

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF DECEMBER 9, 2014

Item 30, Report No. 41, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on December 9, 2014.

30

REVISED EMERGENCY RESPONSE PLAN

The Committee of the Whole recommends approval of the recommendation contained in the following report of the Interim City Manager as Chair of the Emergency Management Program Committee, dated December 2, 2014:

Recommendation

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

1. That the revised Emergency Response Plan be approved.

Contribution to Sustainability

An Emergency Response Plan that integrates lessons learned from past events and exercises provides the framework to efficiently and effectively manage emergency situations. The Plan enables the City to sustain critical services to citizens.

Economic Impact

There is no economic impact.

Communications Plan

The revised Emergency Plan will be posted on www.vaughan.ca and hard copies will be available in every Vaughan Public Libraries Branch. Copies of the plan will be circulated to all members of the Emergency Management Team, neighbouring municipalities and Emergency Management Ontario.

Purpose

The purpose of this report is to seek Council approval of the revised City of Vaughan Emergency Plan that incorporates recommendations from the Emergency Exercises conducted November 7 and 8, 2013 and May 9, 2013, the After Action Report for the 2013 Ice Storm response and to reflect organizational changes.

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 for the exercises and Ice Storm response made recommendations to amend the City's Emergency Plan to enhance our capacity to manage emergencies. The recommendations were approved by the Emergency Management Program Committee. The following recommendations have been included in the 2014 Version of the Emergency Plan:

1. *Add the position of Vaughan Public Libraries Officer to the Operations Community Services Section*
2. *Consolidate the positions of Infrastructure Technician and GIS Technician into the Mapping Team*
3. *Add the position of Risk Management Officer to the Administration Section*

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF DECEMBER 9, 2014

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4. *Parks and Forestry Officer and Mapping Team reassigned to the Operations Infrastructure Section*
5. *Consolidate initial incident briefing and Business Cycle meetings into one common terminology of “Briefing Meetings”*
6. *Addition of a section on partial activation of the EMT*

Changes were made to correct awkward language and duplicated information was removed. Attachment 1 contains a complete list of the revisions.

Relationship to Vaughan Vision 2020/Strategic Plan

This report supports the strategic priorities established by Vaughan Vision 2020, in particular;

Service Excellence: Demonstrate excellence in service delivery,
Promote community safety, health and wellness

Regional Implications

A copy of the City of Vaughan Emergency Plan will be provided to York Region Emergency Management, York Regional Police, York Region Emergency Medical Services, York Region Community and Health Services and neighbouring municipalities.

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 Response Plan

Report prepared by:

Sharon Walker, Manager, 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.)

COMMITTEE OF THE WHOLE DECEMBER 2, 2014

REVISED EMERGENCY RESPONSE PLAN

Recommendation

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

1. That the revised Emergency Response Plan be approved.

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3. *Add the position of Risk Management Officer to the Administration Section*
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Sharon Walker, Manager, Emergency Planning, Extension 6322

Respectfully submitted,

Barbara Cribbett
Interim City Manager
Chair, Emergency Management Program Committee
Extension 8475

Emergency Plan Revisions Summary

General Revisions

1. The Table of Contents and Title Page have been revised to reflect the updates made in the Plan.
2. The population and risks in Section 1.1 has been updated.
3. Grammar corrections were made to all Sections of the Plan
4. Section 4.3 Roles and Responsibilities have been renumbered from 4.3.7 to 4.3.38 to reflect the addition of three officer positions and re-alignment of Section Members
5. Section 4.4 adjusted to reflect position consolidations

SPECIFIC REVISIONS

Page	Section	Revision
v to vii	Distribution List	Additional page added, Internal and External deleted from the titles.
viii	Acronyms	YARES deleted.
X	Summary of the Emergency Plan	Provincial Emergency Operations Centre added.
6	3.1 Determining an Emergency 3.2 Emergency Notification Procedure	Reference on partial activation of the Emergency Plan. Duplicate information deleted.
7	3.3 Emergency Notification Fan-Out Chart	York Regional Police, Red Cross, PowerStream and Enbridge added to First Call Liaison Officer Notification Sequence
10	3.7 Scales of Emergencies	Escalation Sequence reordered.
11	3.8 Communication Flow Between REOC and VEOC	Chart revised to reflect changes to Sections.
12	4 Incident Management System Organizational Chart	Chart revised to reflect changes in membership of Sections.
13	4.1.1 to 4.1.5 Management Functions to Supporting Agencies	This section contained duplicated information already listed in the plan and thus deleted.
20	4.3.7 Emergency Management Ontario	Moved from Section 4.7 Other Supporting Agencies to reflect change in Section Structure.
20	4.3.8 Operations Infrastructure Section Chief	Addition of responsibility for Parks and Forestry and Mapping Team.
24	4.3.11 Parks and Forestry Officer	Moved from Operations Community Services to Operations Infrastructure
25	4.3.13 Mapping Team	Consolidation of GIS and Infrastructure Technicians positions.
26	4.3.14 TRCA 4.3.15 Utilities, Industry Rail	Moved from Section 4.7 Other Supporting Agencies.
27	4.3.16 Operations Community Services Section Chief	Responsibility for Parks and Forestry functions removed, and Vaughan Public Libraries added.
31	4.3.20 Vaughan Public Libraries Officer	Position added.
34	4.3.23 Administration Section Chief	Responsibility for Risk Management added.
38	4.3.27 Risk Management Officer	Position added.

40	4.3.29 Logistics Section Chief	Responsibility for GIS removed.
52	4.4.6 and 4.4.7 GIS and Infrastructure Technicians	Positions consolidated into the Mapping Team and moved to Operations Infrastructure.
	4.5.2 and 4.5.3 Incident Commander and Incident Site Information Officer	Deleted, covered in other positions or under Unified Command.
55	4.6 YARES	Position deleted, no longer use.
	4.7 Other Support Agencies, EMO, TRCA, Utilities, Industry, Rail	Moved to Section specific areas of the Plan.
59	5.6 Partial Activation	Procedure added.
60	5.7 Briefing Meetings	Initial Briefing Meeting and Business Cycle Meeting Consolidated into common terminology of Briefing Meeting.



