

THE CORPORATION OF THE TOWN OF BRADFORD WEST GWILLIMBURY

EMERGENCY PLAN



The Town of Bradford West Gwillimbury is committed to providing comprehensive safety and emergency information to all residents. If you require any of the documents offered on this page in an alternate format, such as large print, Braille, electronic, or plain language, please contact 905-775-7311 ext. 4100 or kgallant@townofbwg.com.

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B.W.G. Building Department
B.W.G. Clerks Department
B.W.G. Engineering Department
 Water Division
 Waste Water Division
 Public Works Division
B.W.G. Finance Department
B.W.G. Fire & Emergency Services
B.W.G. Facilities and Parks Department
B.W.G. Planning Department
B.W.G. Public Library
B.W.G. Recreation Department

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MEMBER MUNICIPALITIES

Aurora, Town of
Barrie, City of
Bradford West Gwillimbury, Town of
Durham, Region of
East Gwillimbury, Town of
Innisfil, Town of
King, Township of
Lake Simcoe Conservation Authority
Newmarket, Town of
New Tecumseth, Town of
Simcoe, County of
York, Region of

Appendix 6 SUPPORT & ADVISORY RESOURCE LIST
AGENCIES AND SUPPLIERS DIRECTORY

Agencies
Aircraft Crash
Aircraft Crash or Vessels in Distress
Airports
Air Services
Ambulance
Bus Service
Contamination of the Atmosphere, Environment, Water
Childrens Aid
Churches
Conservation
Courier
Dangerous Goods, Transportation

Continue ... Day Care
Death or Injury
Declaring and Emergency
Divers & Diving
Doctors
Equipment
Elected Officials
Explosives
Fire & Emergency Services
Floods
Food Supplies
Fuel Dealers
Funeral Homes
Gas (Enbridge Consumers Gas)
Heavy Equipment
Health Services
Historical
Hospitals
Hydro
Immigration Services
Media (newspaper, radio, television)
Ministries, Provincial
Pesticides
Pharmacies
Police Services
Private Industries
Radio Operators
Rail
Recreational Centres
Schools
Shelters
Spills
Transportation Services
Utilities
Volunteer Agencies
Water

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Appendix 9 RECOVERY PLAN

1 FORWARD

This Plan has been prepared for the Corporation of the Town of Bradford West Gwillimbury to assist key officials, agencies and departments within the Town with general guidelines to the initial response to an emergency and provide an overview of their responsibilities during an emergency as required under the Emergency Management Act, 2002.

Since the initial response to such emergencies is almost always at the municipal level, it is important that the Town have a plan prepared for the co-ordination of all essential services to meet the stress of these emergencies in the most effective way and to avoid duplication of effort.

For this plan to be effective, it is essential that all concerned elected and appointed municipal officials be made aware of its provisions and that every official, agency and department be prepared to carry out their assigned functions and responsibilities in an emergency.

This Plan has been approved by enactment of The Corporation of the Town of Bradford West Gwillimbury, By-Law # 99-021 thereby giving legal authority to the Mayor and Council for certain measures that may need to be taken to deal with an emergency as required by Section 3 of the Emergency Management Act 2002.

2 LIST AND EXPLANATIONS OF ACRONYMS AND ABBREVIATIONS

2.1 ACRONYMS/ABBREVIATIONS

EXPLANATION

B W G	The Corporation of the Town of Bradford West Gwillimbury.
C A N U T E C	A facility operated on a 7 day a week, 24 hour a day basis by the Federal Government for the purpose of providing information on the properties and effects of dangerous goods that could become involved in transportation incidents.
C E M C	Community Emergency Management Coordinator
C E M P	Community Emergency Management Program
E O C	Emergency Operations Centre; a location having adequate space and good communications for the purpose of controlling emergency operations. Where preceded by the words Municipal, Regions or Provincial, it gives an indication of the level of

authority and control.

