

Emergency  
Response  
Plan

2019

Township of  
King



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## Definition of an Emergency

The *Emergency Management and Civil Protection Act, R.S.O. 1990*, defines an emergency as:

“a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or health risk, an accident or an act whether intentional or otherwise.”

Emergencies can be categorized as natural, technological or human caused and can vary in magnitude. In many cases, routine emergencies that occur within a municipality are managed by township staff and emergency first responders; however some situations may escalate, and may require the assistance of additional and larger scale specialized response operations.

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## Emergency Management Program

The *Emergency Management and Civil Protection Act*, specifies that every municipality is required to develop, implement and maintain an Emergency Management Program. An effective Emergency Management Program will provide the necessary framework to assist in achieving the standard response goals of protecting lives, property and the environment. The program consists of:

1. An Emergency Response Plan
2. Training programs and exercises for municipal employees with respect to the provision of necessary services and procedures during emergency response and recovery activities
3. Public education on safety, risks and emergency preparedness

To support the development of an appropriate and effective Emergency Management Program, a community risk assessment must be completed. This process identifies, analyzes, evaluates and prioritizes risks to public safety specifically within a municipality.

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## Emergency Response Plan Purpose

An Emergency Response Plan (ERP) is an important component of an integrated Emergency Management Program pertaining to prevention, mitigation, preparedness, response and recovery. In order to protect the residents, businesses and visitors of the Township of King, this Emergency Response Plan (ERP) has been prepared to:

1. Facilitate a controlled and coordinated response by a number of agencies to any type of emergency occurring within or affecting the Township of King that is distinct in arrangements and procedures from the normal day-to-day operations carried out by emergency services.
2. Protect public safety
3. Promote public confidence in the Township of King's ability to manage a major emergency or disaster
4. Create a disaster resilient community

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## Emergency Response Plan Objectives

It is intended that this plan, when implemented, be used by the Township of King to maximize the effectiveness of resources, organizations and systems in response to emergencies and disasters. The plan is designed to:

1. Identify roles and responsibilities when preparing for, responding to and recovering from an emergency or disaster
2. Ensure a coordinated response of all agencies to save lives, prevent injuries and protect property and the environment
3. Efficiently and effectively deploy, organize and manage resources
4. Assist in achieving the Standard Response Goals of protecting life, property, critical infrastructure, the environment and reduce suffering, economic and social losses

For this Emergency Response Plan to be effective, every official, municipal department and agency must be familiar with its provisions and procedures. The information in this plan must be reviewed, tested and maintained on a regular schedule in order for it to remain effective, and current.

Public copies of this plan may be viewed at the Township of King Municipal Centre, Library Branches, or the Fire Department HQ. A public electronic version is available on the Township website: [www.king.ca](http://www.king.ca). The Annexes to this plan contain essential and supporting documentation that is confidential and therefore, are maintained separate from this document.

## Emergency Response Plan Authority

*The Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9, Ontario Regulation 380/04 and Ontario Regulation 378/18* provide the legal authority for this Emergency Response Plan in Ontario.

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

“Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan.” 2002, c.14, s 5(1) and;

“The Head of Council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders he or she considers necessary and are not contrary to law to implement the emergency plan of municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.” 1990, c. E.9, s. 4(1)

When an emergency exists but has not yet been declared to exist, Township of King employees may take such action(s) under this Emergency Response Plan as may be required to protect property and the health, safety and welfare of the Township of King and its residents. The subordinate plans, attached as Annexes to this document, may also be implemented, in whole, or in part in the absence of a formal declaration.

In accordance with the *Emergency Management and Civil Protection Act*, the Township of King has adopted this Emergency Response Plan by By-law 2019-00 (Annex O) and a copy of this plan has been submitted to the Office of the Fire Marshal and Emergency Management, Ministry of Community Safety and Correctional Services.

*Ontario Regulation 380/04 s. 15 (1)* identifies that the Emergency Response Plan shall,

- (a) assign responsibilities to municipal employees, by position, respecting implementation of the Emergency Response Plan; and
- (b) set out procedures for notifying members of the Emergency Control Group (ECG)

*Ontario Regulation 378/18 (effective July 1, 2019)* specifies that every municipality must complete (every five years) and review (every one year) a community risk assessment that includes consideration of the mandatory profiles listed in Schedule 1.

In accordance with *Ontario Regulation 378/18 (effective July 1, 2019)*, the Regional Municipality of York has completed a consolidated Hazard Identification and Risk Assessment (HIRA) and has identified hazards that are most relevant to the Township of King (Annex M).

## Protection from Action

As per the *Emergency Management and Civil Protection Act*, s. 11 (1),

“No action or other proceeding lies shall be instituted against a member of council, 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 public servant or any other individual acting pursuant to this Act or an order made under this Act for 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.”

s. 11 (3) however, “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.”

## Requests for Assistance

### Local Assistance

Assistance may be requested from the Region of York at any time by contacting the Community Emergency Management Coordinator (CEMC) who will consult with the Office of the Regional Chair. A request for assistance from the Region of York shall not be deemed to be a request that the Region of York assume authority or control of the emergency. The Region of York’s role will be one of support and assistance.

### Provincial Assistance

Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting the Office of the Fire Marshal and Emergency Management Provincial Emergency Operations Centre (PEOC) Duty Officer.

### Federal Assistance

Federal Assistance, including Department of National Defence can be requested through the Provincial Emergency Operations Centre (PEOC).

Subject to provisions under the *Emergency Management and Civil Protection Act*, if a Provincial or Federal Declaration of an emergency exists, municipalities will have to relinquish some command and control depending on the type of emergency.

## Definitions and Acronyms

The following definitions are commonly used in Emergency Management:

**Acceptable risk:** the level of potential losses that a society or community considers acceptable, given existing social, economic, political, cultural, technical and environmental conditions

**Activation:** decisions and actions taken to implement a plan, a procedure or to open an Emergency Operations Centre

**After-Action Report (AAR):** a report that documents the performance of tasks related to an emergency, exercise or planned event and, where necessary, makes recommendations for improvements

**Assessment:** the evaluation and interpretation of available information to provide a basis for decision making.

**Authority having jurisdiction (AHJ):** the organization (political or private), office, or individual responsible for approving a plan, program, procedure or expenditure or having ownership of equipment, materials, or a facility.

**Biological hazard:** a virus, bacterium, micro-organism, fungus, prion, biological toxin or micro toxin produced by organisms capable of negatively affecting humans, animals or plants.

**Business Continuity Planning:** a management process that identifies risk, threats and vulnerabilities that could impact an entity's continued operations and provides a framework for building organizational resilience and the capability for an effective response.

**Catastrophe:** an emergency of particularly severe proportions.

**CBRNE (chemical, biological, radiological, nuclear and explosive) incident:** an incident that involves a chemical, biological, radiological, nuclear and/or explosive situation that may require a response by specialized teams and equipment.

**Cold zone:** an uncontaminated area where workers and equipment could be assembled without risk of exposure to hazardous conditions.

**Command:** the act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

**Communications:** advisories, directives, information and messages that are transmitted.

**Community:** a generic term that includes both municipalities and First Nations.

**CEMC (Community Emergency Management Coordinator):** a municipal employee who is the lead in delivering the municipality's emergency management program including Prevention; Mitigation; Preparedness; Response and Recovery.

**Comprehensive Emergency Management:** an all-encompassing risk-based approach to emergency management that includes prevention, mitigation, preparedness, response and recovery measures.