EMERGENCY PLAN

REVISED November 2014

COPY NUMBER _____

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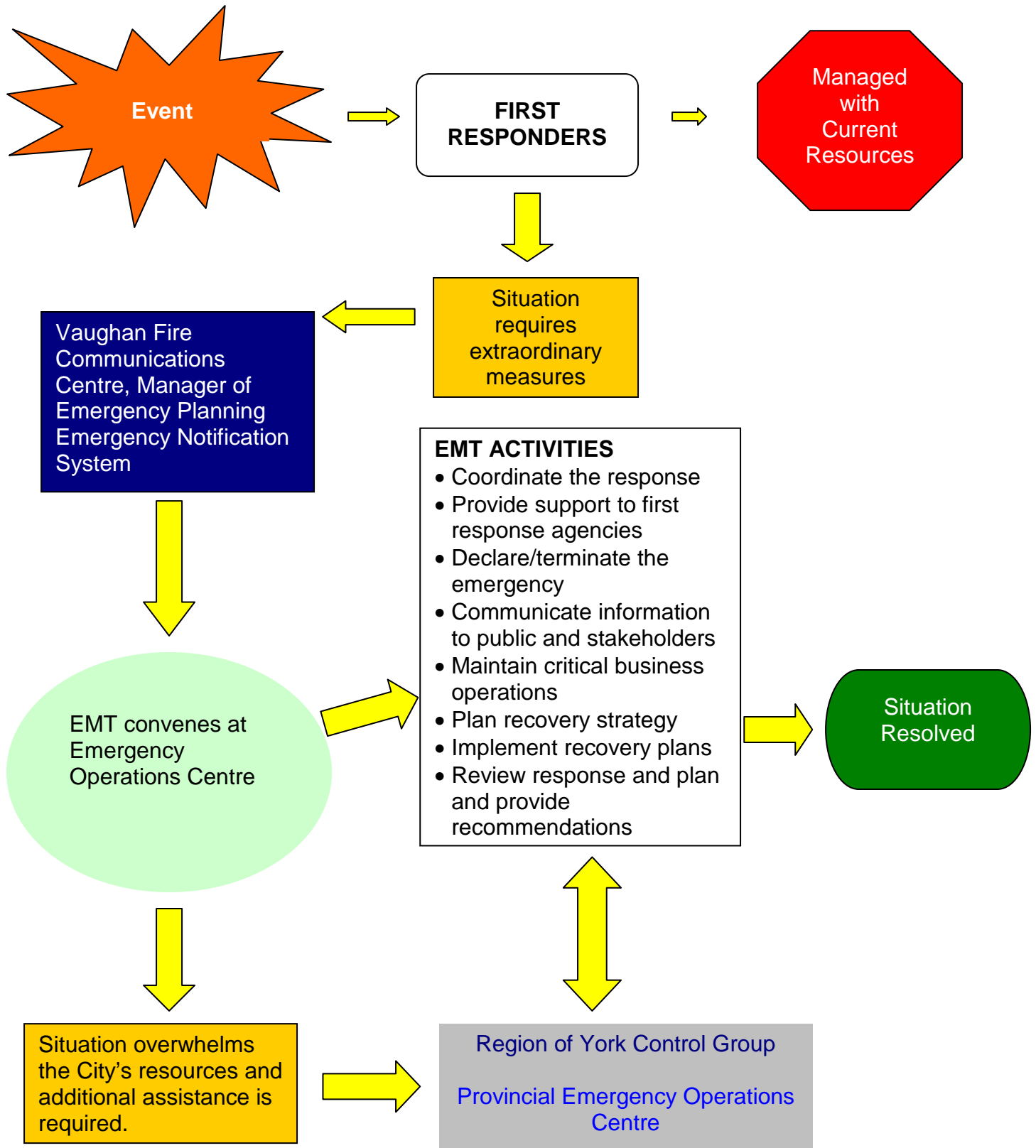
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ACRONYMS

CANUTEC	Canadian Transport Emergency Centre
CEMC	Community Emergency Management Coordinator
CRIB	Central Registration and Inquiry Bureau
DFAA	Disaster Financial Assistance Arrangement
EMO	Emergency Management Ontario
EMS	Emergency Medical Services
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
ITM	Information Technology Management
MOE	Ministry of Environment
MP	Member of Parliament
MPP	Member of Provincial Parliament
NGO	Non-Governmental Organization
ODRAP	Ontario Disaster Relief 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
VFRS	Vaughan Fire and Rescue Services
YRCHS	York Region Community and Health Services
YRP	York Regional Police
YRT	York Region Transit

Summary of the Emergency Plan



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 Towns of Markham and Richmond Hill to the East, the City of Toronto to the South and the Region of Peel to the West. The City of Vaughan is a mix of urban and rural communities, which includes Concord, Kleinburg, Maple, Thornhill, and Woodbridge with a total population of over 315,000 inhabitants.

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

- Transportation routes including highways and rail corridors, used for shipping dangerous goods and heavy commuter traffic.
- Pipelines traversing the City.
- Industrial 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.
- Hydro transmission corridors.
- Close proximity of airports, one international in service delivery.
- Past history of natural disasters such as severe summer and winter storms.
- Two rail yards, that manage, transfer and transport dangerous goods.

Emergency Services and City departments routinely manage emergency events daily however some situations may escalate in scope 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 purpose of developing, implementing and evaluating plans and strategies to mitigate potential emergencies, prepare the community, respond to and recover from emergency situations; and thus safeguard lives, property, the environment, critical infrastructure and welfare of the inhabitants of the City of Vaughan.

Through the program, mechanisms are in place to evaluate and update plans and procedures annually 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 taken during an emergency. The plan is designed to

1. Maximize emergency response capabilities.
2. Establish roles and responsibilities of responding agencies in preparing for, responding to and recovering from an emergency.
3. Efficiently and effectively deploy resources.
4. Minimize the impact health, safety, welfare of citizens, property, environment and critical infrastructure.
5. Coordinate the actions of all responding agencies.
6. Provide the means to identify, request and procure additional resources, expertise and 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 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 Chief, Emergency Management Ontario and ensure that the Chief has at any time the most current version of the Emergency Plan. The Chief, Emergency Management Ontario shall keep in a secure place the most current version of the Emergency Plan submitted to him or her.

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

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

2.2 THE EMERGENCY MANAGEMENT AND CIVIL PROTECTION ACT

2.2.1 EMERGENCY MANAGEMENT PROGRAM

The *Emergency Management and Civil Protection Act* makes it mandatory for every municipality to develop and implement an Emergency Management Program and the council of each municipality shall by by-law adopt the Emergency Management Program. The Act requires that every Emergency Management Program consist of,

- An emergency plan;
- Training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and procedures to be followed in emergency response and recovery activities;

- Public education on risks to public safety and on public preparedness for emergencies;
- An assessment of various hazards and risks to public safety that could give rise to emergencies and identify the facilities and other 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 hereby authorized to declare that an emergency exists in all or any part of the City and make such orders as considered necessary and are not contrary to law to implement an emergency declaration.
2. That during the absence of or during 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. Authority is hereby given to obtain and distribute necessary materials, equipment and supplies during an emergency.

2.4 PRECEDENCE

The Emergency Management and Civil Protection Act states that

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

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

2.5 PROTECTION FROM PERSONAL LIABILITY

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

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

good faith in the exercise or performance or the intended exercise or performance of any power or duty under this Act or an order under this Act or for neglect or default in the good faith exercise or performance of such a power or duty.

