plan and notification procedure, calls alternates.
- ☐ Coordinates securing of municipal buildings.
- ☐ Coordinates with IT Officer, VPL Officer, By-law and Compliance Officer and Liaison Officer to set up, maintain and decommission the alternate 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 an alternate Public Inquiry Centre as required.
- ☐ Coordinates with By-law and Compliance Officer to establish an alternate animal shelter.
- ☐ Establishes a rest area at the EOC facilities for EMT members.
- ☐ Coordinates with Recreation Officer, Vaughan Public Libraries Officer, Red Cross and York Region Community and Health Services to open, set up, maintain and close, city facilities being used as Emergency Shelters and Emergency Worker Centres.
- ☐ Coordinates with Fire Section Chief, Building Standards Officer and York Region Community and Health Services to arrange for inspections of emergency shelters.

- ☐ Maintains a record of supplies used in the Emergency Shelters.
- ☐ Coordinates with EMT to identify facility needs during the emergency.
- ☐ Coordinates with Risk Management Officer to obtain generators for municipal facilities.
- ☐ Liaises with neighbouring municipal and regional departments.
- ☐ Coordinates with Field Supply Officer to move supplies and equipment to emergency facilities.
- ☐ Coordinates close down of City facilities that are impacted by the emergency.
- ☐ Coordinates restoration of damaged City facilities.
- ☐ Coordinates implementation of strategies to maintain continuity of and rapidly recover critical services.
- ☐ Updates Section Chief on activities.
- ☐ Delegates duties and provides briefing to replacement 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.

4.3.24 OPERATIONS COMMUNITY SERVICES SECTION - RECREATION OFFICER

Reports to: Operations Community Services Section Chief

- ☐ Responds to EOC and establishes a work station.
- ☐ Opens and maintains a log.
- ☐ Activates department emergency plan and notification procedure and calls/notifies alternates.
- ☐ Coordinates with VPL Officer, Facilities Officer, Red Cross and York Region Community and Health Services with setting up, operating and closing Emergency Shelters in community centres
- ☐ Appoints the Recreation Lead at facilities being used as Emergency Shelters.

- ☐ Coordinates with Vaughan Public Libraries Officer for human resources and services for shelters.
- ☐ Maintains an inventory of facilities and supplies that may be used for evacuees.
- ☐ Coordinates with York Region Community and Health Services, Red Cross and Vaughan Public Libraries to provide leisure activities at the Emergency Shelters.
- ☐ Coordinates implementation of strategies to maintain continuity of and rapidly recover critical services.
- ☐ Provides regular updates to Section Chief on Recreation activities.
- ☐ Delegates duties and provides briefing to replacement on actions taken, outstanding issues and status of the emergency.
- ☐ Provides input into response and recovery planning process.
- ☐ Submits logs and records of expenditure to the Section Chief daily.

4.3.25 OPERATIONS COMMUNITY SERVICES SECTION - BY-LAW AND COMPLIANCE OFFICER/ANIMAL 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, calls alternates.
- ☐ Advises EMT on By-law and Compliance, security and animal services matters.
- ☐ Coordinates with Liaison Officer to provide security at Emergency Operations Centre.
- ☐ Provide damage assessment information collected by field officers to appropriate sections.
- ☐ Coordinates with Recreation and Facilities Officers to provide security at emergency shelters.
- ☐ Coordinates animal control activities and care of pets evacuated and left behind.

- ☐ In coordination with Facilities Officer, may establish an emergency shelter for evacuated pets.
- ☐ Provides regular updates to Section Chief.
- ☐ Coordinates implementation of strategies to maintain continuity of and rapidly recover critical services
- ☐ Delegates duties and provides briefing to replacement 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.

4.3.26 OPERATIONS COMMUNITY SERVICES SECTION – VAUGHAN PUBLIC LIBRARIES OFFICER

Reports to: Operations Community Services Section Chief

- ☐ Respond to EOC and establish work station.
- ☐ Opens and maintains a log.
- ☐ Activates Vaughan Public Libraries Emergency Plan, calls alternates.
- ☐ Establishes communication link to Vaughan Public Libraries administration and libraries.
- ☐ Coordinates with Recreation, Facilities, By-law and Compliance, York Region Community Health and Safety, and Red Cross to assist with setup, operation and closing emergency shelter.
- ☐ Coordinates with Facilities, Liaison and IT Officer to establish alternate Emergency Operations Centre.
- ☐ Schedule staff resources for emergency shelter.
- ☐ Coordinates provision of reading materials, videos, etc. for the shelter's evacuees.

- ☐ Advises Community Services Section and Emergency Management Team on resources available at libraries to support the response efforts
- ☐ Maintains inventory of supplies used in response
- ☐ Closes facilities impacted. Cancels, reschedules or relocates programs.
- ☐ Coordinates implementation of strategies to maintain continuity and rapid recovery of critical services
- ☐ Provides regular updates to the Section Chief on VPL activities.
- ☐ Delegates duties and provides briefing to replacement on actions taken, outstanding issues and status of the emergency.
- ☐ Provides input into response and recovery planning process.
- ☐ Appoints a Vaughan Public Libraries lead at facilities used as emergency shelters.
- ☐ Submits logs and record of expenditures to Section Chief daily.