**Consequence:** the outcome of an event or situation expressed qualitatively or quantitatively, being a loss, injury or disadvantage.

**Crisis management:** from a business continuity planning perspective, this term refers to the overall coordination of an organization's response to a crisis in an effective, timely manner, with the goal of avoiding or minimizing damage to the organization's profitability, reputation, and ability to operate.

**Critical Infrastructure (CI):** interdependent, interactive, interconnected networks of institutions, services, systems and processes that meet vital human needs, sustain the economy, protect public safety and security, and maintain continuity of and confidence in government.

**Damage assessment:** an appraisal or determination of the effects of a disaster on people, property, the environment, the economy and/or services.

**Declaration of emergency:** a signed declaration made in writing by the Head of Council or the Premier of Ontario in accordance with the *Emergency Management and Civil Protection Act*. This declaration is usually based on a situation or an impending situation that threatens public safety, public health, the environment, critical infrastructure, property, and/or economic stability and exceeds the scope of routine community emergency response.

**Disaster:** a serious disruption to an affected area, involving widespread human, property, environmental and / or economic impacts, that exceed the ability of one or more affected communities to cope using their own resources.

**Disaster Recovery Assistance for Ontarians:** helps individuals, small owner-operated businesses, farms and not-for-profit organizations cover emergency expenses and repair or replace essential property following a natural disaster.

**Donations management:** the management of donations (services, funds, material goods and volunteers) during an emergency by any level of government whose aim is to provide victims of disasters with as much support as possible by effective and efficient channeling of offers from the public and/or private sectors.

**Emergency:** a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.

**Emergency area:** a geographic area within which an emergency has occurred or is about to occur, and which has been identified, defined and designated to receive emergency response actions.

**Emergency Control Group (ECG):** a group composed of senior staff and employees of an organization, and others that may be involved in directing that organization's response to an emergency including, the implementation of its emergency response plans and procedures.

**Emergency information (EI):** information about an emergency that can be disseminated in anticipation of an emergency or during an emergency. It may provide situational information or directive actions to be taken by the public.

**Emergency Information Centre (EIC):** a designated facility that is properly equipped to monitor and coordinate emergency information activities including the dissemination of information to the public.

**Emergency management (EM):** organized activities undertaken to prevent, mitigate, prepare for, respond to and recover from actual or potential emergencies.

**Emergency management program:** A risk-based program consisting of prescribed elements that may include prevention, mitigation, preparedness, response and recovery activities.

**Emergency Operations Centre (EOC):** a designated and appropriately equipped facility where officials from an organization(s) assemble to manage the response to an emergency or disaster.

**Emergency Response Plan (ERP):** a plan developed and maintained to direct an organization's external and/or internal response to an emergency.

**Emergency response organization:** a group (public, private or volunteer), trained in emergency response that may be called upon to respond to an emergency situation.

**Exercise:** a simulated emergency in which players carry out actions, functions, and responsibilities that would be expected of them in a real emergency. Exercises can be used to validate plans and procedures, and to practice prevention, mitigation, preparedness, response, and recovery capabilities.

**Hazard:** a phenomenon, substance, human activity or condition that may cause loss of life, injury or other health impacts, property damage, loss of livelihoods and services, social and economic disruption, or environmental damage. These may include natural, technological or human caused incidents or some combination of these.

**HazMat (Hazardous Material):** a substance (gas, liquid or solid) capable of causing harm to people, property and/or the environment, the economy and/or services, e.g., a toxic, flammable or explosive substance.

**HUSAR (Heavy Urban Search and Rescue) Team:** a multi-service, multi-skilled, and multifunctional task force that is trained and prepared to locate, treat and remove persons trapped in collapsed structures.

**Hot zone:** the area where contamination may occur; the primary activities performed in this area are hazard assessment, control of the release or hazard and rescue. Personnel working in the hot zone wear high-level personal protective equipment required for that site.

**Human-caused hazard:** a hazard which results from direct human action, either intentional or unintentional (e.g. terrorism, civil disorder).

**Impact:** the negative effect of a hazardous incident on people, property, the environment, the economy and/or services.

**Incident:** an occurrence or event that requires an emergency response to people, property, the environment, the economy and/or services.

**Incident Action Plan (IAP):** within IMS, an oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

**Incident Command/Incident Commander (IC):** the entity/individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority for conducting incident operations and is responsible for the management of all incident operations.

**Incident Management System (IMS):** a standardized approach to emergency management encompassing personnel, facilities, equipment, procedures, and communications operating within a common organizational structure. The IMS is predicated on the understanding that in any and every incident there are certain management functions that must be carried out regardless of the number of persons who are available or involved in the emergency response.

**Intelligence:** knowledge, information or data that may increase situational awareness of an event or an impending event

**Interoperability:** the ability of organizations and systems to exchange information, communicate effectively and work well together. This applies to technological and functional interoperability.

**Lower tier municipality:** a lower tier municipality is the most basic unit of local government and includes townships, towns, and cities within a county or region, but excludes single tier municipalities.

**Mitigation:** actions taken to reduce the adverse impacts of an emergency or disaster. Such actions may include diversion or containment measures to lessen the impacts of a flood or a spill.

**Municipality:** a geographic area whose inhabitants are incorporated

**Municipal Disaster Recovery Assistance:** reimburses municipalities for extraordinary costs associated with emergency response and repairs to essential property and infrastructure following a natural disaster

**Mutual aid agreement:** an agreement developed between two or more emergency services to render aid to the parties of the agreement. These types of agreements can include private sector emergency services when appropriate.

**Mutual assistance agreement:** an agreement developed between two or more jurisdictions to render assistance to the parties of the agreement. Jurisdictions covered with these types of agreements could include neighbouring, cities, regions, provinces or nations.

**Natural hazard:** a naturally occurring event such as a forest fire, flood and/or severe weather that has the potential to harm people, property, the environment, the economy and/or services.

**NGO (Non-Governmental Organization):** an entity with a common interest or focus that is not created by a government, but may work cooperatively with governments.

**Office of the Fire Marshal and Emergency Management (OFMEM):** OFMEM is a branch within the Ministry of Community Safety and Correctional Services with overall provincial emergency management responsibility. OFMEM replaced Emergency Management Ontario in 2013 and is responsible for the coordination, promotion, development, implementation and maintenance of effective emergency management programs throughout Ontario and for the coordination of these programs with the federal government.

**Preparedness:** actions taken prior to an emergency or disaster to ensure an effective response. These actions include the formulation of emergency response plans, business continuity or continuity of operations plans, training, exercises, and public awareness and education.

**Prevention:** actions taken to stop an emergency or disaster from occurring. Such actions may include legislative controls, zoning restrictions, improved operating standards/procedures or critical infrastructure management.

**Private sector:** a business or industry not owned or managed by any level of government.

**Probability:** the likelihood of an event occurring that may result in an emergency, disaster or service disruption.

**Provincial Disaster Assessment Team (PDAT):** a multi-ministry recovery response team that is dispatched to a community to assess damage following a disaster event and to recommend on a financial disaster assistance program for recovery.

**Provincial Emergency Operations Centre (PEOC):** a fully equipped facility maintained by Emergency Management Ontario (EMO) that can be activated in response to, or in anticipation of, emergencies. The PEOC is staffed with appropriate representatives from ministries that have been delegated responsibilities for those emergencies as well as EMO staff. It serves as an initial point-of-contact for the affected municipality and federal interests.