2.6 MUNICIPALITY NOT RELIEVED OF LIABILITY

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

2.7 PUBLIC ACCESSIBILITY TO THE PLAN

The public electronic version of the Emergency Plan is available on the City’s website: www.vaughan.ca/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 first response agencies 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, the Vaughan Fire and Rescue Service Communications Centre or 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:

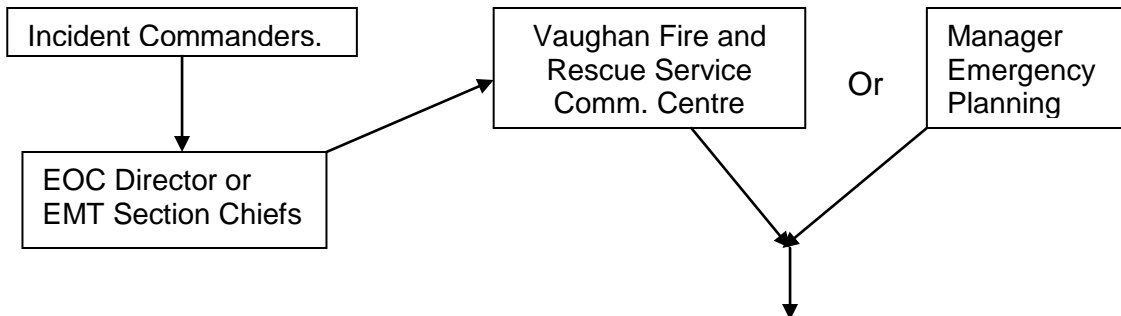
- Nature of the incident.
- Location.
- Extent of the impact area.

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 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 Fire Section Chief	<ol style="list-style-type: none"> 1. Designated Alternates (2nd/3rd etc call) 2. Scribe
First Call Liaison Officer	<ol style="list-style-type: none"> 1. Designated Alternate 2. York Region EMS 3. York Regional Police 4. PEOC 5. York Region CEMC – who notifies York Region Community and Health Services 6. PowerStream, Enbridge 7. Red Cross 8. Other external agencies as required
First Call Operations Infrastructure Section Chief	<ol style="list-style-type: none"> 1. Designated Alternates (2nd/3rd etc call) 2. First Call Officers – who call their alternates 3. Scribes 4. Mapping Team
First Call Operations Community Services Section Chief	<ol style="list-style-type: none"> 1. Designated Alternates (2nd/3rd etc call) 2. First Call Officers – who call their alternates 3. Scribes
First Call Administration Section Chief	<ol style="list-style-type: none"> 1. Designated Alternates (2nd/3rd etc call) 2. First Call Officers – who call their alternates and Clerks Support 3. Scribes
First Call Logistics Section Chief	<ol style="list-style-type: none"> 1. Designated Alternates (2nd/3rd etc call) 2. First Call Officers – who call their alternates and GIS Technician 3. Scribes
First Call Public Information Section Chief	<ol style="list-style-type: none"> 1. Designated Alternates (2nd/3rd etc call) 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.

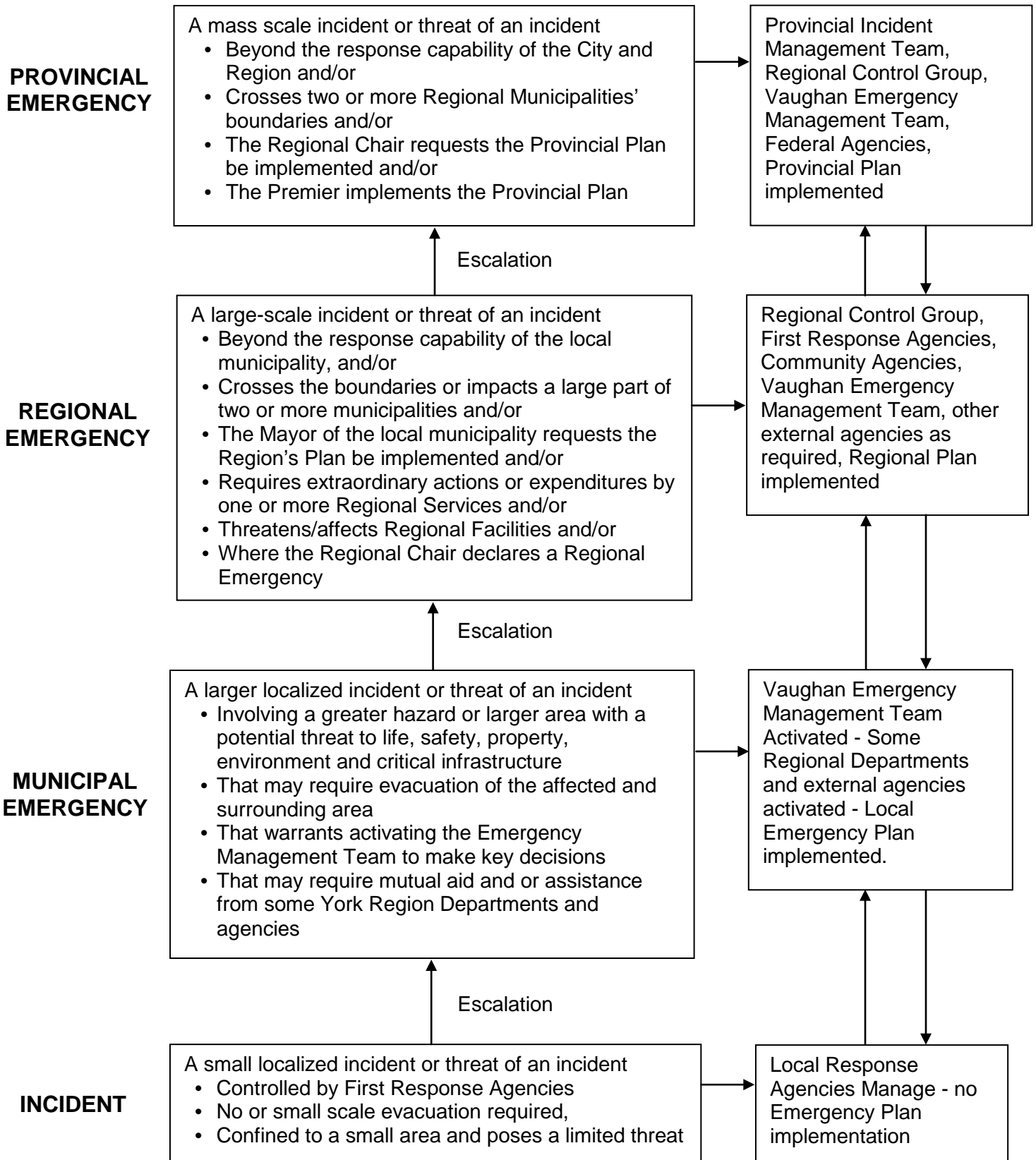
2. The authority to terminate an emergency is that of the Head of Council or designated alternates; or City Council; or the Premier of Ontario.
3. Upon declaring an emergency is terminated, the Head of Council shall ensure that a verbal and written notice is issued to
 - a. The public,
 - b. The Regional 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