E P C	Emergency Preparedness Canada. The Federal Government Agency responsible for coordinating emergency arrangements between Federal Departments and between the Federal Government and the provinces.
E S M	Emergency Site Manager
I N F O C E N T R E	Information Centre. This centre will be in close proximity to the EOC. It will have adequate space and communication equipment for the specific purpose of gathering official information and disseminating it to the public and the media. Where preceded with the words Municipal, Regional or Provincial it indicates the level of authority and control.
J E P P	Joint Emergency Planning Program
M C G	Municipal Control Group
M N R	Ministry of Natural Resources
M O C S S	Ministry of Community and Social Services
M O E	Ministry of the Environment
M O H	Ministry of Health and Long Term Care
M O P S S	Ministry of Public Safety and Security
M T O	Ministry of Transportation
O P P	Ontario Provincial Police
S O P	Standard Operating Procedure. Routine drills that are performed frequently by Operations staff during a period of operations.
S S P S	South Simcoe Police Service
T E A P	Transportation Emergency Assistance Plan. A plan operated by the Canadian Chemical Producers Association a means of providing expert information

to emergency services on the dangerous goods that could become involved in transportation incidents.

3 INTRODUCTION

Emergencies are defined as situations or the threat of impending situations abnormally affecting property and the health, safety and welfare of a community, which by their nature or magnitude require a controlled and coordinated response by a number of agencies under the direction of the Municipal Control Group (MCG). These are distinct from normal, day-to-day operations carried out by the first response agencies or municipal agencies. For example Fire & Emergency Services, Police or Public Works Department.

While many emergencies could occur within the Town of Bradford West Gwillimbury, those most likely to occur are hazardous material (fixed site), human health emergencies, transportation of hazardous material, transportation accident, explosion/fires, fires (general), tornadoes or weather related incidents, agriculture and food emergencies or the “threat” of any of the foregoing in the Town of Bradford West Gwillimbury.

Legislation entitled Emergency Management Act, 2002, as amended is the primary authority enabling passage of the By-Law formulating this Emergency Plan which will govern the provisions of necessary services during an emergency. This plan also prescribes procedures under the manner in which municipal employees and other persons will respond to an emergency. Important measures enabled under the legislation and which form parts of this plan are:

- 3.1 To develop and implement emergency management programs consisting of emergency plans, training programs and exercises and public education;
- 3.2 Expenditure of monies associated with the formulation and implementation of the emergency plan;
- 3.3 Authorization for municipal employees to take appropriate action before formal declaration of an emergency;
- 3.4 Specify procedures to be taken for safety and/or evacuation of persons in an emergency area;
- 3.5 The ability to designate other members of Council who may exercise powers and perform the duties of the Mayor under the Emergency Plan during the absence of the Mayor or upon his inability to act;
- 3.6 Establish committees and designate employees to be responsible for reviewing the Emergency Plan, training employees in their function and implementing the Emergency Plan during and emergency;
- 3.7 Obtaining and distributing materials, equipment and supplies during an emergency;

- 3.8 Provide standards and procedures considered necessary or advisable for the implementation of the Emergency Plan during an emergency;
- 3.9 Shall identify and assess the hazards and risks to public safety;
- 3.10 Shall identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies; and
- 3.11 The Town of Bradford West Gwillimbury shall ensure that this Emergency Plan and the Community Emergency Management Program conforms to the standards set out under the Emergency Management Act and Regulations thereunder.

4 REQUESTS FOR ASSISTANCE

- 4.1 Assistance may be requested from the County of Simcoe at any time by contacting the County Warden. The request shall not be deemed to be a request that the County assume authority and control of the emergency.
- 4.2 Assistance may also be requested from the Province of Ontario at anytime without any loss of control or authority. Such request can be done by contacting **Emergency Management Ontario at 1-866-314-0472 24 hours a day, 7 days a week.**

5 AIM/OBJECTIVE

- 5.1 The objective of this Emergency Plan is to make provisions for the extraordinary arrangements and measures that may have to be taken to safeguard property and protect the health, safety and welfare of the inhabitants of the Town of Bradford West Gwillimbury when faced with an emergency.
- 5.2 To set out an Action Plan for the most effective employment of all essential services required in the event of an emergency or threat of an emergency.