4.3.27 OPERATIONS COMMUNITY SERVICES SECTION – SOCIAL SERVICES AND HEALTH SERVICES

Reports to: Operations Community Services Section Chief and Regional Emergency Operations Centre Operations Section

- ☐ Liaises with EOC and if required will provide a representative.
- ☐ Opens and maintains a log.
- ☐ Activates Emergency Social Services and Public Health plans and notification procedure.
- ☐ Oversees and coordinates Emergency Social Services and Public Health activities for citizens impacted by the emergency
 - ☐ Personal assistance,
 - ☐ Care of unattended children,
 - ☐ Food and water safety,
 - ☐ General safety and sanitation,
 - ☐ Disease control,
 - ☐ Accommodation standards,
 - ☐ Health assessment needs, and
 - ☐ Critical incident stress management.

- ☐ Liaises and coordinates with EMT and Unified Command on evacuation and health protection measures.
- ☐ Maintains an inventory of facilities designated for use as Emergency Shelters.
- ☐ Advises EMT on social services and health related matters.
- ☐ Coordinates with volunteer agencies and City staff to support care of evacuees at the shelters.
- ☐ Deploys a Health Department representative to the scene and emergency shelters as required.
- ☐ Liaises with Field Supply Officer and YRPS to coordinate evacuation of Home Care clients to appropriate facilities.
- ☐ Liaises with Regional Emergency Operations Centre, provincial ministries and neighbouring municipal Social Services and Health Departments.
- ☐ Delegates duties and provides briefing to replacement on actions taken, outstanding issues and status of the emergency.
- ☐ Provides regular updates to Section Chief.
- ☐ Provides input into response and recovery planning process.
- ☐ Submits logs to the Section Chief daily.

4.3.28 OPERATIONS COMMUNITY SERVICES SECTION - RED CROSS

Reports to: Operations Community Services Section Chief

- ☐ Respond to the EOC and establish a work station
- ☐ Opens and maintains a log.
- ☐ Activates the Red Cross Disaster Response Plan.
- ☐ Coordinate with the Operations Community Services Section to provide
 - ☐ Registration and inquiry services to evacuees
 - ☐ Emergency Shelter services
 - ☐ Food
 - ☐ Clothing

- ☐ Personal services
- ☐ Manage emergency shelter operations.
- ☐ Liaises with and advises EMT on humanitarian aid matters.
- ☐ 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.
- ☐ Management of donations of goods and services.
- ☐ Coordination of other Non-Government Organizations.
- ☐ Coordinate needs assessments on affected residents.
- ☐ Coordinate referrals for assistance for affected residents.
- ☐ Coordinate with EMT to implement outreach procedure for services.
- ☐ Submits daily situation reports of activities to EMT.
- ☐ Provides input into response and recovery planning process.
- ☐ May attend and provide updates at Briefing Meetings.
- ☐ Submits logs and records of expenditures to the Section Chief daily.

4.3.29 ADMINISTRATION SECTION CHIEF**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 department emergency plan and notification of alternates, officers and scribes.
- ☐ Oversees and directs all administrative operations in the EOC to provide;
 - ☐ Sufficient staffing for response, mitigation and recovery activities.
 - ☐ Health and safety protocols for response and recovery.
 - ☐ Legislated and regulated requirements.
 - ☐ Legal advice to EMT.
 - ☐ Risk management and insurance; and.
 - ☐ EAP services to staff.
- ☐ Coordinates implementation of strategies to maintain continuity of and rapidly recover critical services.
- ☐ Ensures replacement personnel are scheduled for Administration Section members.
- ☐ Briefs and updates Administration Section members at regularly scheduled team meetings.
- ☐ Delegates duties and provides briefing to replacement on actions taken, outstanding issues and status of the emergency.
- ☐ Provides input into response and recovery planning process.
- ☐ Attends and provides updates at Briefing Meetings.
- ☐ Collects logs from Officers daily and submits to Strategy Section daily.
- ☐ Submits Records of expenditures to Logistics Section Chief daily.

4.3.30 ADMINISTRATION SECTION – HUMAN RESOURCES OFFICER

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, calls alternates.
- ☐ 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.
- ☐ Establishes a registration system and generate files for all temporary and mutual assistance workers recruited and ensures files are kept secured.
- ☐ Provides identification to staff, temporary workers and volunteers.
- ☐ Coordinates with Field Supply 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.
- ☐ Advises EMT on human resources, health and safety and personal protective equipment matters.
- ☐ Arranges for critical incident stress counseling services for response staff as needed.
- ☐ Assesses situation for Health and Safety considerations.
- ☐ Establishes Health and Safety protocols.
- ☐ 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.
- ☐ Coordinates implementation of strategies to maintain continuity of and rapidly recover critical services

- ☐ Provides input into the response and recovery planning process.
- ☐ Delegates duties and provides briefing to replacement on actions taken, outstanding issues and status of the emergency.
- ☐ Submits logs and records of expenditures Section Chief daily.