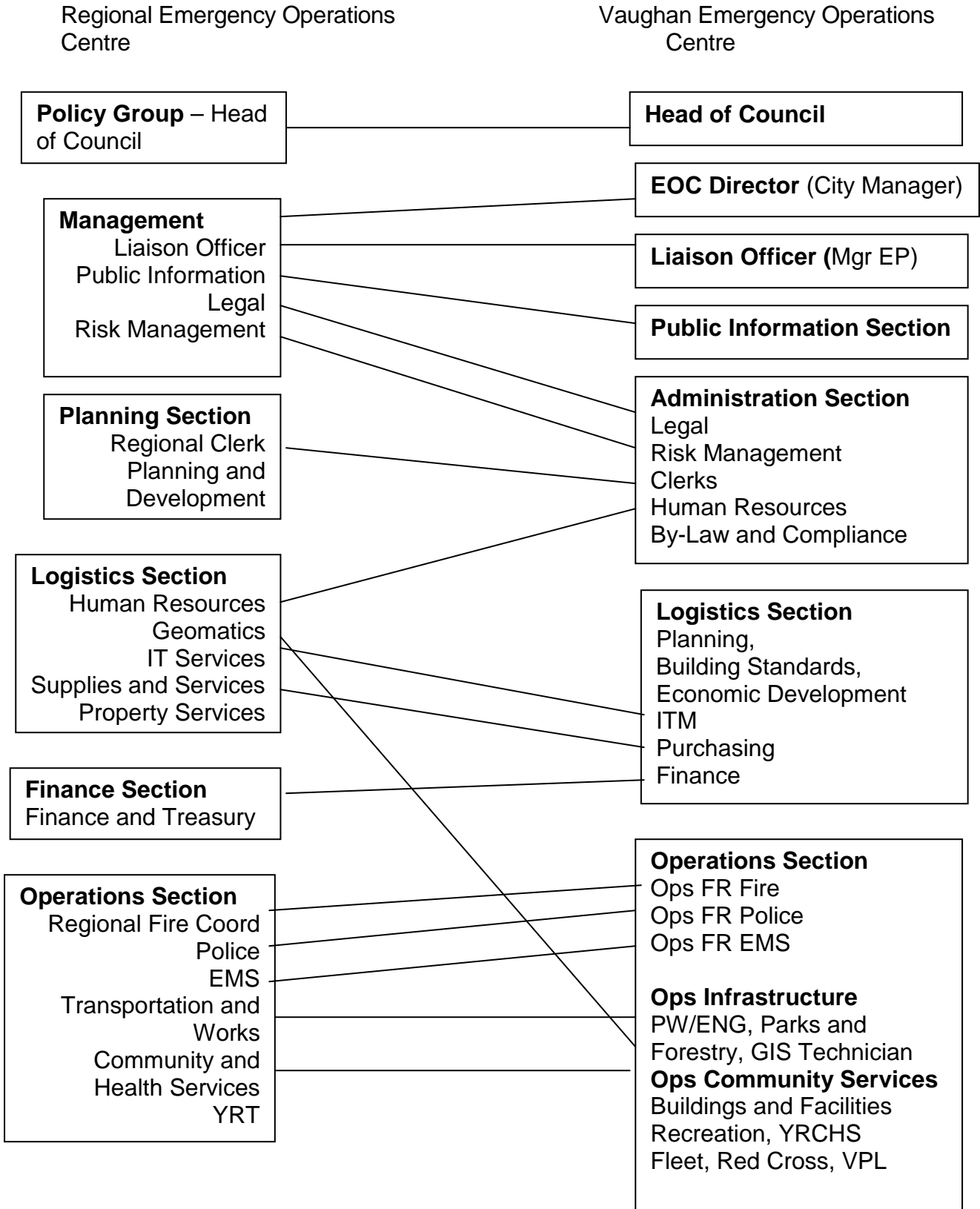
1. In some instances a localized emergency or impending emergency may escalate in scope or be of such a magnitude that a controlled and coordinated response is required at the Regional Government level. The Head of Council can request through the Regional Chair that the York Region Emergency Plan be 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,
 - To establish a liaison between the City and the Region, provide a representative to the Regional Emergency Operations Centre as required.