This Action Plan is required in order that the following may be assured:

- 5.2.1 The earliest possible response to the emergency by all services that may be required and the establishment of overall control of emergency operations;
- 5.2.2 Establishment of an Emergency Operations Centre (EOC) at or close to the scene depending on the nature of the emergency;
- 5.2.3 Earliest possible control established to seal off the area of concern, to minimize crowd convergence, to maintain order at the scene of the emergency so that the emergency operations are not impeded;
- 5.2.4 Immediate action taken to eliminate all sources of potential danger in the area of the incident;

- 5.2.5 Rescue of trapped persons with a minimum of delay and the provisions of First Aid, if required, as close to the emergency areas as possible;
- 5.2.6 Provision, where necessary, of controlled evacuation and balanced distribution of casualties to hospitals;
- 5.2.7 Evaluation of buildings considered to be hazardous to the public;
- 5.2.8 Provision, where necessary, of such essential social services as may be required for persons affected by the incident and emergency services personnel involved;
- 5.2.9 Factual information is available as soon as is practicable to:
 - 5.2.9.1 All officials involved in emergency operations;
 - 5.2.9.2 The news media to alleviate public anxiety and to reduce the number of onlookers at the scene; and
 - 5.2.9.3 Concerned individuals seeking information.
- 5.2.10 Identification and assessment of various risks and hazards to public safety that could give rise to emergencies;
- 5.2.11 The identification of facilities and other elements of the infrastructure at risk from emergencies;
- 5.2.12 Requirement to conduct training programs and exercises to ensure readiness to act under emergency plans;
- 5.2.13 To review and revise plans annually; and
- 5.2.14 To review and coordinate resources with the County of Simcoe as an upper tier municipality.

6 EMERGENCY NOTIFICATION SYSTEM

- 6.1 Upon receipt of a warning of a real or potential emergency, the responding department will immediately contact the South Simcoe Police Service (SSPS), to request that the notification system be activated.
- 6.2 Upon receipt of the warning, the South Simcoe Police Service (SSPS) shall notify all members of the Municipal Control Group (MCG).
- 6.3 Upon being notified, it is the responsibility of the Municipal Control Group (MCG) officials to notify their staff and volunteer organizations.

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- 6.4 Where a threat of an impending emergency exists, the Municipal Control Group (MCG) will be notified and placed on standby.
- 6.5 The emergency notification list entitled “**Alert Control Numbers**” is located in Appendix 2 and is on yellow paper for easy identification.

7 ACTION PRIOR TO DECLARATION

- 7.1 When an emergency exists but has not yet been declared to exist, municipal employees may take such action(s) under this emergency plan as may be required to protect the lives and property in the Town of Bradford West Gwillimbury.

8 DECLARATION OF A MUNICIPAL EMERGENCY

- 8.1 The Mayor or Deputy Mayor or designate of the Town of Bradford West Gwillimbury as the Head of Council is responsible for declaring that a municipal emergency exists in the Town and may take such action and make such orders they consider necessary to protect property and the health, safety and welfare of the inhabitants of the Town. This decision is usually made in consultation with other members of the Municipal Control Group (MCG).
- 8.2 Upon such declaration, the Mayor or Deputy Mayor, in the absence of the Mayor will notify:
- 8.2.1 The Solicitor General of Ontario at the Ministry of Community Safety and Correctional Services and Emergency Management Ontario at:

77 Wellesley Street West, Box 222

Toronto ON M7A 1N3

Tel: (416) 314-3723 or

Toll Free: 1-877-314-3726

Fax: (416) 314-3758

E-mail: Operations.emo@jus.gov.on.ca

Information.emo@jus.gov.on.ca

Training.emo@jus.gov.on.ca

Website: English – www.emergencymanagementontario.ca

French – www.gestionurgenceontario.ca or www.gdu.ca

To Report Emergencies/Request Provincial Assistance

Contact the EMO Duty Officer (24/7) at:

Telephone: (416) 314-0472 / 0473 or

Toll Free: 1-866-314-0472

Fax: (416) 314-0474

(If you experience difficulty in contacting the EMO Duty Officer, call the OPP Duty Officer at 1-705-329-6950 or Fax: 1-705-329-6077.)