4.3.31 ADMINISTRATION SECTION – LEGAL OFFICER

Reports to: Administration Section Chief

- ☐ Responds to EOC and establishes a work station.
- ☐ Opens and maintains a log.
- ☐ Activates department emergency plan and notification plan, calls alternatives.
- ☐ Advises the EMT on legal matters and applicable legislation.
- ☐ Coordinates with the EMT members to ensure that appropriate site cleanup arrangements are made and carried out at the expense of the responsible party
- ☐ Collects evidence of any legal violations related to the emergency.
- ☐ Liaises with the Regional Solicitor and solicitors for neighbouring municipalities.
- ☐ Coordinates implementation of strategies to maintain continuity of and rapidly recover critical services.
- ☐ Provides input into the response and recovery planning process.
- ☐ Delegates duties and provides briefing to replacement on actions taken, outstanding issues and status of the emergency.
- ☐ Submits logs and records of expenditures to Section Chief daily.

4.3.32 ADMINISTRATION SECTION – RISK MANAGEMENT OFFICER

Reports to: Administration Section Chief

- ☐ Responds to EOC and establishes a work station.
- ☐ Opens and maintains a log.

- ☐ Activates department emergency plan and notification plan, calls alternatives
- ☐ Advise EMT on insurance and risk management.
- ☐ Liaise with City insurers.
- ☐ In consultation with the Sections develops a damage assessment process.
- ☐ Coordinate collection of data/evidence on damage assessments on City owned property.
- ☐ Coordinate with insurer to access disaster relief services (generators, mobile crisis units, IT equipment, etc).
- ☐ Assists Logistics with developing application for Municipal Disaster Recovery Assistance (MDRA) funding.
- ☐ Coordinates with HR and other sections for staff to document damage in community.
- ☐ Delegates duties and provides briefing to replacement on actions taken, outstanding issues and status of the emergency.
- ☐ Submits logs and records of expenditures to Section Chief daily.

4.3.33 LOGISTICS SECTION CHIEF**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 department emergency plan and notification procedure, notification of alternates, first call Officers and Scribes.
- ☐ Oversees and directs Logistics Section functions for the response and recovery by providing;
 - ☐ Financial management
 - ☐ Procurement
 - ☐ Information Technology
 - ☐ Transportation of evacuees, and equipment/vehicle supplies to the field,
 - ☐ Municipal Disaster Recovery Assistance program application, and
 - ☐ Information related to and liaison with business sector.
- ☐ Briefs and updates Logistics Section on a regular basis.
- ☐ Advises EMT on logistics related matters.
- ☐ Approves unbudgeted expenditures
- ☐ 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, ITM, Economic Development Planning and Building Standards needs for the response are managed by the Logistics Section Officers.
- ☐ Approves supplier agreements and contracts as required.
- ☐ Coordinates implementation of strategies to maintain continuity of and rapidly recover critical services.
- ☐ Liaises with neighbouring municipalities and the Region.
- ☐ Delegates duties and provides briefing to replacement on actions taken, outstanding issues and status of the emergency.

- ☐ Ensures replacement personnel are scheduled for Logistics Section.
- ☐ Attends and provides updates at Briefing 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 Strategy Section Chief daily.

4.3.34 LOGISTICS SECTION – FINANCE OFFICER

Reports to: Logistics Section Chief

- ☐ Responds to EOC and establishes a work station.
- ☐ Opens and maintains a log.
- ☐ Activates department emergency plan and notification of alternates, officers.
- ☐ Advises the EMT on financial matters and coordinates with EMT members to support the response.
- ☐ Opens a cost center to record financial expenditures for the emergency.
- ☐ Coordinates with Risk Management Officer on MDRA application process.
- ☐ Ensure Credit Cards, cheques and cash are available to make emergency purchases.
- ☐ Collects information on purchases from Procurement Unit and Section Chiefs.
- ☐ Prepares daily financial reports for EMT.
- ☐ Ensures prompt payment of invoices.
- ☐ Updates Section Chief regularly.
- ☐ Coordinates implementation of strategies to maintain continuity of and rapidly recover critical services
- ☐ Provides input into the response and recovery planning process.

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

4.3.35 LOGISTICS SECTION – PROCUREMENT UNIT (INTAKE, PROCUREMENT AND RECORDING – 3 OFFICERS)

Reports to: Logistics Section Chief

- ☐ Responds to EOC and establishes a works station.
- ☐ Opens and maintains a log.
- ☐ Activates department emergency plan and notification procedure, contacts alternates.