**Provincial Emergency Response Team (PERT):** a response team comprised of relevant provincial officials that is dispatched to provide advice and assistance to local authorities during an emergency or disaster.

**Public sector:** all government services at the municipal, provincial and federal levels.

**Reception Centre:** usually located outside the impact zone of the emergency, the reception centre is a place where evacuees can go to register, receive assistance for basic needs, information and referral to a shelter if required.

**Recovery:** the process of restoring a stricken community to a pre-disaster level of functioning. This may include the provision of financial assistance, repairing buildings and/or restoration of the environment.

**Recovery plan:** an emergency plan that is developed and maintained to recover from an emergency or disaster.

**Resilience:** the ability to resist, absorb, accommodate and recover from the effects of a hazard in a timely and efficient manner.

**Resource management:** efficient incident management requires a system for identifying available resources at all levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the IMS includes mutual-aid / mutual assistance agreements, and resource mobilization protocols.

**Resources:** these are personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational or support capacities.

**Response:** the provision of emergency services and public assistance or intervention during or immediately after an incident in order to protect people, property, the environment, the economy and/or services. This may include the provision of resources such as personnel, services and/or equipment.

**Risk:** the product of the probability of the occurrence of a hazard and its consequences.

**Risk assessment:** a methodology to determine the nature and extent of risk by analyzing potential hazards and the evaluation of vulnerabilities and consequences.

**Severity:** the extent of disruption and/or damages associated with a hazard.

**Site:** the geographical location of an incident.

**Span of control:** the number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. Typically the span of control is between 1:3 and 1:7.

**Staging area:** location established where resources can be placed while awaiting a tactical assignment.

**Technological hazard:** a hazard which results from the failure or misuse of technology, either intentional or unintentional such as a power outage, cyber-attack etc.

**Telecommunications:** the transmission and/or receipt of messages, for the purpose of communicating over some distance, via a range of technical systems including radio and microwave communications, as well as fiber optics, satellites and the Internet.

**Threat:** a person, thing or event that has the potential to cause harm or damage.

**Upper Tier Municipality:** an upper tier municipality is a county or region. Upper-tier municipality" means a municipality of which two or more lower-tier municipalities form part for municipal purposes.

**Vulnerability:** the susceptibility of a community, system or asset to the damaging effects of a hazard.

**Warm Zone:** an area adjacent to a hot zone where decontamination of personnel and equipment takes place.

The following acronyms are commonly used in Emergency Management:

AHJ	Authority Having Jurisdiction
ARES	Amateur Radio Emergency Services
BCP	Business Continuity Plan
CANUTEC	Canadian Transport Emergency Centre
CAO	Chief Administrative Officer
CBRNE	Chemical, Biological, Radiological, Nuclear and Explosive
CEMC	Community Emergency Management Coordinator
CI	Critical Infrastructure
COOP	Continuity of Operations Planning
EIO	Emergency Information Officer
DRAO	Disaster Recovery Assistance for Ontarians
ECG	Emergency Control Group
EMA	Emergency Management Act
EMCPA	Emergency Management and Civil Protection Act
EMS	Emergency Medical Services
EOC	Emergency Operations Centre
ERP	Emergency Response Plan
EPG	Emergency Power Generator
ESM	Emergency Site Manager
GIS	Geographic Information System
HAZMAT	Hazardous Material
HIRA	Hazard Identification Risk Assessment
HUSAR	Heavy Urban Search and Rescue
IC	Incident Commander
IMS	Incident Management System
IT	Information Technology
KFES	King Fire & Emergency Services
LSRCA	Lake Simcoe Region Conservation Authority
MOE	Ministry of Environment

NGO	Non-Governmental Organization
OFMEM	Ontario Fire Marshal and Emergency Management
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 Region Conservation Authority
VFRS	Vaughan Fire & Rescue Services
VOIP	Voice Over Internet Protocol
YRCHS	York Region Community and Health Services
YRP	York Regional Police
YRT	York Region Transit

## Emergency Control Group (ECG)

*Ontario Regulation 380/04* which supports the *Emergency Management and Civil Protection Act*, requires every municipality to have an Emergency Control Group (ECG) that is responsible for directing the municipal response during an emergency, including the implementation of the municipal Emergency Response Plan. Members must be appointed by Council and participate in annual training and an annual emergency exercise.

The Township of King Emergency Control Group (ECG) is responsible for initiating, coordinating and implementing the Emergency Response Plan (ERP) through the use of the Incident Management System (IMS). To accomplish this, the ECG is authorized to take such actions as deemed necessary to bring about a satisfactory resolution to the emergency situation, including the expenditure of funds for the purpose of responding to and recovering from the emergency and to obtain volunteer support from public agencies and other persons as considered necessary.

The primary responsibilities of the ECG are:

1. Implement the ERP and appropriate Annexes and Business Continuity Plans;
2. Provide advice and assistance to the Head of Council;
3. Direct and coordinate all support to emergency operations by providing personnel and resources;
4. Ensure there is no interruption in the provision of emergency or essential services, and;
5. Designate at least one alternate in their absence, or if an EOC shift changeover is required.

In addition, as designated under *Ontario Regulation 380/04, s. 12*, and following *Guidance Note 2018-01-01* issued by the Fire Marshal and Chief of Emergency Management, members of the ECG are required to annually demonstrate an adequate level of training and knowledge in each of the following areas:

1. All components of the Township of King Emergency Management Program, including the HIRA and Critical Infrastructure List;
2. The Township of King Emergency Response Plan (ERP), including their roles and responsibilities, and those of other organizations which may have a role;
3. Procedures used to activate and operate under the ERP;
4. Notification procedures of the ECG when the ERP is activated, and;
5. Location of the Emergency Operations Centre (EOC) and the communications and technology available in the EOC.

## ECG Members

The most critical component of the EOC is the staff. It is necessary to have pre-designated trained personnel each with their own individual expertise who understand their roles and responsibilities, in order to get the right resources to the right place at the right time.

The Township of King Emergency Control Group (ECG) is composed of the following members:

1. Mayor
2. CAO
3. CEMC
4. Alternate CEMC
5. Communications Officer
6. Director of Clerks & By-Law
7. Director of Engineering & Public Works
8. Director of Parks, Recreation & Culture
9. Director of Planning & Development
10. Director of Finance & Treasurer
11. Manager of Human Resources
12. Manager of Information Technology

## Additional EOC Members

\* Each of the above ECG members will designate at least one alternate, who in their absence will have the knowledge and authority to make decisions and exercise the full responsibilities assigned to the ECG member.