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- 8.2.2 The Members of Council for the Town of Bradford West Gwillimbury;
 - 8.2.3 The Warden for the County of Simcoe;
 - 8.2.4 The public via the BWG Times, Era Banner, Rogers Cable 10, A Channel News and radio broadcasts;
 - 8.2.5 Neighbouring municipal officials;
 - 8.2.6 Member of Provincial Parliament (MPP); and
 - 8.2.7 Member of Parliament (MP).
- 8.3 A Municipal emergency may be declared terminated at any time by:
- 8.3.1 The Mayor or Deputy Mayor; or
 - 8.3.2 The Member of Council for the Town of Bradford West Gwillimbury; or
 - 8.3.3 The Premier of Ontario; or
 - 8.3.4 The Ministry of Community Safety and Correctional Services.
- 8.4 Upon termination of a municipal emergency the Mayor will notify:
- 8.4.1 The Solicitor General of Ontario;
 - 8.4.2 Community Safety and Correctional Services and Emergency Management Ontario;
 - 8.4.3 The Members of Council for the Town of Bradford West Gwillimbury;
 - 8.4.4 The Warden for the County of Simcoe;
 - 8.4.5 The public via the BWG Times, Era Banner, Rogers Cable 10, A Channel News and radio broadcasts;
 - 8.4.6 Neighbouring municipal officials;
 - 8.4.7 Member of Provincial Parliament (MPP); and
 - 8.4.8 Member of Parliament (MP).

9 EOC (EMERGENCY OPERATIONS CENTRE) LOCATIONS

- 9.1 The Municipal Control Group (MCG) shall report to the EOC (Emergency Operations Centre) for the Town of Bradford West Gwillimbury located on the

main floor of the South Simcoe Police Services (Southern Division) at **100 Dissette Street Unit 7 & 8, Bradford, Ontario.**

- 9.2 In the event the above Emergency Operations Centre (EOC) cannot be used, then the alternate location will be the Bradford West Gwillimbury Fire & Emergency Services headquarters located at **75 Melbourne Drive, Bradford, Ontario.**
- 9.3 In the event either Emergency Operations Centre (EOC) cannot be used, then another designated location will be determined by the Mayor or Deputy Mayor.
- 9.4 Set up for the Emergency Operations Centre (EOC) is detailed within the Procedures Section.
- 9.5 The Infocentre for the Town of Bradford West Gwillimbury will also be situated at the South Simcoe Police Service (Southern Division) located at **100 Dissette Street Unit 7 & 8, Bradford, Ontario.**

10 MUNICIPAL CONTROL GROUP

10.1 COMPOSITION

The emergency response operations will be directed and controlled by the elected and appointed officials listed hereunder, who will assemble for the purpose at the Emergency Operations Centre (EOC) and who will be responsible for providing the essential services necessary to minimize the effects of the emergency on the community. This group will be known as the Municipal Control Group (MCG) and shall be composed of;

10.1.1 Mayor or designate
Deputy Mayor

10.1.2 Town Manager or designate

10.1.3 Clerk or designate
Deputy Clerk

10.1.4 South Simcoe Police Services (SSPS) Police Chief or designate
Deputy Chief

10.1.5 Fire Chief/CEMC or designate
Deputy Chief

10.1.6 Superintendent of Public Works or designate

10.1.7 W/WW Engineer or designate

10.1.8 Barrie Hydro Representative or designate

10.1.9 Simcoe Muskoka District Health Unit Medical Officer of Health or designate

10.1.10 Public Information Coordinator, SSPS or designate

10.1.11 Operations Officer, SSPS or designate

The Municipal Control Group (MCG) may function with only a limited number of persons depending upon the emergency. While the Municipal Control Group (MCG) may not require the presence of all the people listed as members of the control group, all members of the Municipal Control Group **must** be notified.

11 SUPPORT GROUP

11.1 Additional personnel may be required to provide support, logistics and advice to the Municipal Control Group. They may include Support and Advisory Staff and Agencies:

11.1.1 Ontario Provincial Police;

11.1.2 EMO Duty Officer (24/7);

11.1.3 Simcoe County Ambulance Services;

(i) General Manager or designate Operations Manager;

11.1.4 Hospitals;

(i) Royal Victoria, President or designate;

(ii) Southlake Regional Health Centre, President or designate;

(iii) Stevenson Memorial, Executive Director or designate;

11.1.5 County Social Services Administrator or designate;

11.1.6 A representative from the Nottawasaga Valley Conservation Authority, Secretary Treasurer or designate;

11.1.7 A representative from the Lake Simcoe Region Conservation Authority, Chief Administrative Officer, Secretary Treasurer or designate (Director of Watershed Management);