INTAKE

- ☐ Intake procurement requests from EMT including
 - ☐ Type of resource being requested
 - ☐ Number of resources
 - ☐ Specifications
 - ☐ Location resource required at
 - ☐ Time resource required
 - ☐ feeding needs for frontline responders, emergency shelters and Emergency Operations Centre personnel
 - ☐ Specialized contractors and services

PROCUREMENT

- ☐ Maintains a current list of vendors.
- ☐ Orders and arranges delivery of requested resources.
- ☐ Sources contractors and specialized services.
- ☐ Advises EMT on purchasing matters.
- ☐ Liaises with purchasing departments of neighbouring municipalities and the Region.

RECORDING

- ☐ Accurately documents all requests for resources and procurement processes used by unit.
- ☐ Submits purchasing documentation to Finance Officer daily
- ☐ Updates Section Chief regularly.
- ☐ Coordinates implementation of strategies to maintain continuity of and rapidly recover critical services
- ☐ Provides input into the response and recovery planning process.
- ☐ Delegates duties and provides briefing to replacement on actions taken, outstanding issues and status of the emergency.
- ☐ Submits logs to Section Chief daily.

4.3.36 LOGISTICS SECTION – IT OFFICER

Reports to: Logistics Section Chief

- ☐ Responds to EOC and establishes a work station.
- ☐ Opens and maintains a log.
- ☐ Activates department emergency plan and notification procedure, calls alternates and Technicians.
- ☐ Deploys IT Technicians to Emergency Operations Centre.
- ☐ Coordinates with Facilities Officer and Liaison Officer for technology for Emergency Facilities.
- ☐ Coordinates with PIO to post key messages and update Vaughan on Line Site with current information related to the emergency and protective measures.
- ☐ 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.

- ☐ Coordinates implementation of strategies to maintain continuity of and rapidly recover critical services
- ☐ Advises EMT on Information Technology matters.
- ☐ Liaises with IT departments of neighbouring municipalities and the Region.
- ☐ Regularly updates Section Chief on actions taken.
- ☐ Delegates duties and provides briefing to replacement 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.

4.3.37 LOGISTICS SECTION – FIELD SUPPLY OFFICER

Reports to: Logistics Section Chief

- ☐ Responds to EOC and establishes a work station.
- ☐ Opens and maintains a log.
- ☐ Activates department emergency plan and notification procedure, calls alternates.
- ☐ Liaises and coordinates with EMT to provide transportation vehicles to support the response.
- ☐ Liaises and coordinates with York Region Police, Transit and school boards to access buses for evacuees.
- ☐ 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 replacement 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.

4.3.38 LOGISTICS SECTION – ECONOMIC DEVELOPMENT OFFICER

Reports to: Logistics Section Chief

- ☐ Responds to EOC and establishes a works station.
- ☐ Opens and maintains a log.
- ☐ Activates department emergency plan and notification procedure, calls alternates.
- ☐ Advises EMT on businesses, industry, products and manufacturing processes, demographic information and vacant land/building inventory.
- ☐ Liaises with business sector.
- ☐ Liaises with Economic Development Departments at neighbouring municipalities and the Region.
- ☐ Coordinates implementation of strategies to maintain continuity of and rapidly recover critical services
- ☐ Provides input into the response and recovery planning process.
- ☐ Updates Section Chief on actions taken.
- ☐ Delegates duties and provides briefing to replacement on actions taken, outstanding issues and status of the emergency.
- ☐ Submits logs and records of expenditures to Section Chief daily.

4.3.39 PUBLIC INFORMATION SECTION CHIEF

Reports to: EOC Director

- ☐ Orders activation of the Emergency Plan and Notification Procedure, calls officers and scribes.
- ☐ Responds to EOC and establishes a work station.
- ☐ Opens and maintains a log.
- ☐ Activates Crises Communications Plan.
- ☐ Coordinates with Head of Council.
- ☐ Oversees and directs Public Information Section functions and response.
- ☐ Ensures information is provided to public and media.
- ☐ Ensures website is updated with emergency information:
- ☐ Coordinates with EMT on outreach calls, social media and videos messages.
- ☐ Ensures information is provided to Public Inquiry Centre (AV) to respond to public inquires.
- ☐ Briefs and updates team on a regular basis.
- ☐ Directs the establishment of a media centre, and alternate public inquiry call centre as required.
- ☐ Appoints and Incident Site Public Information Officer as 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.

- ☐ Coordinates implementation of strategies to maintain continuity of and rapidly recover critical services.
- ☐ May be required to act a Public Information Officer.
- ☐ Delegates duties and provides briefing to replacement on actions taken, outstanding issues and status of the emergency.
- ☐ Attends and provides updates at Briefing Meetings.
- ☐ Provides input into response and recovery planning process.
- ☐ Collects logs and expense records from Officers daily.
- ☐ Submits logs and records of expenditures to the Strategy and Logistics Section Chiefs daily.

4.3.40 PUBLIC INFORMATION SECTION – PUBLIC INFORMATION OFFICER

Reports to: Public Information Section Chief

- ☐ Responds to EOC and establishes a work station.
- ☐ Opens and maintains a log.
- ☐ Coordinates with 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.
- ☐ Updates VOL:
 - ☐ Social media
 - ☐ Video Messages
 - ☐ Outreach calls
- ☐ Informs Public Inquiry Centre Officer of key messages.
- ☐ Ensures the City's Website has current emergency information posted.