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

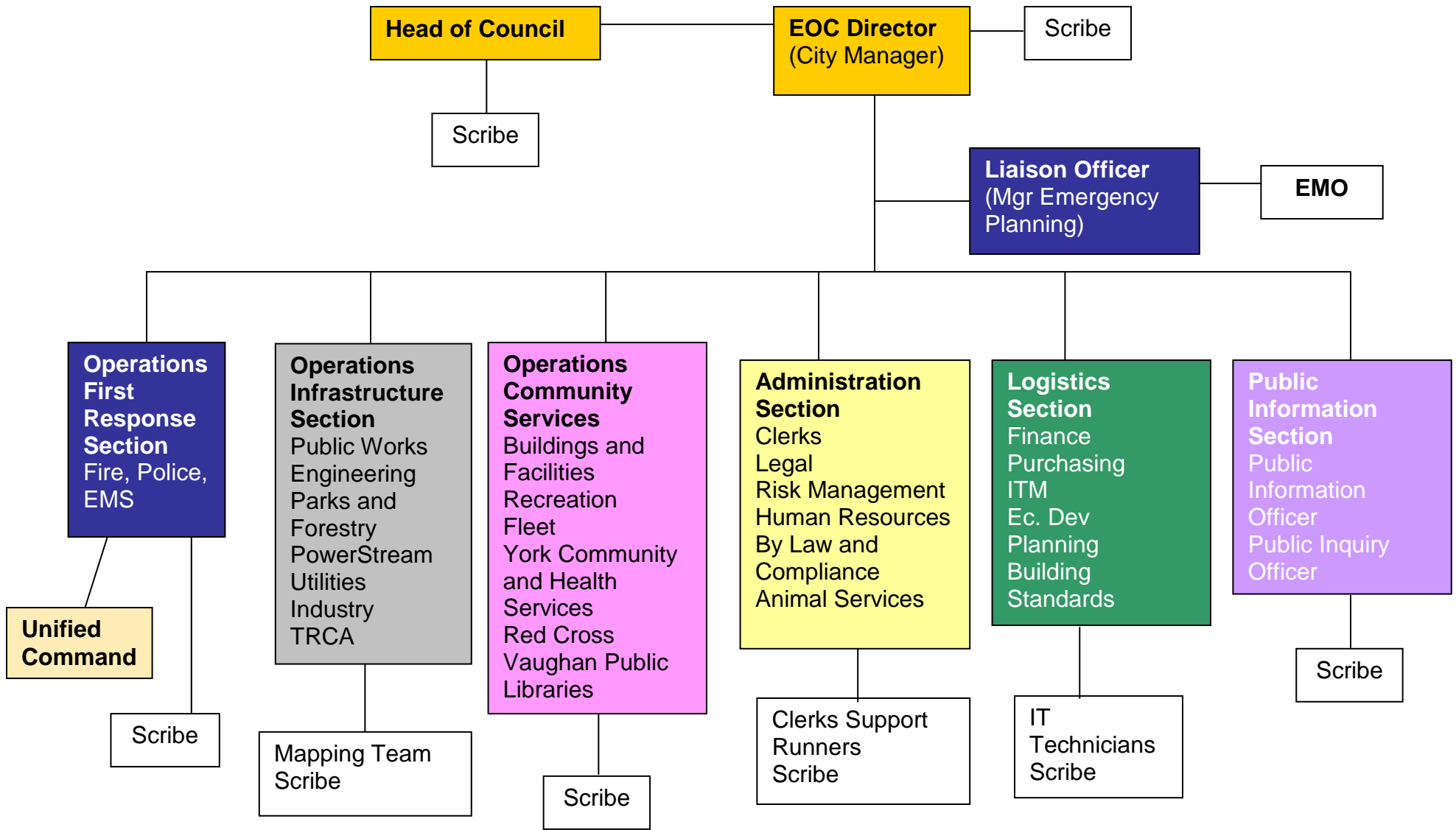
3.7 SCALES OF EMERGENCIES



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



SECTION 4 – INCIDENT MANAGEMENT SYSTEM ORGANIZATIONAL CHART



4.1 EMERGENCY MANAGEMENT TEAM

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

- Notify department and agency staff.
- Sign in and out on organizational chart in EOC.
- Obtain briefings from Unified Command Incident Commanders or Section Chief on the actions taken and status of the incident.
- Direct and manage emergency operations and department responses.
- Provide essential services to minimize the effects of the emergency.
- Make decisions on behalf of their agency/department on emergency matters.
- Gather required data and information related to the emergency.
- Ensure scribes have up to date information.
- Advise the Head of Council on declaring or terminating an emergency.
- Advise the Head of Council on designating sections of the city as an emergency area.
- Identify and source equipment, supplies and services.
- Assess human resource needs and source or reallocate staff.
- Provide input into incident action plans.
- Plan long-term response strategies.
- Implement continuity of operations strategies to maintain critical services as identified in the Business Impact Analysis.
- Establish a schedule of reporting.

- Advise staff of any changes in the incident status.
- Maintain detailed records and logs of the actions taken and submit to the Section Chiefs of Administration and Logistics.

4.2.3 POST EMERGENCY

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

4.3 INDIVIDUAL RESPONSIBILITIES

4.3.1 Head of Council

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.

- Delegates 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 Administration 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).
- Direct 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 Administration 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 Building and Facilities and I.T. Officers 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 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 EMS 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, EMS, and an 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 Administration and Logistics.

4.3.5 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 EMS 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 Section Chief of Administration daily.

4.3.6 OPERATIONS FIRST RESPONSE - EMS SECTION CHIEF

Reports to: EOC Director and REOC EMS 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 EMS 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 EMS Incident Commander.
- Liaises with the Ontario Ministry of Health and Allied EMS agencies.
- Advises the EMT on Emergency Medical Services matters.
- Liaise with the allied Emergency Medical Services agencies on areas of mutual concern which may include:
 - Triage
 - Stabilization of patients
 - Transportation to hospitals

- Any other issues needed in pre-hospital care
- Identifies resources and equipment required, and coordinates with the EMT to procure.
- Liaise with other agencies as required to augment and coordinate Emergency Medical Services resources.
- Liaises with neighbouring municipal EMS 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 and expense records to Section Chiefs of Administration and Logistics daily.

4.3.7 EMERGENCY MANAGEMENT ONTARIO

Reports to: Liaison Officer

- 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.

4.3.8 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, install Officers and scribes.
- Obtains a briefing from and establishes communications with the Public Works on scene Incident Commander.

- Advises EMT on Engineering and Public Works related matters.
- Oversees and directs Infrastructure Section response activities
 - Traffic Control Aids, Route Planning
 - Sewers Systems
 - Water Systems
 - Roads
 - Spills Response
 - Snow/Ice Control
 - Flood Response
 - Refuse Removal
 - Potable Water and Sanitation Facilities
 - Water Supply for fire suppression
 - Clearing of Evacuation and Emergency Routes
 - Provide access to off road emergency scenes
 - Ensure continuity, restoration, repair and cleanup of municipal public works systems
 - Engineering drawings of City infrastructure
 - Mapping Team
 - Forestry operations
- Liaises with the York Region Transportation and Works, and neighbouring municipalities' Public Works Departments.
- Coordinates with EMT members to procure equipment, supplies, human resources, contractors and experts to support the response efforts.
- Coordinates with Utilities Companies for disconnection and reconnection of services in the emergency area and information on impacts to system.
- Obtain expert advice from utilities/industry etc.
- On the approval and direction of the Ministry of Environment and on advisement of the EMT, directs Public Works staff to initiate cleanup, and disposal of contaminants and debris as necessary.
- Liaises with the Spills Action Centre (Ministry of the Environment (416) 325-3000 OR 1-800-268-6060), and other experts on handling, containment and clean up of hazardous materials.
- Coordinates with Toronto Region Conservation Authority (416) 661-6600 on flood management matters.

- Coordinates implementation of strategies to maintain continuity of critical services.
- Briefs and updates Section regularly.
- Participates in response and recovery planning process.
- Attends and provides updates at Briefing Meetings.
- Ensures replacement staff 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 Officers daily.
- Submits logs and expense records to the Section Chiefs of Administration and Logistics daily.

4.3.9 OPERATIONS INFRASTRUCTURE - PUBLIC WORKS OFFICER

Reports to: Operations Infrastructure Section Chief

- 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 Public Works Department services.
 - Solid Waste Management,
 - Water/Waste Water and Drainage,
 - Public Works Dispatch Office,
 - Environmental and Technical,
 - Road Maintenance, and
 - Street Lights and Traffic Signals.
- Coordinates winter snow/ice removal plan activities.
- Appoints a site incident commander as needed to liaise with Unified Command.
- Liaises with and advises EMT on Public Works matters.
- Coordinates with Region of York Transportation and Works Department and area Municipal Public Works Departments.

- Provides regular updates to Section Chief.
- Coordinates with Section Chief and EMT to ensure sufficient staffing is available, scheduled and additional human resources needs identified.
- Identifies supplies, equipment and services required and coordinates with EMT to procure.
- Coordinates with community and government agencies (TRCA, SAC, MOE, CANUTEC etc).
- Coordinates with utilities for disconnection and reconnection of services in the impacted area.
- 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 Section Chief daily.

4.3.10 OPERATIONS INFRASTRUCTURE - ENGINEERING OFFICER

Reports to: Operations Infrastructure Section Chief

- Responds to the EOC and establishes a work station.
- Opens and maintains a log.
- Activates department emergency plan and notification procedure to Officers and GIS Technicians.
- Coordinates the provision of Engineering Services.
 - Infrastructure data,
 - Traffic planning,
 - Infrastructure maps, and
 - Engineering drawings.
 - Coordinates Mapping Team activities.
- 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 Section Chief.
- Delegates duties and provides briefing to replacement on actions taken, outstanding issues and status of the emergency.
- Submits logs to Section Chief daily.

4.3.11 OPERATIONS INFRASTRUCTURE – PARKS AND FORESTRY OFFICER

Reports to: Operations Infrastructure Section Chief

- 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.
- Coordinates snow clearing at City facilities.
- Coordinates with Clerks 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 Section Chief on Parks and Forestry activities.
- Coordinates the 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 Section Chief daily.