11.1.8 Waste Water Supervisor or designate;

11.1.9 Water Supervisor or designate;

11.1.10 Public/Private Utilities (gas, electrical, telephone)

- Enbridge Consumers Gas, 500 Elgin Mills Rd. E.
Richmond Hill ON L4C 5G1

Tel: 905-883-3321 Fax: 905-884-1591

- Barrie Hydro 705-722-7222 Barrie
- Newmarket Hydro 888-664-9376

- Hydro One 705-435-6268
- Bell Canada 416-310-3255
- Rogers Cable 905-836-7551

11.1.11 School Boards;
Public, Director of Education or designate;
Catholic, Director of Education or designate;

11.1.12 Provincial Ministries/Agencies

- Ministry of Environment;
- Ministry of Community and Social Services;
- Ministry of Health and Long Term Care;
- Ministry of Natural Resources;
- Canadian Red Cross;

11.1.13 Town Solicitor;

11.1.14 Chief Building Official or designate;

11.1.15 Superintendent of Drainage Commission;

11.1.16 Manager of Facilities and Parks or designate;

11.1.17 Manager of Recreation or designate;

11.1.18 Treasurer or designate;

11.1.19 Chief Executive Officer/Librarian or designate;

11.1.20 Manger of Planning or designate;

11.1.21 Senior Engineering Technologist or designate;

11.1.22 Deputy Clerk or designate;

11.1.23 Information Technology (IT) Coordinator or designate;

11.1.24 Human Resource Manager or designate;

11.1.25 Emergency Site Manager or designate;

- 11.1.26 Site Media Spokesperson as appointed by Emergency Site Manager;
 - 11.1.27 Town Consulting Engineer;
 - 11.1.28 Transportation Companies;
 - 11.1.29 Representatives from business and industry; and
 - 11.1.30 Other official experts or representatives deemed necessary by the Municipal Control Group (MCG).
- 11.2 If necessary, a volunteer “support group” consisting of members of the public or private agencies who have specialized skills, will be created for the purpose of consultation and advice. This support group, may also be called upon individually.

12 BUSINESS CYCLE

- 12.1 Members of the Municipal Control Group (MCG) will gather at regular intervals to inform each other of actions taken and problems encountered. Frequency of meetings and agenda items will be established by the Town Manger or designate. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. Maps and status boards will be prominently displayed and kept up to date by the CEMC or designate.
- 12.2 A designated South Simcoe Police Officer will act as operations Officer and ensure that the Emergency Operations Centre (EOC) functions on a business cycle or regular, uninterrupted meetings.
- 12.2.1 As soon as key members of the Municipal Control Group (MCG) are present, the Town Manager or designate shall chair each meeting of the MCG. Each Municipal Control Group (MCG) member will brief the group on the situation as his/her agency sees it (situation, potential problems, recommendations, etc.);
 - 12.2.2 Decisions will be made and information requirements will be identified;
 - 12.2.3 Time for the next meeting will be set;
 - 12.2.4 Members of the Municipal Control Group (MCG) will relay decisions or requests for information to their staff or outside agencies as necessary, and receive incoming information; and
 - 12.2.5 The next meeting will be held at the appointed time, the cycle repeats as necessary, until the emergency is terminated.

- 12.3 The Town Manager will ensure that each member of the Municipal Control Group (MCG) maintains a log. The Clerk will ensure that key information is listed on the master events log (whiteboard), and on the map. The Municipal Control Group (MCG) will be assisted by the Operation Officer, who will keep a detailed log and current mapping.

13 AUTHORITY

- 13.1 The Emergency Management Act, 2002 Section 4(1), as amended states that a “Head of Council may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as they consider necessary and are not contrary to the law to implement the Emergency Plan of the municipality and to protect the property, health, safety and welfare of the inhabitants of the emergency area.” Accordingly, it is clear that the principle function of the Municipal Control Group (MCG) and the Support and Advisory Group is to assist the Mayor in making and placing into effect any decisions and orders that are made to control and mitigate the effects of any emergency.