The ECG members may invite additional representatives to participate as consultants in the EOC to provide expertise in specialized areas as required. Additional personnel may be but not limited to representatives from any of the following:

- Office of the Fire Marshal and Emergency Management
- Hydro One, Alectra
- Enbridge, Trans Canada Pipeline
- Red Cross, Salvation Army, St. John's Ambulance, OSPCA
- Environment Weather Canada
- Toronto Regional and or Lake Simcoe Conservation Authority
- York Region Amateur Radio Club
- Liaison staff from provincial ministries as determined
- Any other officials, experts or representatives from the public or private sector as deemed necessary by the ECG

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## Community Emergency Management Coordinator (CEMC)

Every municipality is required to designate an Emergency Management Program Coordinator, also referred to as a Community Emergency Management Coordinator (CEMC). This CEMC is required to have completed certain courses offered by the OFMEM and is responsible for the following:

- Act as an advisor to the municipality on matters of emergency preparedness
- Develop and maintain the Emergency Response Plan (ERP)
- Provide advice and clarification about details of the ERP
- Be available to fulfill any Incident Management System (IMS) role in the EOC
- Maintain the Emergency Operations Centre in a state of constant readiness
- Activate the EOC if required
- Notify the ECG members if required to report to the EOC
- Liaise with all emergency services and emergency management stakeholders
- Ensure all Emergency Control Group (ECG) members have the necessary plans, resources, supplies, maps, equipment
- Ensure all ECG members undergo the required annual training
- Provide guidance, direction or assistance to any emergency or support personnel at the EOC or any other location
- Schedule the After Action Review and coordinate post emergency debriefings

In the absence of the CEMC, the Alternate CEMC will assume all responsibilities outlined above.

## Emergency Operations Centre

The EOC is a facility that the Emergency Control Group (ECG) uses for strategic decision making and coordination and incident support. It is where data is collected, gathered, and analyzed in order to make decisions about priorities, and where actions and communications are coordinated.

It is crucial to ensure that timely, accurate and reliable communications are established between the emergency site and the EOC. The *Emergency Management and Civil Protection Act* requires each EOC to have the appropriate technological and telecommunications systems to ensure effective communication.

The Township of King Primary EOC has been equipped with the following technology:

- Telephones
- Fax machine
- Computer
- LCD Projector
- Intranet access
- Photocopier
- Power bars
- GIS Maps

Stationary supplies in the EOC consist of:

- Easel Boards with Paper
- Markers
- Blank paper
- Pens
- Stapler
- Tape

Also included in the EOC:

- IMS coloured vests
- Table signage
- 5 easels with flip chart paper pads
- Township and King City, Schomberg, Nobleton Maps
- Laminated copy of Standard Response Goals, EOC responsibilities, Operational Period Sample and EOC Floor Plan
- Bin with hygiene kits and other comfort items

The locations of the Primary and Alternate Emergency Operations Centres are confidential and detailed in Annex C.

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## EOC Activation

The magnitude and stage of the emergency event will determine EOC activation. The Township of King Emergency Control Group IMS organizational structure is flexible, therefore, allowing it to either expand or contract based on the emergency situational needs.

EOC Activation may occur with or without a Declaration of Emergency. Criteria for activating the EOC include:

- Significant number of people at risk
- Large widespread event, multiple emergency sites, multiple municipalities involved
- Limited municipal resources and significant need for outside resources
- Extraordinary actions or expenditure of monies for the protection of life or property
- Uncertain conditions, escalation of event, unknown extent of damage
- Potential threat to people, property and / or the environment
- Declaration of a Local Emergency or Provincial Emergency is made

Prior to activating the EOC, the Mayor, CAO, CEMC (or alternate), should assess the situation using the above criteria in addition to the Emergency Declaration Checklist found in Annex D.

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## Emergency Notification Procedures

The CEMC will regularly monitor and analyze any potential and impending threats that may impact the health, safety or economic stability of the Township of King.

The CEMC, Alternate CEMC or CAO are assigned the function of sending out the initial emergency notification and alerting members of the EOC by email and or phone using the Contact Directory found in Annex A.

Where a threat of an impending emergency exists and time permits, all EOC members will be notified by email to be on standby and await further instructions to participate as required. The EOC members should then notify their departmental staff of any actual or impending emergency situations.

Should the EOC need to be activated, all EOC members will be notified by email and the members that are requested to attend at that time will be listed. All other members not listed will be asked to remain on standby and await further instructions to participate as required.

The notification details and a sample script are found in Annex A.

All EOC members should advise the CEMC at their earliest opportunity of changes in their contact information, or any times they may be unavailable to respond

2.6

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## OFMEM (PEOC) Notification Procedures

If an emergency occurs or is pending, contact should be made with the Office of the Fire Marshal and Emergency Management for advice and assistance. The contact information for the OFMEM is located in Annex B.

After reviewing the Emergency Declaration Checklist, if a state of emergency is declared, the Head of Council (Mayor) or designate must fill out the Emergency Declaration Form found in Annex D and send it to the OFMEM (PEOC) by fax or email.

2.7

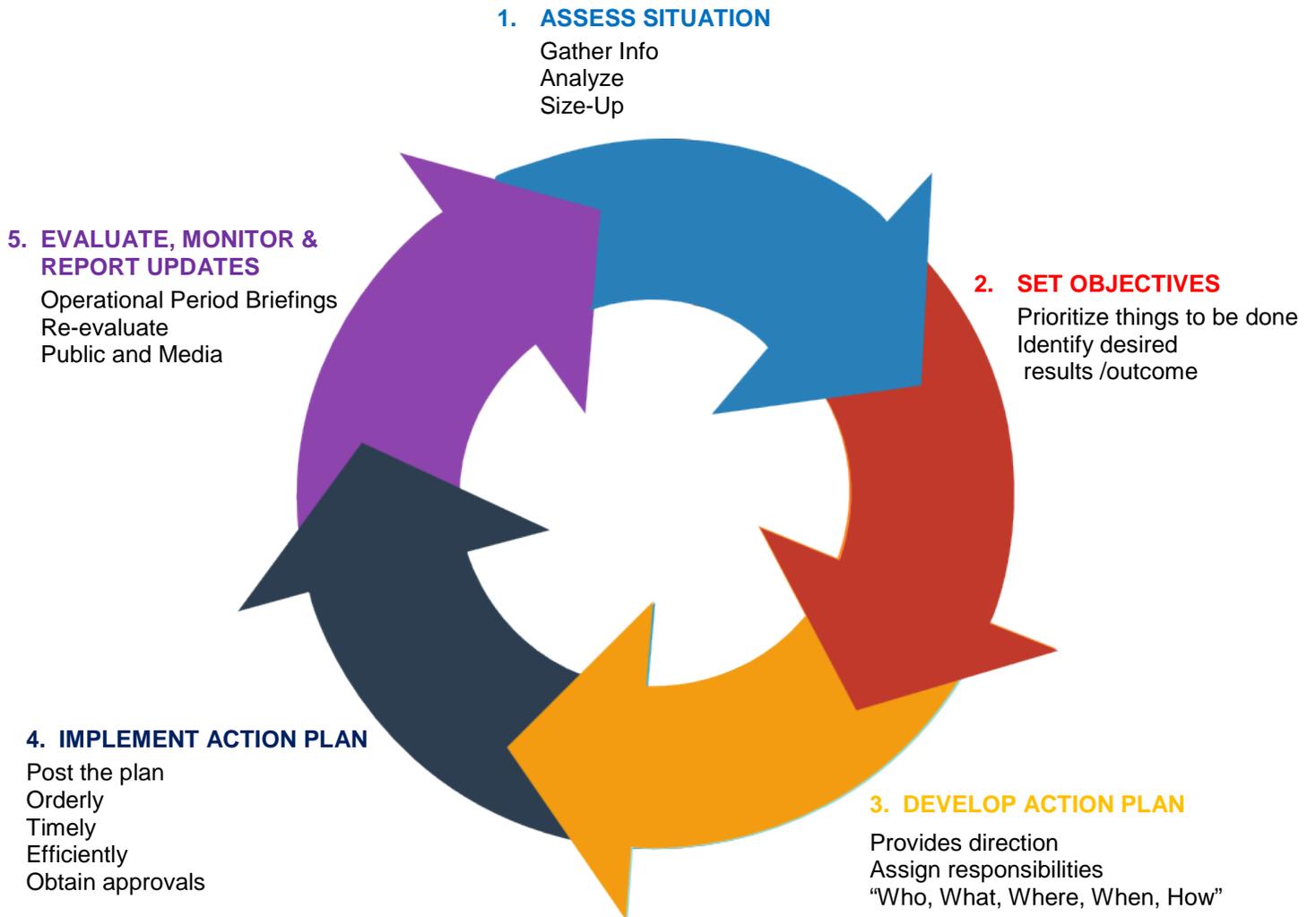
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## Operational Period

The EOC Commander and Section Chiefs will gather at regular intervals to inform each other of the actions taken and any problems encountered. The EOC Commander will determine and establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible to allow members to carry out their individual responsibilities. The operational period should initially be 1-2 hours for any critical or life safety issues. The remaining operational periods can vary depending on objectives and priorities and are commonly 8-12 hours in length. A method of keeping all members informed of updates will be maintained using status boards and maps prominently displayed.