4.3.12 OPERATIONS INFRASTRUCTURE – POWERSTREAM OFFICER

Reports to: Operations Infrastructure Section Chief and PowerStream Senior Management

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

4.3.13 OPERATIONS INFRASTRUCTURE MAPPING TEAM (2 Technicians)

Reports to: Reports to Operations Infrastructure Section Chief/ Engineering Officer.

- Responds to EOC and establishes work station.

- Plots incident and response on a map.
- Assists in establishing evacuation and emergency vehicle routes.
- Coordinates GIS support for the EMT and ensure that suitable equipment is available for GIS.
- Provides map layers on request of EMT.
- Provides GIS demographic data to 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.

4.3.14 TORONTO AND REGION CONSERVATION AUTHORITY

Reports to: Reports to Operations Infrastructure Section Chief

- Alerts EMT of potential for flooding.
- Monitors flood areas and weather conditions.
- Issues flood warnings.
- Provides flood plain maps to EOC.
- Liaises with Ministry of Natural Resources and EMT.

4.3.15 UTILITIES, INDUSTRY, RAIL

Reports to: Operations Infrastructure Section Chief

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

- Disconnects, maintains, and restores services

4.3.16 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.
 - Buildings and facilities management,
 - Identify emergency shelters.
 - Support services for emergency shelters,
 - Transportation of evacuees, staff and supplies,
 - Mass burials
 - Establish and emergency worker centre if required.
 - Coordination with Vaughan Public Libraries.
- 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 Administration and Logistics daily.

4.3.17 OPERATIONS COMMUNITY SERVICES - BUILDING AND 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 with IT 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 York Region Community and Health Services, Red Cross and Vaughan Public Libraries Officer, and Recreation Officer to open, set up, maintain and close, city facilities being used as Emergency Shelters and Emergency Worker Centres.
- Maintains a record of supplies used in the Emergency Shelters.
- Coordinates with EMT to identify facility needs during the emergency.

- Coordinates with Risk Management to obtain generators for municipal facilities.
- Liaises with neighbouring municipal and regional departments.
- Coordinates with Transportation Officer to move EOC supplies to the alternate location.
- Coordinates close down of City facilities that are impacted by the emergency.
- Coordinates restoration of damaged City facilities.
- Coordinates the implementation of strategies to maintain continuity of and rapidly recover critical services.
- Updates Section Chief on Building and Facilities 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.

4.3.18 OPERATIONS COMMUNITY SERVICES - 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.
- Assists York Region Community and Health Services and Red Cross 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 service 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 the 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.

4.3.19 OPERATIONS COMMUNITY SERVICES - TRANSPORTATION 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.
- 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.

4.3.20 OPERATIONS COMMUNITY SERVICES – VAUGHAN PUBLIC LIBRARIES OFFICER

Reports to: Operations Community Services Section Chief

- Respond to EOC and establish work station.
- Opens and maintains a log.
- Activated Vaughan Public Libraries Emergency Plan, calls alternates.
- Establishes communication link to Vaughan Public Libraries administration and libraries.
- Coordinates with Recreation, Buildings and Facilities, By-law and Compliance, York Regional Community Health and Safety, and Red Cross to assist with setup, operation and closing emergency shelter.
- 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.
- Buys replacements.

4.3.21 OPERATIONS COMMUNITY SERVICES – SOCIAL SERVICES AND HEALTH OFFICER

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
 - Food,
 - Clothing,
 - Shelter,
 - Personal assistance,
 - Registration and Inquiry,
 - 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, drinking water, food, air quality, disease and hygiene.

- Manages the opening, operating and closing of Emergency Shelters.
- Coordinates with volunteer agencies and City staff to assist with care of evacuees at the shelters.
- Deploys a Health Department representative to the scene as required.
- Liaises with Transportation Officer and EMS to coordinate evacuation of Home Care Clients to appropriate facilities.
- Deploys Public Health Staff to Emergency Shelters as required.
- Liaises with Regional Emergency Operations Centre, provincial ministries and neighbouring municipal Social Services and Health Departments.
- Participates on the Disaster Relief Committee to assess and approve applications for financial assistance related to the emergency under the Ontario Disaster Relief Assistance Program.
- Delegates duties and provides briefing to replacement on actions taken, outstanding issues and status of the emergency.
- Provides regular updates to Section Chief.
- May attend and provide updates at Briefing Meetings.
- Provides input into response and recovery planning process.
- Submits logs and records of expenditures to the Section Chief daily.

4.3.22 OPERATIONS COMMUNITY SERVICES RED CROSS OFFICER

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

- 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 be a member of the ODRAP Committee.
- May attend and provide updates at Briefing Meetings.

4.3.23 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.
 - By-law and Compliance Services activities.
 - Ensures the Clerks Officer establishes and maintains a Master Events Log.
 - Ensures that updates are provided to the Clerks Officer.
 - Ensures that hard and soft copies of records are maintained by EMT members and submitted daily.

- Identifies additional support staff as may be required such as scribes and directs the Human Resources Officer to recruit/reallocate appropriate staff.
 - Liaises with EMT members to identify and provide additional administrative services as required.
 - Advises EMT on legal and risk management matters, or may delegate this duty to an Officer.
 - Schedules Briefing Meetings in consultation with the EOC Director.
 - Arranges for minutes to be recorded at and distributed for all meetings of the EOC members.
 - Animal Services
- Coordinates implementation of strategies to maintain continuity of and rapidly recover critical services.
 - Ensures replacement personnel are scheduled for Administration Section members.
 - Ensures logs from all of the Sections are provided to Clerks Officer for filing and consolidation.
 - Briefs and updates Administration Section members at regularly scheduled team meetings.
 - Delegates duties and provides briefing to 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 and Sections daily.
 - Submits Records of expenditures to Logistics Section Chief daily.

4.3.24 ADMINISTRATION - CLERKS OFFICER

Reports to: Administration Section Chief

- Responds to EOC and establishes a work station.
- Opens and maintains the Master Events Log, ensuring it is current.
- Activates department emergency plan and notification procedure, calls alternates and Clerks support.
- 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.
- Requests additional staff for records management and runners in coordination with Human Resources Officer.
- Implements document control and records management measures.
- Takes minutes at all meetings, sets agendas and distributes information to all EMT members or delegates to a replacement.
- Ensures that a current list of property owners is available to EMT.
- 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.
- Consolidates daily logs into a daily situation report and distribute to EMT.
- Participates on the Disaster Relief Committee to assess and approve applications for assistance.
- Attends regular section meetings to update Administration Section Chief.
- 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.

4.3.25 ADMINISTRATION – 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 Transportation Officer to arrange transportation of workers to and from work sites.
- Issues work assignments, work description, work site supervisor and insurance information to temporary workers.
- 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.

4.3.26 ADMINISTRATION – 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.
- 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.