14 IMPLEMENTATION AND PROCEDURES

- 14.1 The Town shall formulate and emergency plan governing the provision of necessary services during an emergency and the procedures under, and the manner in which employees of the Town and other persons will respond to the emergency as required by Section 3(1) of the Emergency Management Act, 2002.
- 14.2 The Town shall conduct training programs and exercises to ensure the readiness of employees of the Town and other persons to act under the Emergency Plan as required by section 3(5) of the Emergency Management Act, 2002.
- 14.3 The Town shall review and, if necessary, revise its Emergency Plan each year as required by section 3(6) of the Emergency Management Act, 2002.
- 14.4 Emergencies could arise with or without warning. This Emergency Plan takes into account and is intended to deal with the worst case scenario; a situation that develops without warning.
- 14.5 An emergency will usually be reported to or be discovered by one of the emergency services such as Police or Fire. A senior member of either service or a member of the Municipal Control Group (MCG) should personally assume control at the site of the emergency or arrange for an onsite coordinator to replace them. Depending upon the emergency at hand, the senior official should make the decision to alert the Municipal Control Group (MCG) and have them assemble in accordance with the procedure as outlined in this Emergency Plan. (Appendix 3)

15 MUNICIPAL CONTROL GROUP OPERATIONS

Once the Municipal Control Group (MCG) has been assembled, a briefing followed by discussion will take place amongst the members present. The Mayor as Head of Council or designate will take all advice under consideration and decide whether or not to invoke the provision of the Emergency Plan.

The role of the Municipal Control Group (MCG) can best be accomplished once the emergency situation has been tabled and a general consensus has been established. A course of action can then be drafted and implemented.

16 RESPONSIBILITIES

16.1 MUNICIPAL CONTROL GROUP

The following four actions or decisions which members of the Municipal Control Group (MCG) are likely to be responsible for pertain to **every** Municipal Control Group (MCG) member in addition to their specific responsibilities listed individually:

- 16.1.1 Preparing and maintaining detailed logs outlining decisions made and actions taken, and submitting a summary of the logs to the Town Manager within one week of the termination of the emergency as required;
- 16.1.2 Notifying the agencies or groups under the direction of the Municipal Control Group (MCG) of the termination of the emergency;
- 16.1.3 Participating in the debriefing following the emergency; and
- 16.1.4 Discussing and establishing recovery processes.

The actions or decisions which members of the Municipal Control Group (MCG) are likely to be responsible for are:

- 16.1.5 Calling out and mobilizing the emergency service, agencies and equipment;
- 16.1.6 Determining if the location and composition of the Municipal Control Group (MCG) is appropriate;
- 16.1.7 Advising the Mayor on the need to designate all or part of the Town as an “emergency area”;
- 16.1.8 Advising the Mayor as to whether the declaration of an emergency is recommended;

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- 16.1.9 Coordinating and directing their services and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
 - 16.1.10 Ensuring that an Emergency Site Manger (ESM) is appointed;
 - 16.1.11 Recommending, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger;
 - 16.1.12 Discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, gas, closing down schools, malls;
 - 16.1.13 Arranging for services and equipment from local agencies NOT under municipal control i.e. private contractors, volunteer agencies, service clubs;
 - 16.1.14 Notifying and requesting assistance from and/or liaison with carious levels of government and any public or private agencies NOT under municipal control, as considered necessary;
 - 16.1.15 Ensuring that pertinent information regarding the emergency is promptly forwarded to the Public Information Coordinator and Clerk, for; dissemination to the media and public
 - 16.1.16 Authorizing expenditures of money required to deal with an emergency;
 - 16.1.17 Determining if additional volunteers are required and if appeals for volunteers are warranted;
 - 16.1.18 Determining if additional transport is required for evacuation or transport of persons and/or supplies;
 - 16.1.19 Determining the need to establish Advisory Group(s) and/or sub-committees;
 - 16.1.20 Arranging for assistance from local organizations, as necessary;
 - 16.1.21 Notifying the agencies or groups under the direction of the Municipal Control Group (MCG), of the termination of the emergency;
 - 16.1.22 Directing the discontinuation of any service without notice to any consumer in the Town on the advice of the Municipal Control Group (MCG) if continuation of such a service constitutes a public hazard within an Emergency area; and
 - 16.1.23 Annually reviewing the Emergency Plan and making recommendations for changes to the Plan and Appendixes.