- ☐ Ensures communications links are established with Incident Site PIO's, external agencies' 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.
- ☐ 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.
- ☐ Coordinates implementation of strategies to maintain continuity of and rapidly recover critical services
- ☐ Provides updates to Section Chief regularly.
- ☐ Delegates duties and provides briefing to replacement on actions taken, outstanding issues and status of the emergency.
- ☐ Provides input into response and recovery planning process.
- ☐ Submits logs and records of expenditures to the Section Chief daily.

4.3.41 PUBLIC INFORMATION – HEAD OF COUNCIL PUBLIC INFORMATION OFFICER

Reports to: Public Information Section Chief

- ☐ Responds to EOC and establishes a work station next to Head of Council.
- ☐ Opens and maintains a log.
- ☐ Liaises with Public information Section and Head of Council to ensure most up-to-date information is available.

- ☐ Coordinates with the Head of Council and media to schedule interviews and media conferences.
- ☐ Develops media releases and ensures approval by EMT.
- ☐ Coordinates and manages site visits for Head of Council, dignitaries and media.
- ☐ Accompanies Head of Council on site visits, media conferences and interview and acts as emcee where appropriate.
- ☐ Provides updates to Section Chief regularly.
- ☐ Delegates duties and provides briefing to replacement on actions taken, outstanding issues and status of the emergency.
- ☐ Provides input into response and recovery planning process.
- ☐ Submits logs and records of expenditures to the Section Chief daily.

4.3.42 PUBLIC INFORMATION SECTION – PUBLIC INQUIRY CENTRE OFFICER

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, calls alternates.
- ☐ In coordination with Facilities Officer and IT Officer, establishes an alternate 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 City phone systems.
- ☐ Ensures PIC staff log all calls to track inquiries 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.

- ☐ Ensures a translation service is accessible as required for call takers.
- ☐ Coordinates implementation of strategies to maintain continuity of and rapidly recover critical services
- ☐ Delegates duties and provides briefing to replacement 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, and Section Chiefs.

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

- ☐ Upon notification, convene at the EOC and report to designated EMT member.
- ☐ Establish work station with designated individual.
- ☐ 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 Documentation Unit receives information to update Master Events Log.
- ☐ Track outstanding issues and alert appropriate individual.
- ☐ Delegates duties and provides briefing to designated replacement on actions taken, outstanding issues and status of the emergency.
- ☐ Submit records, and logs to Strategy Section for storage.

4.4.2 SECTION SCRIBE

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

Reports to: Section Chief

- ☐ Upon arrival at EOC, signs in on EMT Chart.
- ☐ Reports to Section Chief.
- ☐ Establishes work station within Section area.
- ☐ Opens and maintains the Incident Action Plan using management by objective process.

- ☐ Ensures that Incident Action Plan is updated.
- ☐ Documents Section's resources that are deployed, available and out of service.
- ☐ Ensures that the Documentation Unit receives information to update Master Events Log.
- ☐ Tracks outstanding issues and alerts section members.
- ☐ Provides briefing to designated replacement on actions taken, outstanding issues and status of the emergency.
- ☐ Submits records and logs to Strategy Sections for storage.

4.4.3 RUNNER

Reports to: Strategy Section Chief.

- ☐ Upon arrival at the EOC, reports to Strategy Section Chief for assignment.
- ☐ Collects information from Section scribes and delivers to Documentation Unit.
- ☐ Collects information from Individual scribes and deliver to Documentation Unit.
- ☐ Relieves scribes for breaks as needed.
- ☐ Re-supply scribes as needed.
- ☐ Provides briefing to designated replacement on actions taken, outstanding issues and status of the emergency.
- ☐ Other duties as required.