4.3.27 ADMINISTRATION – 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

- Establish claims process.
- Coordinate collection of data/evidence on damage assessments on City owned property, community and private property.
- Participates as a member of the ODRAP committee to advise on insurance related matters.
- Coordinate with insurer to access disaster relief services from Agility (generators, mobile crisis units, IT equipment, etc.
- Assist with developing application for ODRAP funding.
- Coordinate with HR and other sections for staff to document damage in community.

4.3.28 ADMINISTRATION – BY-LAW AND COMPLIANCE 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.
- Advises EMT on By-law and Compliance and security matters.
- Provide damage assessment info collected by field officers to appropriate sections.
- Coordinates with Operations Community Services Section to provide security at emergency shelters.
- Coordinates animal control activities and care of pets evacuated and left behind.
- In coordination with Operations Community Services Section, 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.

4.3.29 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;
 - Financial management
 - Purchasing
 - Information Technology
 - Planning
 - Economic Development, and
 - Building Standards
- 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.
- Coordinates supplier agreements and contracts.

- 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 staff 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 Administration Section Chief daily.

4.3.30 LOGISTICS – 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.
- Ensure Credit Cards, cheques and cash are available to make emergency purchases.
- Collects information on purchases from Purchase Orders 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.
- Acts as chair of the Disaster Relief Committee as needed to assess and approve applications for financial assistance related to the emergency under the Ontario Disaster Relief Assistance Program.
- Submits logs to Section Chief daily.

4.3.31 LOGISTICS – PURCHASING 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, contacts alternates.
- Intakes and fulfills all purchasing requests from EMT.
- Maintains a current list of vendors.
- Coordinates with all Sections to identify feeding needs for frontline responders and Emergency Operations Centre personnel.
- Orders and arranges delivery of food and beverages to frontline responders and Emergency Operations Centre.
- Advises EMT on purchasing matters.
- Liaises with purchasing departments of neighbouring municipalities and the Region.
- Coordinates implementation of strategies to maintain continuity of and rapidly recover critical services
- Regularly update 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 purchasing records to Logistics Section Chief daily.
- Submits logs to Section Chief daily.

4.3.32 LOGISTICS – 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 Building and 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/GIS 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.

4.3.33 LOGISTICS– PLANNING 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.
- Advises EMT on planning related matters.
- Liaises with Planning Departments at neighbouring municipalities and the Region.
- Coordinates implementation of strategies to maintain continuity of and rapidly recover critical services
- Provides maps and planning data to EMT.
- Coordinates with EMT to provide support to the response.
- Provides input into the response and recovery planning process.
- Updates Section Chief on actions taken.
- 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.

4.3.34 LOGISTICS – 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 vacant land 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.

4.3.35 LOGISTICS – BUILDING STANDARDS 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.
- 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 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.

4.3.36 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 department emergency plan and notifies alternates, staff and scribes.
- Coordinate 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 Administration and Logistics Section Chiefs daily.

4.3.37 PUBLIC INFORMATION – PUBLIC INFORMATION OFFICER

Reports to: Public Information Section Chief

- Responds to EOC and establishes a work station.
- Opens and maintains a log.
- Notifies Alternates.
- Activates Crisis Communication Plan.
- Coordinates with Buildings and Facility Officer and IT Officer to establish a media centre with appropriate equipment and supplies.

- Coordinates with EMT to gather and obtains approval for release key information to the public, City staff and stakeholders.
- Informs public, staff and stakeholders of the status of the emergency, response activities and public action directives through various media sources.
- Updates VOL:
 - Social media
 - Video Message
 - Outreach calls
- Informs Public Inquiry Centre Officer of key messages.
- Ensures the City's Website has current information posted on the emergency.
- Ensures communications links are established with Incident Site PIO's and Regional PIO.
- Provides support to, liaises and coordinates with Incident Site PIO's to ensure uniform messaging.
- Coordinates the preparation of photographic and /or video footage for the media if access to the scene is not possible.
- Coordinates pooling for the media to take pictures.
- Advises EMT on media procedures and strategies.
- 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.

4.3.38 PUBLIC INFORMATION – 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 Buildings and 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 inquires and collect statistics.
- Liaises with PIO and EMT to ensure that call takers have up to date information to provide to the public.
- Ensures that call takers are oriented to their duties and know the appropriate agencies to redirect callers.
- 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, Operations First Response – Fire Section Chief, Section Chiefs.

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

- Upon notification, convene at the EOC and report to EMT members.
- Establish work station with designated individual.
- Open and maintain a log, for assigned EMT member.
- Ensure that all important decisions made and actions taken by the individual are recorded.
- Ensure that the Clerks Officer or Clerks Support staff 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 Clerks Officer for storage.

4.4.2 SECTION SCRIBE

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

Reports to: Section Chief

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

- Ensures that all important decisions made and actions taken by the Section members are recorded.
- Documents Section's incident action plan and tracks resources.
- Ensures that the Clerks Officer 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 Clerks Officer for storage.

4.4.3 CLERKS SUPPORT

Assigned to Clerks Officer Administration Section

- Responds to the EOC, reports to the Administration Section – Clerk's Officer.
- Documents information on Master Events Log.
- Assists with documentation of information shared in the Initial Briefing and Business Cycle Meetings.
- Documents Incident Action Plan for the EMT.
- Assists with document control and records management in the EOC.
- Assists with distribution of agendas and minutes to EMT.
- Assists with collection of logs from EMT.
- Provides briefing to replacement at shift change.

4.4.4 RUNNER

Reports to: Administration Section - Clerk's Officer.

- Upon arrival at the EOC, reports to Administration Section – Clerk's Officer for assignment.
- Collects information from Section scribes and deliver to Clerks Officers.