16.2 HEAD OF COUNCIL

The Mayor or designate (Deputy Mayor) shall be responsible for:

16.2.1 Declaring an emergency to exist within the designated area;

16.2.2 Declaring that the emergency has terminated;

16.2.3 Notifying the Solicitor General of Ontario via Ministry of Community Safety and Correctional Services, and Emergency Management Ontario of the declaration of the emergency and termination of the emergency;

EMO Duty Officer at 416-314-0472/0473 or

Toll Free: 1-866-314-0472 and Fax: 416-314-0474

(If you experience any difficulty in contacting the EMO Duty Officer call the OPP Duty Officer at 1-705-329-6950 or Fax: 1-705-329-6077

16.2.4 Ensuring the Members of Council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation.

16.3 TOWN MANAGER

The Town Manager or designate (Clerk) shall be responsible for:

16.3.1 Activating the emergency notification system through the South Simcoe Police Service (SSPS);

16.3.2 Advising the Mayor on policies and procedures, as appropriate;

16.3.3 Chairing all meetings of the Municipal Control Group (MCG);

16.3.4 Approving, in conjunction with the Mayor, major announcements and media releases prepared by the Public Information Coordinator, in consultation with the Municipal Control Group (MCG);

16.3.5 Advising of all decisions and recommendations of the Municipal Control Group (MCG), as directed;

16.3.6 Calling out additional Town staff to provide assistance, as required;

16.3.7 Assisting the Operations Officer, the CEMC, coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings;

- 16.3.8 Notifying the required support and advisory staff of the emergency, and the location of the Emergency;
- 16.3.9 Initiating the opening, operation and staffing of switchboard at the Town Administration offices;
- 16.3.10 Redirecting all inquiries regarding decisions made by the Municipal Control Group (MCG) and the emergency as a whole, to Public Information Coordinator;
- 16.3.11 Ensuring liaison with the Public Information Coordinator to obtain current information on the emergency;
- 16.3.12 Responding to, and re-directing inquiries and reports from the public, based upon information from the Public Information Coordinator;

16.4 POLICE CHIEF

The Police Chief or Designate (Deputy Chief) shall be responsible for:

- 16.4.1 Activating the emergency notification system, and ensuring all members of the Municipal Control Group (MCG) are notified;
- 16.4.2 Notifying necessary emergency and municipal services, as required;
- 16.4.3 Establishing an ongoing communications link with the Emergency Site Manager at the scene of the emergency;
- 16.4.4 Assist with establishing an outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel in conjunction with responding agencies;
- 16.4.5 Assist with establishing an inner perimeter within the emergency area in conjunction with responding agencies;
- 16.4.6 Arranging for additional "Police Assistance", if required;
- 16.4.7 Notifying the Coroner in the event of fatalities;
- 16.4.8 Providing traffic control to facilitate the movement of emergency vehicles;
- 16.4.9 Alerting persons endangered by the emergency and coordinating evacuation procedures;
- 16.4.10 Ensuring liaison with the Simcoe County Social Services Administrator regarding the establishment and operation of evacuation centres and

reception centre;

- 16.4.11 Ensuring the protection of life and property and the provision of law and order;
- 16.4.12 Providing of police services in evacuee centres, morgues and other facilities as required;
- 16.4.13 Providing an Emergency Site Manager, if required;
- 16.4.14 Designating and opening of evacuee centres, as required, in the event of a sudden emergency and before Ontario Works Administrator can be reached;
- 16.4.15 Arranging for transportation of human resources to and from site(s);
- 16.4.16 Ensuring liaison with other municipal, provincial and federal police agencies, as required;
- 16.4.17 Ensuring that a communication link is established between the Municipal Control Group (MCG) and the Emergency Site Manager (ESM); and
- 16.4.18 The provision and securing of equipment and supplies not owned by the Town of Bradford West Gwillimbury.

16.5 FIRE CHIEF/CEMC

The Fire Chief/CEMC or designate (Deputy Fire Chief) or Alternate CEMC (Clerk) shall be responsible for:

- 16.5.1 Activating the emergency notification system through the South Simcoe Police Services;
- 16.5.2 Notifying necessary emergency and municipal services, as required;
- 16.5.3 Providing the Municipal Control Group (MCG) with information and advice on fire fighting and rescue matters;
- 16.5.4 Establishing an ongoing communications link with the Senior Fire Official at the scene of the emergency;
- 16.5.5 Arranging for the provision of additional fire fighting personnel and equipment if needed;
- 16.5.6 Determining if additional or special equipment is needed and recommend possible sources of supply, i.e. breathing apparatus, protective clothing,;