A diagram depicting the Operational Period is shown on the following page.

## OPERATIONAL PERIOD



### OBJECTIVES

**S** - Specific  
**M** – Measurable  
**A** - Achievable  
**R** - Realistic  
**T** - Time

### OBJECTIVE EXAMPLES

Establish perimeter control  
Rescue  
Triage & Transport injured  
Evacuate nearby residents  
Power restoration

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## Declaration of an Emergency

The Head of Council, or designate of the Municipality has the legislative authority under the provisions of the *Emergency Management and Civil Protection Act RSO 1990*, to declare an emergency to exist in all or any part of the municipality.

The decision to declare an emergency may be made in consultation with the members of the Emergency Control Group (ECG). The ECG shall evaluate the emergency situation and the community impact and recommend to the Head of Council whether to declare an emergency. The Emergency Declaration Checklist can be found in Annex D.

Upon declaring an emergency, The Mayor (or designate) will complete the Declaration of Emergency Form found in Annex D and notify:

- OFMEM, Ministry of Community Safety and Correctional Services at the PEOC
- Township of King Council
- Region of York Chair
- Public
- Neighbouring community officials, as required
- Local Members of Provincial Parliament (MPP)
- Local Member of Federal Government (MP)

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## Termination of an Emergency

A municipal emergency may be terminated at any time by:

1. The Head of Council, or designate
2. Township of King Council
3. The Premier of Ontario

When terminating an emergency, the Emergency Termination Form found in Annex D must be filled out and sent to the OFMEM by fax.

The Public Information Officer (PIO) will ensure the following are notified of the termination:

- OFMEM, Ministry of Community Safety and Correctional Services at the PEOC
- Township of King Council
- Region of York Chair
- Public
- Neighbouring community officials, as required
- Local Members of Provincial Parliament (MPP)
- Local Member of Federal Government (MP)

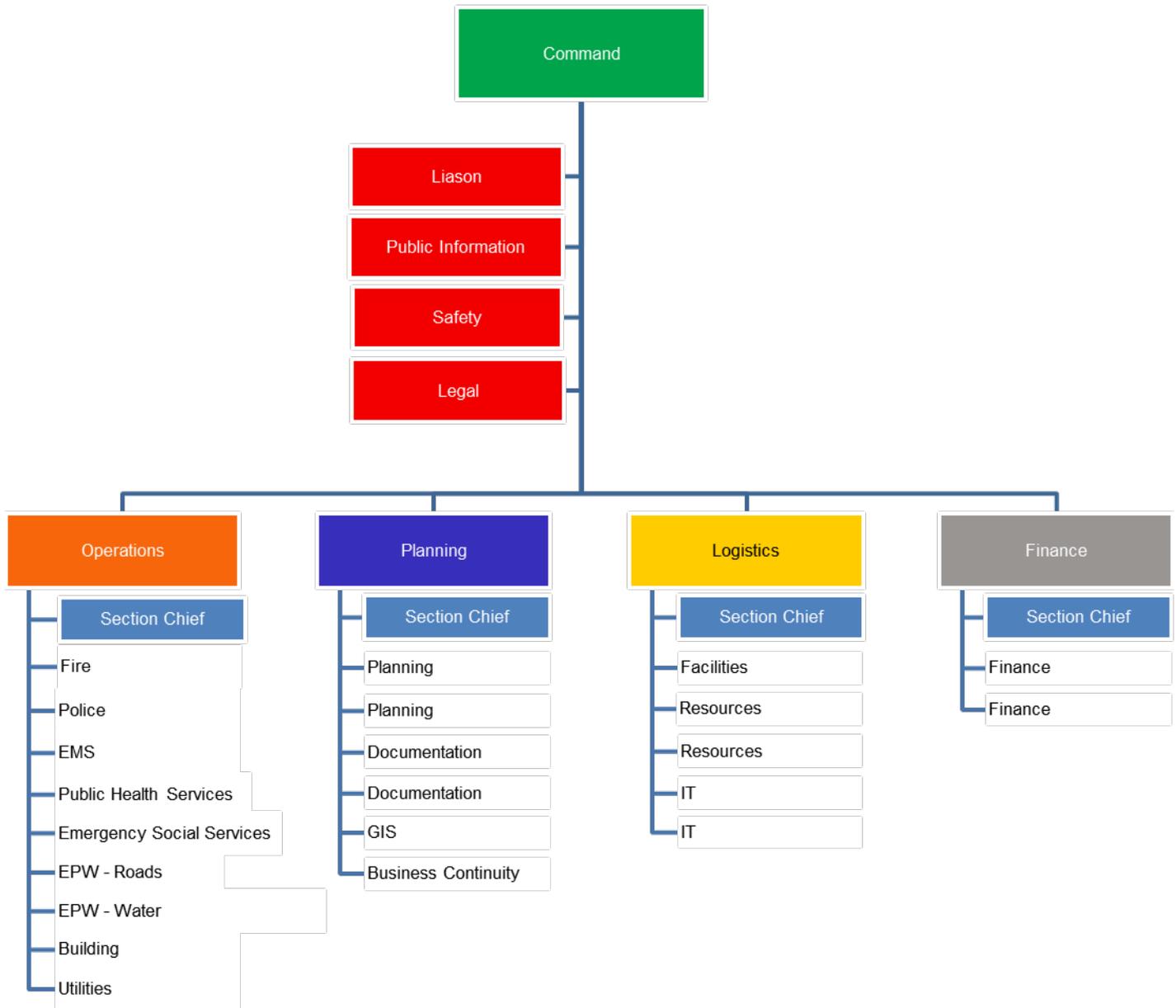
## Incident Management System (IMS)

The Incident Management System (IMS) is an internationally recognized standardized approach to emergency management. In order to provide a flexible, scalable, consistent command and control system that everyone can use at all levels of incidents, resources (personnel and equipment), facilities, procedures and communications need to operate within a common organizational structure. This structure allows responders from different jurisdictions and disciplines to interact and work together efficiently in a unified approach. In Ontario, the Region of York and the Township of King, the use of the term Incident Command System (ICS) is synonymous with IMS.