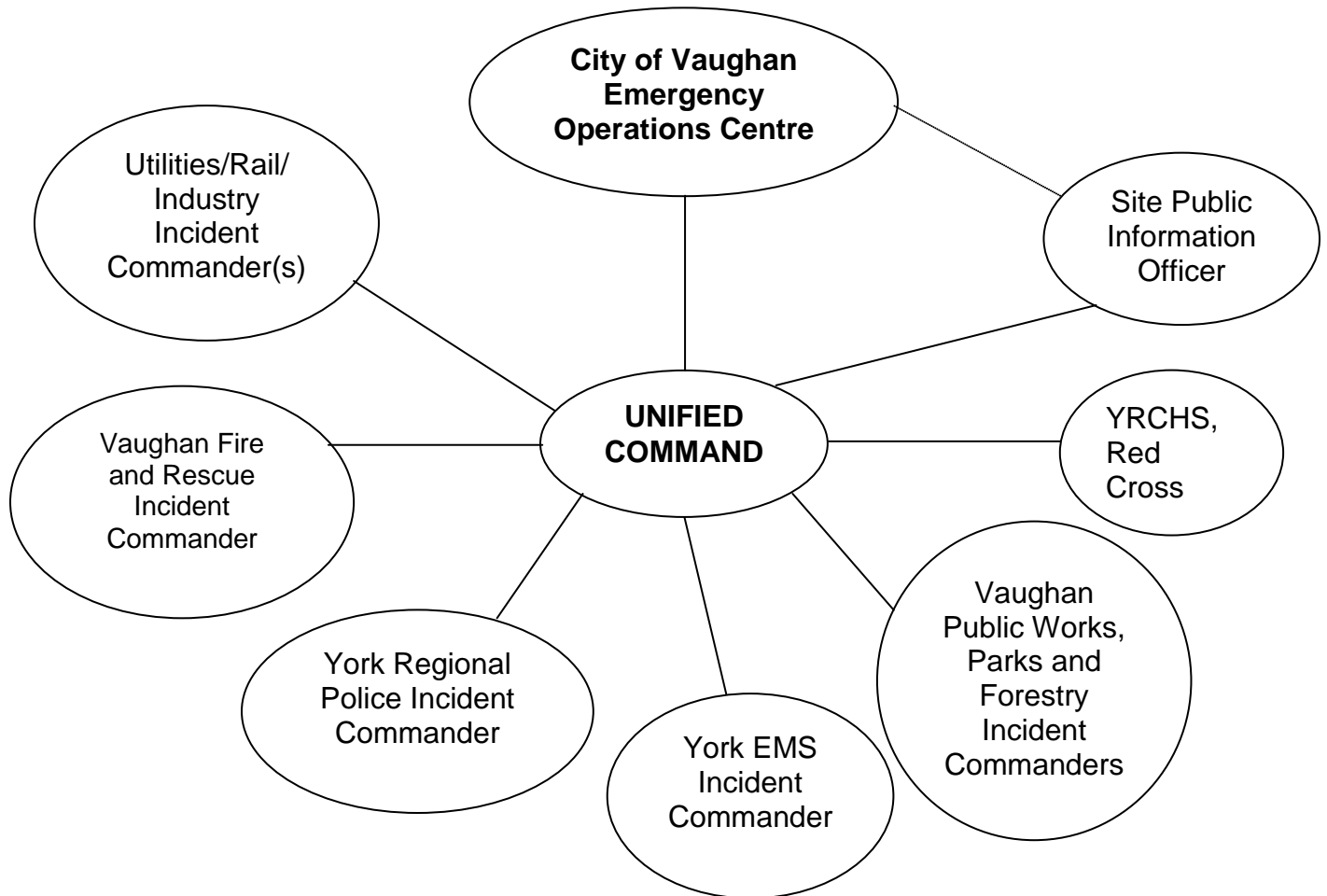
- Collects information from Individual scribes and deliver to Clerks Officers.
- Relieves scribes for breaks as needed.
- Re-supply scribes as needed.
- Provides briefing to designated replacement on actions taken, outstanding issues and status of the emergency.
- Other duties as required.

4.4.5 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 SCHOOL BOARDS (Where collocated 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.

4.7.3 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.

4.7.4 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.

4.7.5 MINISTRY OF ENVIRONMENT – SPILLS ACTION CENTRE

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

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

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

5.5 CENTRAL REGISTRATION AND INQUIRY BUREAU

- The Red Cross will establish a Central Registration and Inquiry Bureau (CRIB) to intake registration information on evacuees, intake inquiries and reunite families.
- 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	EMS Section Chief
Operations Infrastructure Section Chief	Public Works Officer	Parks and Forestry Officer
Mapping Team	Operations Community Services Section Chief	Buildings and Facilities Officer
Recreation Officer	Vaughan Public Libraries Officer	Red Cross
Administration Section Chief	By-Law and Compliance Officer	Human Resources Officer
Clerks Officer	Risk Management Officer	Logistics Section Chief
Purchasing Officer	Finance Officer	IT Technicians
Public Information Section Chief	Public Information Officer	Public Inquiry Officer
Scribes		

External agencies such as York Region Community and Health Services, PowerStream, 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 Clerks Officer 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. EMS Section Chief (if attending the EOC)
 - f. Operations Infrastructure Section representative
 - g. Operations Community Services representative
 - h. Liaison Officer
 - i. Public Information Section representative
 - j. Administration Section representative
 - k. Logistics Section Representative
 - l. PowerStream Officer*
 - m. Enbridge Gas Officer*
 - n. Clerks Officer

*If represented in the EOC.

5. Attendees will complete the briefing form and submit to Clerks Officer 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,
 - b. Impact areas,
 - c. Response activities
 - d. Protective actions implemented (evacuation or shelter in place)
7. Representatives from the other Sections and PowerStream will provide information on response activities.

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. Actions taken
 - ii. Status of the emergency
 - iii. Identification of problems
 - iv. Decision-making, planning actions and strategies
 - v. Coordination of expertise, personnel, equipment and supplies
 - vi. Formulating requests for assistance.
 - 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 Clerks Officer 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 Clerks Officer 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 business cycle meeting process.

Section incident action plans will be incorporated into the EMT incident action plans by the Clerks Officer.

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 Transportation 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 through the business cycle meeting process.

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.

5.11 DISASTER RELIEF COMMITTEE

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

SECTION 6 – REQUESTS FOR ASSISTANCE

6.1 GENERAL

1. The *Emergency Management and Civil Protection Act* provides the authority for the City to enter into agreements with neighbouring municipalities to provide assistance during an emergency.
2. The City can request assistance from volunteer organizations, the private sector and community agencies.
3. The request or response to a request for assistance 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. Financial assistance for private homeowners, small businesses, non-profit agencies and farmers, who have sustained heavy losses for essential items as a result of a natural disaster, may be available through the Ontario Disaster Relief and Assistance Program (ODRAP).
3. Emergency Management Ontario may deploy a liaison to the EOC upon declaration of an emergency to provide advice and assistance.

6.4 ASSISTANCE FROM THE FEDERAL GOVERNMENT

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

SECTION 7 – PLAN MAINTENANCE

7.1 EMERGENCY MANAGEMENT PROGRAM COMMITTEE

1. The Emergency Management Program Committee shall consist of the following members:
 - a. The City Manager,
 - b. The Fire Chief (the alternate member shall be the Deputy Fire Chief);
 - c. The Commissioner of Finance and City Treasurer (the alternate member shall be the Director of Finance);
 - d. The Commissioner of Community Services (the alternate member shall be the Director of Buildings and Facilities);
 - e. The Commissioner of Strategic and Corporate Services (the alternate member shall be the Chief Information Officer);
 - f. The Commissioner of Public Works (the alternate members shall be the Director of Public Works);
 - g. The Commissioner of Legal and Administrative Services (the alternate member shall be the City Clerk);
 - h. The Commissioner of Planning (the alternate member shall be the Director of Building Standards);
 - i. The Manager of Emergency Planning;
 - j. The Director of Corporate Communications; (the alternate shall be the Manager of Corporate Communications);
 - k. One senior staff representative of PowerStream Inc., as selected by PowerStream Inc.; and
 - l. One representative from Vaughan Public Libraries, as selected by Vaughan Public Libraries.
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 TESTING OF THE EMERGENCY PLAN

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

7.4 EMERGENCY MANAGEMENT TRAINING

1. Emergency Management Team members must attend yearly 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.