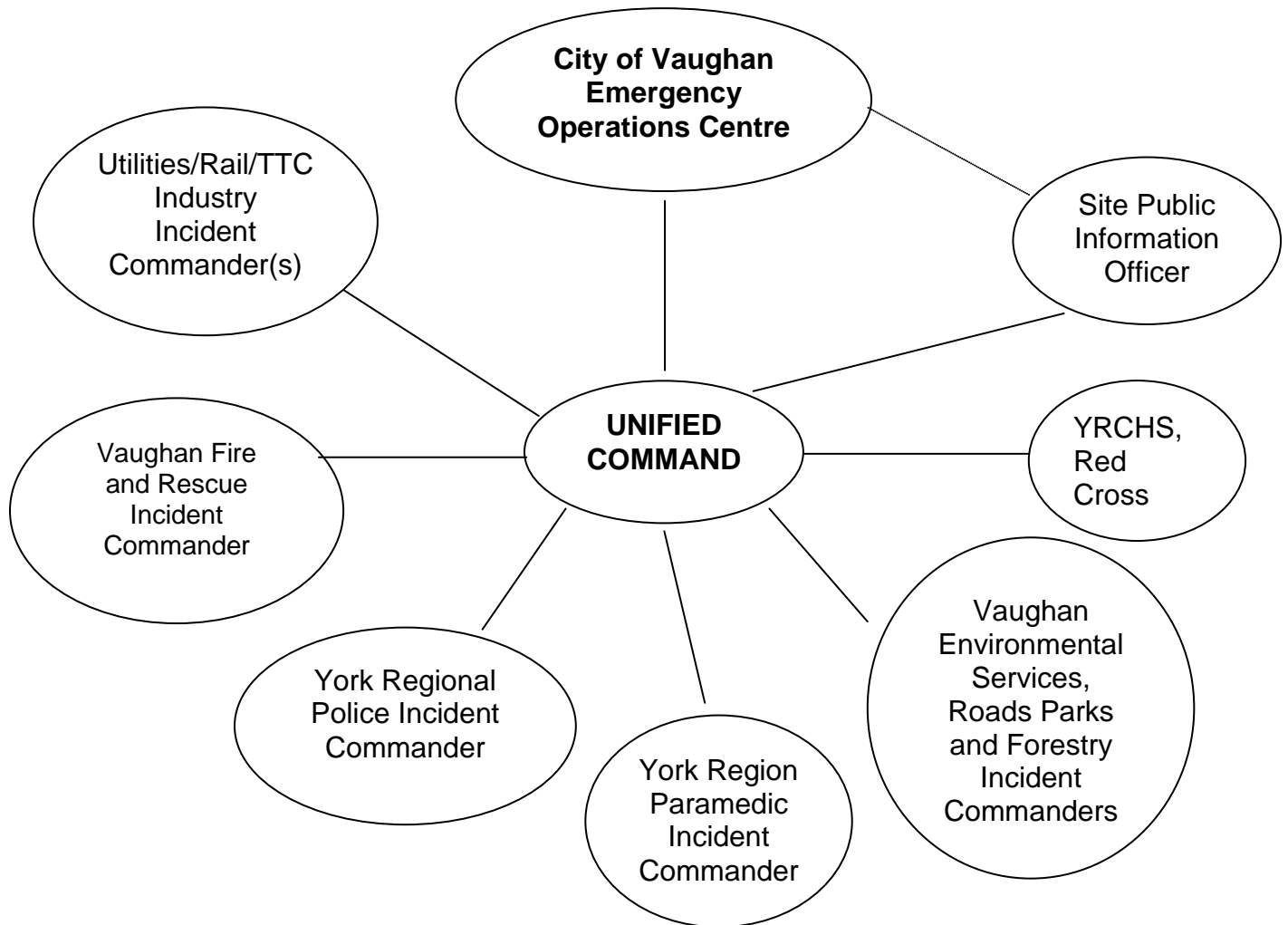
4.4.4 IT TECHNICIAN

Reports to: Logistics Section – ITM Officer

- ☐ Upon arrival at the EOC reports to ITM Officer
- ☐ Trouble shoots hardware and software issues in the EOC.
- ☐ Repairs and/or replaces malfunctioning hardware.
- ☐ Assists EMT with hardware and software issues.

- ☐ Configures hardware as needed.
- ☐ Updates IT Officer of actions taken.
- ☐ Briefs replacement on actions taken, outstanding issues and status.
- ☐ 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 City Departments, 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.
- ☐ Coordinates with Section Chief to advise on 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 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.
- ☐ 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 replacement.
- ☐ Evaluates the response performance.
- ☐ Provides input into response and recovery planning process.
- ☐ Submits incident reports.
- ☐ Attends post incident debriefing.

4.6 VOLUNTEER AGENCIES

4.6.1 ST. JOHN AMBULANCE

Reports to: Emergency Shelter Manager or EMS Incident Commander

- ☐ Under the direction of York Region Community Services, provide first aid services at the Emergency Shelters.
- ☐ 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.

4.6.2 SALVATION ARMY

Reports to: Emergency Shelter Manager

- ☐ Under the direction of York Region Community Services and/or Red Cross assist in feeding evacuees
- ☐ Provide clothing for evacuees and bedding for Emergency Shelters
- ☐ Provide mobile mass feeding at the scene.

4.7 OTHER SUPPORT AGENCIES

4.7.1 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.

4.7.2 EMERGENCY MANAGEMENT ONTARIO

- ☐ Monitors emergency situation.
- ☐ Advises EMT of services available from the province
- ☐ Notifies Minister of Community Safety and Correctional Services of

declarations and terminations of emergencies.

- ☐ Deploys a community officer to act as liaison to the province.

4.7.3 SCHOOL BOARDS (Where colocated with community centres)

- ☐ May assist 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 joint use facilities.
- ☐ 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 AND CLIMATE CHANGE – 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 YORK REGION CEMC

- ☐ Acts as liaison between Region and EOC.
- ☐ Notifies Community and Health Services to deploy to City's EOC on request.
- ☐ Arranges for support from Regional Departments not directly involved in the response, as required.