The Incident Management System has been adopted in this plan to establish and clearly define the organizational structure, to identify roles and responsibilities and to ensure effective resource management. IMS positions should be staffed as required, therefore, depending on the nature and extent of the incident, not every position has to be filled. The ECG should however, ensure the 5 IMS management functions (Command, Operations, Planning, Logistics, and Finance) are addressed, where appropriate, even if that results in assigning multiple functions to the same ECG member. The IMS functional sections have their own distinct colours:

Command = Green  
Command Staff = Red  
Operations = Orange  
Planning = Blue  
Logistics = Yellow  
Finance = Platinum

## Emergency Operations Centre IMS Organizational Chart



## EOC Responsibilities

1. Policy & Strategic Direction
2. Site Support & Consequence Management
3. Information Collection, Evaluation, Display & Distribution
4. Coordination of Agencies and / or Departments
5. Resource Management
6. Internal & External Communications

## Standard Response Goals

1. Provide for Safety and Health of all Responders
2. Save Lives
3. Reduce Suffering
4. Protect Public Health
5. Protect Critical Infrastructure
6. Protect Property
7. Protect the Environment
8. Reduce Economic and Social Losses

### Common Responsibilities for all EOC Members

- ❑ Be Prepared. Have your 72 hour kit ready at home for you and your family members
- ❑ EOC Member - Assign an alternate EOC member in your absence or inability to respond
- ❑ Bring your copy of the Emergency Response Plan
- ❑ Bring your ID Access Card, a laptop, cell phone and charger
- ❑ Bring your personal "Go Bag" (include a change of clothes and toiletries)
- ❑ If deemed appropriate, initiate internal notification procedures of your staff and volunteer organizations
- ❑ Report to the appropriate EOC location as directed
- ❑ If first to arrive, set up EOC as per training
- ❑ Upon arrival at EOC, Sign In at designated location
- ❑ Check in with your Section Chief for briefing and specific responsibilities
- ❑ Check in with the Liaison Command Staff, if external agency
- ❑ Set-up your work station and materials
- ❑ Review your assigned contact information
- ❑ Review Response Goals, Priorities, and tasks in progress
- ❑ Ensure communication equipment is operating properly
- ❑ Document your significant key activities, actions, instructions and decisions on your Position Log
- ❑ Brief incoming personnel
- ❑ Sign Out when leaving your work station for any period of time
- ❑ Participate in post-emergency debriefing

## HEAD OF COUNCIL

The Mayor, Deputy Mayor or Acting Mayor (when appointed) of the Township of King is responsible for:

- ❑ Providing overall leadership in responding to an emergency
- ❑ Declaring an emergency if appropriate, in consultation with ECG
- ❑ Officially declaring when emergency is to be terminated
- ❑ Notifying Office of the Fire Marshal and Emergency Management, Ministry of Community Safety and Correctional Services (PEOC) of declaration and termination
- ❑ Notifying Township of King Council of declaration and termination and keep them informed of emergency situation
- ❑ Notifying the public of declaration of an emergency
- ❑ Acting as the Community Spokesperson
- ❑ Assigning a Deputy Mayor in their absence

At any time, the Mayor may wish to request his or her Administrative Assistant for support.

## CHIEF ADMINISTRATIVE OFFICER (CAO)

The Chief Administrative Officer (CAO) for the Township of King is responsible for:

- ❑ Activating the EOC and notifying the required members of the ECG in a timely fashion
- ❑ In cooperation with the Liaison Officer, work with York Regional Police regarding security for the EOC
- ❑ Advising Mayor on policies and procedures as appropriate
- ❑ Approving in conjunction with the Mayor, major announcements and media releases prepared by the Public Information Officer (PIO) in consultation with the ECG
- ❑ Calling out additional Township personnel to provide assistance as required
- ❑ Assuming the role of EOC Command
- ❑ Assigning an alternate ECG member in their absence or inability to respond

At any time, the CAO may wish to request his or her Administrative Assistant for support.

## COMMAND

Command is the act of directing, ordering, or controlling by virtue of statutory, regulatory or delegated authority. Command has the overall authority for the emergency response and resources. The emergency incident may require the EOC Commander to designate a Command Staff which may include the following positions:

- Liaison Officer
- Public Information Officer
- Safety Officer

## EOC COMMANDER

The EOC Commander will assume responsibility for the overall management of the operations within the Emergency Operations Centre, and the provision of Incident Support. This support is typically strategic guidance, information and communications support, resource management support, legal support, and financial support. Should the EOC Commander require a period of rest, the EOC will appoint an alternate to assume the duties, as required.

- Determine appropriate staffing level of EOC activation based on the situation as known
- Obtain briefing from Incident Commander on site and determine the support needs
- Assess incident situation and set priorities for response efforts in the affected areas
- Ensure EOC facility is properly set up
- Ensure EOC check in procedure is established
- Determine which IMS positions are required; establish appropriate organizational structure; assign Section Chiefs
- Ensure welfare and safety of all responders in conjunction with Safety Officer
- Maintain communication with Incident Commander at emergency site
- Establish Operational Period and briefing schedule
- Approve and authorize implementation of Incident Action Plan
- Authorize release of emergency information to the public in conjunction with PIO
- Authorize demobilization

## LIAISON

- ❑ Ensure required external agencies are represented in the EOC.
- ❑ Contact any supporting agencies required and reach out to any allied partners
- ❑ Serve as the primary contact for external agencies and other EOC's / REOC
- ❑ Gather information from and about external agencies involved including:
  - Contact person
  - Phone numbers / emails / radio frequencies
  - Resource type and availability
  - Number of personnel
  - Cooperative agreements
  - Agency constraints / limitations
- ❑ Maintain regular contact with external agencies and brief as needed
- ❑ Advise Command of issues related to external agencies including current or potential inter-organization needs.
- ❑ Assist Command with briefings and meetings
- ❑ Work with Public Information Officer (PIO) to coordinate media releases associated with inter-organizational issues
- ❑ Bring complaints pertaining to logistical problems, communications and strategic and tactical direction to attention of Command

## LEGAL

- ❑ Provide solution oriented legal counsel to members of ECG

## **PUBLIC INFORMATION**

- ❑ Develop and release approved emergency information to the public, Township of King staff in a timely, accurate manner, after approval from Command
- ❑ Establish and maintain media contacts
- ❑ Coordinate media interviews, organize press conferences
- ❑ Issue authoritative instructions to the public on what they need to do
- ❑ Implement the Emergency Information Plan
- ❑ Establish Emergency Information Centre (EIC) if circumstances dictate
- ❑ Distribute hard copies of media release to EIC, ECG and other key persons
- ❑ Prepare Community Spokesperson for media interviews or act as spokesperson when required
- ❑ Monitor news coverage, correcting any erroneous information
- ❑ Advise Command on issues related to media and public emergency information dissemination
- ❑ Maintain copies of media releases, newspaper articles pertaining to emergency

## SAFETY

- ❑ Monitor safety conditions and develop safety measures to ensure health and safety of all responders
- ❑ Maintain link with Incident Safety Officers on scene
- ❑ Control or reduce occupational hazards and exposures by creating systems and procedures
- ❑ Ensure all responders have received appropriate, hazard specific training
- ❑ Ensure adequate levels of protective equipment are available and being utilized
- ❑ Ensure adequate sanitation and safety in food preparation if required
- ❑ Advise ECG on potential risks to responders
- ❑ Recommend safety modifications to Operations Section Chief if necessary
- ❑ If an accident occurs, investigate it and ensure it is properly documented. Coordinate with MOL, WSIB and other relevant officials.
- ❑ Prepare accident reports as per the Township of King policy, procedures and direction
- ❑ Arrange for and coordinate provision of Employee Assistance counseling and Critical Incident Stress debriefings for responders and ECG members, as necessary
- ❑ Monitor safety in the EOC