4.7.7 INSURANCE BUREAU OF CANADA

- ☐ May deploy the Community Assistance Mobile Pavilion (CAMP) to the scene and emergency shelter on request
- ☐ Provide quick access to insurance related information.

SECTION 5 – EMERGENCY OPERATIONS FACILITIES AND PROCEDURES

5.1 EMERGENCY OPERATIONS CENTRE

1. The City of Vaughan, Emergency Operations Centre (EOC) is located at 2800 Rutherford Road.
2. The alternate EOC location is Pierre Berton Resource Library, 4921 Rutherford Rd.

5.2 MEDIA CENTRE

1. The Media Centre is a separate facility from the EOC and will be located within a short 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 facility.

5.3 PUBLIC INQUIRY CENTRE (PIC)

1. The Public Inquiry Centre is a component of emergency operations that will operate at City Hall 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 utilizing the vehicles of the highest ranking officers from first response agencies.
2. The Vaughan Fire and Rescue Service and/or York Regional Police Mobile Command Posts can be dispatched to the scene and upon arrival will be used 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.
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 intake registration information on evacuees, 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 PARTIAL ACTIVATION

Some emergency situations may not require deployment of all positions on the Emergency Management Team. The following Team members shall be deployed during a partial activation:

EOC Director	Head of Council	Liaison Officer
Fire Section Chief	Police Section Chief	Paramedic Section Chief
Strategy Section Chief	Documentation Unit	Situational Awareness Unit
Operations Infrastructure Section Chief	Environmental Officer	Parks and Forestry Officer
Transportation Officer	Infrastructure Officer	Building Standards Officer*
Mapping Team	Operations Community Services Section Chief	Facilities Officer
Recreation Officer	Vaughan Public Libraries Officer	By-Law and Compliance Officer
Red Cross	Administration Section Chief	Human Resources Officer
Risk Management Officer	Logistics Section Chief	Field Supply Officer
Procurement Unit	Finance Officer	IT Technicians
Public Information Section Chief	Public Information Officer	Public Inquiry Officer
HOC – Public Information Officer	Scribes	

*Deployed when damage to structures has occurred.

External agencies such as York Region Community and Health Services, Alectra, Enbridge Gas and Emergency Management Ontario may be requested to provide information through communication links rather than deploy to the EOC.

Additional positions may be deployed at the discretion of the Section Chiefs depending on the nature of the emergency and response needs.

5.7 BRIEFING MEETINGS

1. The EOC Director will establish a schedule of Briefing Meetings and will chair the meetings.
2. The EOC Director in consultation with the Strategy Section Chief will set the agenda.
3. The Initial Briefing Meeting is first conducted in the EOC when the Plan is activated.
4. When a representative, who holds a Section Chief or Officer position from each Section, the EOC Director and Head of Council have arrived at the EOC, the first meeting will be convened. The following positions should attend the Briefing Meetings:
 - a. EOC Director
 - b. Head of Council
 - c. Fire Section Chief
 - d. Police Section Chief
 - e. Paramedic Section Chief (if attending the EOC)
 - f. Strategy Section Chief
 - g. Operations Infrastructure Section representative
 - h. Operations Community Services representative
 - i. Liaison Officer
 - j. Public Information Section representative
 - k. Administration Section representative
 - l. Logistics Section Representative
 - m. Documentation Unit

Representatives from Utilities, Rail, TTC, Industry and/or Red Cross may attend the briefing meetings on the discretion of the appropriate Section Chiefs.

5. Attendees will complete the briefing form and submit to the Strategy Section Chief 10 minutes prior to the start of the meeting.
6. First Response agencies Section Chiefs and/or representatives will provide a briefing on:
 - a. The nature of the incident and impact area,
 - b. Operating cycle objectives,
 - c. Response activities, and
 - d. Protective actions implemented (evacuation or shelter in place).

7. Representatives from the other Sections and Utilities/Business/Rail will provide information on response activities and objectives they have set for the operating cycle.
8. Each attendee will identify any needs and issues for their Section and advise/coordinate with the appropriate EMT Sections/Positions to resolve.
9. The Briefing Meetings will be kept brief and address the following:
 - i. Situation assessment
 - ii. Operating cycle objectives and key tasks
 - iii. Identification of problems
 - iv. Decision-making, planning actions and strategies
 - v. Coordination of expertise, personnel, equipment and supplies
 - vi. Formulating requests for assistance.
 - vii. Development of the incident action plan
10. The attendees may conduct an incident assessment using the declaration of emergency guidelines checklist to determine if the situation meets the criteria for declaring an emergency.
11. The Documentation Unit will record and circulate meeting minutes and the incident action plan.
12. Each attendee is responsible for briefing the members of their Section on the information provided at the Briefing Meetings.
13. The Strategy Section Chief will post the incident information from the Initial Briefing and subsequent meetings on the master events log and distribute minutes Incident Action Plan to sections

5.8 INCIDENT ACTION PLANS

Incident action plans provide all incident response personnel with direction for actions to be implemented and the ability to track progress.