## OPERATIONS

- ❑ Address Life Safety and Property Conservation
- ❑ Coordinate with Emergency Site Operations
- ❑ Develop tactical objectives
- ❑ Directs and deploys resources

## SECTION CHIEF

- ❑ Develop and manage Operations Section to accomplish incident objectives set by Command
- ❑ Coordinate and Support:
  - Fire, Police, EMS
  - Emergency Social Services
  - Public Health Services
  - EPW
  - Building
  - Utilities
- ❑ Coordinate with Liaison Officer regarding need for External Organization representatives in the Operations Section
- ❑ Establish Operational Period in conjunction with Command
- ❑ Establish and demobilize Staging Areas if required
- ❑ Determine need for additional resources and coordinate with Logistics Section Chief
- ❑ Provide overall leadership and supervision to Operations Section
- ❑ Reports to Command
- ❑ Assume role of EOC Command in the event the CAO, CEMC and / or Alternate CEMC are unavailable

## FIRE

- ❑ Provide ECG with information and advice on firefighting and rescue matters
- ❑ Establish ongoing communication with Senior Fire Official at emergency site
- ❑ Coordinate with Police for alerting persons endangered and evacuation

## POLICE

- ❑ Provide ECG with information and advice on the provision of law and order, and conduct of evacuations
- ❑ Establish ongoing communication with Senior Police Official at emergency site
- ❑ Provide for security at the EOC and any other location as determined by ECG
- ❑ Establish inner perimeter within the emergency area
- ❑ Establish outer perimeter in vicinity of emergency to facilitate movement of emergency vehicles and to restrict access to all but essential emergency personnel
- ❑ Provide traffic control to facilitate movement of emergency vehicles
- ❑ Alert persons endangered by the emergency and coordinate evacuation procedures
- ❑ Liaise with other community, provincial and federal police agencies as required

### EMS (YORK PARAMEDIC SERVICE)

- ❑ Provide ECG with updates on estimated number of casualties, injured and safety concerns
- ❑ Establish ongoing communication with Senior EMS Official at emergency site
- ❑ Ensure adequate emergency medical services at emergency site
- ❑ Obtain EMS from other municipalities for support if required
- ❑ Advise ECG and Liaison Section Chief if other means of transportation is required for large scale response
- ❑ Liaise with YPS Department Operations Centre to ensure balance emergency coverage is available at all times throughout the Township and Region
- ❑ Liaise with Medical Officer of Health or Public Health Nurse as required

### PUBLIC HEALTH SERVICES

- ❑ Provide ECG with information and advice on matters which may adversely affect public health
- ❑ Coordinate local community medical resources (hospitals, family health teams)
- ❑ Monitor risks to human health
- ❑ Consult with the PIO to prepare information and instructions for dissemination to the media pertaining to public health risk reduction for distribution
- ❑ Coordinate vaccine management and implement mass immunization plan if required
- ❑ Consult with coroner on temporary morgue facilities as required
- ❑ Consult on safe disposal of bio hazardous and other dangerous material that may affect public health
- ❑ Coordinate with Emergency Social Services on preventing human health risks in Reception Centres including areas of safe food preparation, infection control practices, water quality and sanitation and accommodation standards for emergency lodging.

## EMERGENCY SOCIAL SERVICES

- ❑ Follow Memorandum of Understanding (MOU) for providing emergency social services to the residents of the Township of King
- ❑ Ensure well-being of residents who have been displaced from their homes by arranging Reception Centres, clothing, food services, registration / inquiry and personal services and family reunification services
- ❑ Establish and operate temporary and or long term Reception Centre(s) and ensure they are adequately staffed and maintained
- ❑ Notify representative of Reception Centre when their facilities are required
- ❑ Arrange for assistance from other organizations and agencies at the Reception Centre(s)
- ❑ Liaise with Public Health with respect to mutual concerns regarding operations in Reception Centre(s) that includes food safety, water quality, infection control practices and accommodation standards
- ❑ Communicate with Operations Section Chief the number of displaced residents

## PUBLIC WORKS - ROADS

- ❑ Provide ECG with information and advice on engineering and public works matters
- ❑ Advise ECG regarding the efficient and effective use of transportation, infrastructure, road maintenance, road clearing, road construction
- ❑ Establish ongoing communication with Senior Public Works official at emergency site
- ❑ Liaise with Public works representative from neighbouring communities to ensure a coordinated response
- ❑ Monitor roads to ensure any interruptions in service are addressed
- ❑ Prioritize roads to be restored
- ❑ Ensure construction, maintenance and repair of municipal roads and bridges
- ❑ Discontinue any public works service to any property as required and restore these services when appropriate
- ❑ Liaise with Utilities to disconnect any services representing a hazard and or arrange for the provision of alternate services
- ❑ Procure staff, equipment and materials to assist with the emergency as required

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## PUBLIC WORKS - WATER

- ❑ Provide ECG with information and advice on engineering and public works matters
- ❑ Establish ongoing communication with Senior Public Works Official at emergency site
- ❑ Ensure maintenance and repair of sanitary sewage / water systems
- ❑ Ensure maintenance and repair of storm sewers and drainage systems
- ❑ Provide equipment for emergency pumping operations
- ❑ Liaise with Fire concerning emergency water supplies for firefighting purposes
- ❑ Provide emergency potable water, supplies and sanitation facilities
- ❑ Discontinue any public works service to any property as required and restore these services when appropriate
- ❑ Liaise with Utilities to disconnect any services representing a hazard and or arrange for the provision of alternate services
- ❑ Liaise with Conservation Authority regarding flood control, conservation and environmental matters and being prepared to take preventative action
- ❑ Procure staff, equipment and materials to assist with the emergency as required

## BUILDING

- ❑ Provide ECG with information and advice on building safety
- ❑ Liaise with Building Department Officials from neighbouring municipalities
- ❑ Determine the need for any special equipment or resources
- ❑ Ensure sufficient staff, equipment and materials to examine and certify a building's structural integrity, order demolition, repairs or other work as required

## UTILITIES

- ❑ Provide ECG with information on outages, number of customers without service
- ❑ Monitor status of outages
- ❑ Coordinate with Public Works – Roads and Water with respect to disconnecting or discontinuing service and restoring of service to any properties

## PLANNING

- ❑ Collect, evaluate and display incident status information
- ❑ Plan for resources and how to use them
- ❑ Display resource status information
- ❑ Review current and projected resource status
- ❑ Determine Incident objectives and strategy
- ❑ Develop the Incident Action Plan
- ❑ Ensure all decisions made and actions taken by the ECG are recorded by establishing and maintaining a Master Event Log
- ❑ Ensure GIS resources are available and maps are up to date
- ❑ Post ECG objectives and priorities prominently in EOC
- ❑ Arrange for printed materials, as required
- ❑ Establish, implement and maintain the business continuity plan

## SECTION CHIEF

- ❑ Provide overall supervision and leadership to the Planning Section
- ❑ Reports to Commander
- ❑ Assume role of EOC Command in the event the CAO, CEMC and / or Alternate CEMC are unavailable

## LOGISTICS

- ❑ Coordinate:
  - Facilities
  - Transportation & Ground Support
  - Supplies
  - Food Services
  - Telecommunications
- ❑ Responsible for Resource Management
  - Order
  - Receive
  - Distribute
  - Track
  - Demobilize
- ❑ Determine which facilities should be activated to support the incident
- ❑ Arrange for and manage facilities
- ❑ Arrange for responder / personnel support (determine number and location)
- ❑ Arrange for transportation resources for purpose of transporting persons and / or supplies) and other ground support (towing, fuelling, maintenance, repair)
- ❑ Arrange for and provide food services for responding and support personnel
- ❑ Obtain, maintain and account for resources inventory (personnel, equipment, supplies)
- ❑ Develop Telecommunications Plan
- ❑ Maintain vendor inventory for facilities, equipment
- ❑ Work closely with Finance Chief to contract for and purchase resources
- ❑ Support the set-up of Reception Centres if necessary
- ❑ Debris Management
- ❑ Determine if staff and responders require family care and make arrangements
- ❑ Coordinate offers of and appeals for volunteers; ensure Volunteer Registration Forms are completed and retained; organize situation specific training for volunteers where practical

## **SECTION CHIEF**

- ❑ Provide overall supervision and leadership to the Logistics Section
- ❑ Reports to Command
- ❑ Assume role of EOC Command in the event the CAO, CEMC and / or Alternate CEMC are unavailable

## FINANCE

- ❑ Monitor and analyze Response and Recovery costs
- ❑ Track personnel time (timesheets)
- ❑ Prepare agreements and contracts
- ❑ Coordinate claims and compensations
- ❑ Provide financial summary on labour, materials and services
- ❑ Prepare forecasts on costs to complete operations
- ❑ Provide cost benefit analysis, as requested
- ❑ Provide information and advice on financial matters relative to the emergency
- ❑ Consider Disaster Recovery Assistance for Ontarians (DRAO) and Municipal Disaster Recovery Assistance

## SECTION CHIEF

- ❑ Provide overall supervision and leadership to the Finance Section
- ❑ Reports to Command
- ❑ Assume role of EOC Command in the event the CAO, CEMC and / or Alternate CEMC are unavailable

## Emergency Management Program Committee

*Ontario Regulation 380/04, s. 11(1)* states that every municipality shall have an Emergency Management Program Committee. The members are appointed by council. A chair of the committee will also be appointed by council.

The Committee is responsible for:

1. Overseeing the development, implementation and evaluation of the Township of King Emergency Management Program.
2. Advising Council on the Emergency Response Plan
3. Reviewing the plan and it's appendices) in January each year, recommend any revisions

The Committee will obtain input from outside agencies as deemed necessary or desirable.

The Township of King Emergency Management Program Committee is comprised of:

1. Mayor
2. CAO
3. CEMC \*
4. Alternate CEMC
5. Communications Officer
6. Director of Clerks & Bylaw
7. Director of Engineering & Public Works
8. Director of Parks, Recreation & Culture
9. Director of Planning & Development
10. Director of Finance & Treasurer
11. Manager of Human Resources
12. Manager of Information Technology
13. Fire Administrative Assistant

\* Chair

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4.2

## Plan Maintenance and Revision

The *Emergency Management and Civil Protection Act* s. 3 (6) states that every municipality shall review and, if necessary, revise its Emergency Response Plan every year.

The Township of King Emergency Response Plan will be maintained and distributed by the Fire Chief / CEMC.

At a minimum, this Emergency Response Plan will be reviewed annually for accuracy by the Emergency Management Program Committee and proposed administrative changes will be made to the plan by the CEMC. Amendments to the plan require formal approval from Council with the exception of changes, additions and revisions to the Annexes, and editorial or formatting changes (section numbering, page numbers).

Amendments shall be distributed to all Emergency Response Plan holders in a timely manner.

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4.3

## Testing of the Emergency Response Plan

*Ontario Regulation 380/04, s. 12 (6)* states the Emergency Control Group shall conduct an annual practice exercise for a simulated emergency incident in order to evaluate the Emergency Response Plan and its procedures.

The Township of King Emergency Response Plan will be tested in whole or part once per year.

The Emergency Notification System will be tested a minimum of once per year.

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4.4

## Training

In compliance with the *Emergency Management and Civil Protection Act, s. 3 (5)*, the Emergency Control Group members will complete the required annual training and exercises to ensure readiness of the Township of King employees and other persons to act under the Emergency Response Plan.

Emergency Control Group members, their alternates and any other plan holders will be provided with regular orientation to the Emergency Response Plan and its contents. They are encouraged to review the ERP on a regular basis to ensure a complete understanding of the process and to assist in promoting personal confidence with respect to their individual roles and responsibilities during an emergency.

## After Action Review

An After Action Review shall be completed anytime the Emergency Response Plan is activated in part or in whole. All members of the ECG and any other Township staff members, or representatives of external agencies that were involved in the emergency response, shall participate in an After Action Review within 72 hours of Terminating the Emergency.

The CEMC (or Alternate CEMC) and CAO are responsible for scheduling the After Action Review.

## ERP Distribution List

This Distribution List is used to record the name and position of every person who is a holder of the Emergency Response Plan.

### Public Copies

COPY	DEPARTMENT	TITLE
1	Clerks	King Township Municipal Centre – 2 <sup>nd</sup> Floor
2	Fire	Fire Department HQ – Assistant to the Fire Chief
3	Library	Ansnoerveldt
4	Library	King City
5	Library	Nobleton
6	Library	Schomberg

### EOC Copies

COPY	DEPARTMENT	TITLE
1	EOC	Primary EOC
2	EOC	Primary EOC
3	EOC	Primary EOC
4	EOC	Primary EOC
5	EOC	Primary EOC
6	EOC	Alternate EOC
7	EOC	Alternate EOC
8	EOC	Alternate EOC
9	EOC	Alternate EOC
10	EOC	Alternate EOC

## Confidential Copies

COPY	DEPARTMENT	TITLE
1	Administration	CAO
2	Administration	Communications Officer
3	Building	Chief Building Official
4	Clerks	Clerk
5	Clerks	Deputy Clerk / By-law
6	Council	Mayor
7	Council	Councillor – Ward 1
8	Council	Councillor – Ward 2
9	Council	Councillor – Ward 3
10	Council	Councillor – Ward 4
11	Council	Councillor – Ward 5
12	Council	Councillor – Ward 6
13	EPW	Director
14	EPW	Deputy Director
15	EPW	Operations Manager
16	EPW	Environmental Project Manager
17	Finance	Director
18	Finance	Purchasing Coordinator
19	Fire	Fire Chief / CEMC
20	Fire	Deputy Chief / Alternate CEMC
21	Fire	District Chief 3-4
22	Fire	District Chief 3-6
23	Fire	District Chief 3-8
24	HR	Manager
25	HR	Advisor
26	HR	Assistant
27	IT	Manager
28	IT	Application Support
29	IT	Desktop Support
30	IT	GIS Coordinator
31	Library	CEO / Chief Librarian
32	Library	Administrative Services Manager
33	OPP	Detachment Commander

COPY	DEPARTMENT	TITLE
34	PRC	Director
35	PRC	Deputy Manager Recreation
36	PRC	Facilities Operations Supervisor
37	PRC	Facilities Maintenance Supervisor
38	Planning	Director
39	Planning	Manager of Planning & Development
40	Planning	Planner
41	Solicitor	Aird & Berlis
42	York Region	CEMC
43	York Region	EMS
44	YRP	Chief of Police
45	YRP	1 District



Fire Chief / CEMC

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