1. Incident action plans will be based on the eight response goals in Section 2.1 of this plan.
2. Incident action plans will include;
 - A. Statement of objectives,
 - B. Actions to be implemented,
 - C. Resources assigned,

- D. Timelines for completion of actions,
 - E. Safety requirements where necessary.
3. The incident action plans will be developed using the principles of management by objective of being specific, measureable, attainable, results-oriented and time limited.
 4. Incident action plans will be documented.
 5. Section Chiefs will report on their incident action plans through the briefing meeting process.

Section incident action plans will be incorporated into the EMT incident action plans by the Documentation Unit.

5.9 DEMOBILIZATION AND RECOVERY PLANNING

1. Each Section Chief is responsible for ensuring demobilizing of resources and recovery planning is conducted.
2. The purpose of demobilization and recovery planning is to establish a schedule and process for withdrawing resources dedicated to the emergency and planning for restoration of City Services and rehabilitation of the community as the situation is resolved.
 - i. Sections will identify EMT positions, frontline staff and resources to be demobilized when the situation shifts from the response to recovery phase.
 - ii. Identify outstanding actions to be implemented and assign the necessary resources.
 - iii. Create a demobilization schedule and advise the HR Officer of staff being demobilized and Field Supply Officer of demobilized equipment.
 - iv. In coordination with HR Officer, schedule debriefing sessions for demobilized personnel.
 - v. Implement a continuity of operations plan for critical services provided by their departments.
 - vi. Designate business continuity responsibilities to specific senior staff.
 - vii. Identify equipment, vehicles and structures requiring repair and prioritize.
 - viii. Identify City infrastructure requiring repair or replacement and prioritize.
 - ix. Develop an action plan for recovery of infrastructure and coordinate with appropriate Sections/City Departments for necessary resources.
 - x. Evaluate effectiveness of plans and strategies.
3. Section Chiefs will share demobilization and recovery plans at the briefing meetings.

5.10 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.

SECTION 6 – REQUESTS FOR ASSISTANCE

6.1 GENERAL

1. The *Emergency Management and Civil Protection Act* confers 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 from municipalities initially is made by the EOC Director.
4. The EOC Director 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 Head of Council may request assistance from York Region without the Region's Emergency Response Plan being implemented.
2. The Head of Council may request the implementation of the Regional Emergency Response Plan.

6.3 ASSISTANCE FROM THE PROVINCIAL GOVERNMENT

1. On the advice of EMT, the Head of Council may request assistance from the Province through the Provincial Emergency Operations Centre.
2. The City may apply where eligible, to the Municipal Disaster Recovery Assistance Program for financial assistance to respond to and recover from a natural disaster.
3. Private homeowners, small businesses, non-profit agencies and farmers, who have sustained heavy losses for essential items as a result of a natural disaster, may apply to the Disaster Recovery Assistance for Ontarians Program for 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 City Manager,
 - b. The Fire Chief (the alternate member shall be the Deputy Fire Chief);
 - c. The Chief Financial Officer and City Treasurer (the alternate member shall be the Director of Finance);
 - d. The Deputy City Manager of Community Services (the alternate member shall be the Director of Facilities Maintenance Services);
 - e. The Office of the Chief Information Officer (the alternate shall be a senior manager from the OCIO);
 - f. The Deputy City Manager of Public Works (the alternate members shall be one of the Director of Environmental Services, or Director of Transportation Services, Parks and Forestry Operations, or Director of Infrastructure Delivery);
 - g. The Deputy City Manager of Legal and Human Resources (the alternate member shall be Legal Counsel);
 - h. The Deputy City Manager of Planning and Growth Management (the alternate member shall be the Director of Building Standards);
 - i. The City Clerk (The alternate shall be a Deputy City Clerk);
 - j. The Chief Human Resources Officer (the alternate shall be a Human Resources Manager);
 - k. The Manager of Emergency Planning;
 - l. The Director of Corporate Communications; (the alternate shall be the Manager of Corporate Communications);
 - m. One senior staff representative of Alectra Inc., as selected by Alectra Inc.;
 - n. One representative from Vaughan Public Libraries, as selected by Vaughan Public Libraries; and
 - o. A representative from York Regional Police.
2. The City Manager 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 and approving emergency response plans, procedures 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 EXERCISING OF THE EMERGENCY PLAN

1. The City's Emergency Plan will be exercised in whole or in part annually in accordance with the Act.
2. Exercising of Department Response Plans may be done separately or in conjunction with the City's Emergency Plan.
3. The Emergency Notification Procedure will be exercised annually.

7.4 EMERGENCY MANAGEMENT TRAINING

1. Emergency Management Team members must attend annual training on emergency management theory and practices in accordance with the Act.
2. Each EMT member is responsible for reviewing the plan annually to ensure complete understanding of the process, procedures, roles and responsibilities.