- 16.5.7 Providing assistance to other municipal services and agencies and being prepared to take charge of or contribute to non-fire fighting operations if necessary, e.g., rescue, first aid, casualty collection, evacuation, etc.;
- 16.5.8 Assist with establishing an inner perimeter within the emergency area in conjunction with responding agencies;
- 16.5.9 Assist with establishing an outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel in conjunction with responding agencies;
- 16.5.10 Providing an Emergency Site Manager (ESM), if required;
- 16.5.11 Informing the Mutual Aid Fire Coordinator and/or initiating mutual aid arrangements for the provision of additional fire fighting personnel and equipment, if needed;
- 16.5.12 Arranging for transportation of human resources to and from site(s);
- 16.5.13 Ensuring liaison with the Fire Chief from neighbouring communities to ensure a coordinated response; and
- 16.5.14 The provision and securing of equipment and supplies not owned by the Town of Bradford West Gwillimbury.

16.6 SUPERINTENDENT OF PUBLIC WORKS

The Superintendent of Public Works or designate Foreman Urban or Rural shall be responsible for:

- 16.6.1 Activating the emergency notification system through the South Simcoe Police Services (SSPS);
- 16.6.2 Providing the Municipal Control Group (MCG) with information and advice on public works matters;
- 16.6.3 Ensuring liaison with the Superintendent of Public Works from neighboring municipalities to ensure a coordinated response;
- 16.6.4 Providing the construction, maintenance and repair of Town roads;
- 16.6.5 Ensuring liaison with Barrie Hydro to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or

functions;

- 16.6.6 Providing public works vehicles and equipment as required by any other emergency service;
- 16.6.7 Maintaining liaison with flood control, conservation and environmental agencies and being prepared to take preventive action;
- 16.6.8 Ensuring liaison with neighbouring utilities, Ontario Hydro, and Enbridge Gas to ensure a coordinated response;
- 16.6.9 Providing an Emergency Site Manager (ESM) if required;
- 16.6.10 Providing equipment for emergency pumping operations;
- 16.6.11 Discontinuing any public works service or utility to any consumer, as required, and restoring these services when appropriate;
- 16.6.12 Coordinating the acquisition, distribution and scheduling of various modes of transport (i.e. public transit, school buses, trains, boats and trucks) for the purpose of transporting persons and/or supplies as required, for members of the Municipal Control Group (MCG) and the Support and Advisory Group;
- 16.6.13 Ensuring that a record is maintained of drivers and operators involved;
- 16.6.15 Procuring staff to assist, as required; and
- 16.6.16 The provision and securing of equipment and supplies not owned by the Town of Bradford West Gwillimbury.

16.7 W/WW ENGINEER

The W/WW Engineer or designate shall be responsible for;

- 16.7.1 Coordinating the provision of emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health;
- 16.7.2 Overseeing maintenance of sanitary sewer and water systems;
- 16.7.3 Providing equipment for emergency pumping operations;
- 16.7.4 Ensuring liaison with the Fire Chief concerning emergency water supplies for fire fighting purposes;
- 16.7.5 Providing all W/WW personnel and W/WW equipment that is required at

the scene of the emergency;

16.7.6 The provision and securing of equipment and supplies not owned by the Town of Bradford West Gwillimbury;

16.7.7 Activating the emergency notification system through the South Simcoe Police Services (SSPS);

16.7.8 Providing an Emergency Site Manager (ESM), if required; and

16.7.9 Procuring staff to assist, as required.

16.8 BARRIE HYDRO

The Barrie Hydro Representative or designate, shall be responsible for;

16.8.1 Providing equipment for emergency operations;

16.8.2 Discontinuing any utility to any consumer, as required and restoring these services when appropriate;

16.8.3 Ensuring liaison with neighbouring utilities, Hydro One, and Enbridge Gas to ensure a coordinated response;

16.8.4 Providing all personnel and equipment that is required at the scene of the emergency; and

16.8.5 The provision and securing of equipment and supplies not owned by the Town of Bradford West Gwillimbury.

16.9 EMERGENCY HEALTH SERVICES/MEDICAL OFFICER OF HEALTH

The Simcoe Muskoka District Health Unit representative, Medical Officer of Health or designate shall be responsible for:

16.9.1 Coordinating all public health services with various Municipal Control Group (MCG) members, emergency and support services, and related agencies in the emergency operation centre;

16.9.2 Ensuring liaison with the Ontario Ministry of Health, (Public Health Branch) and area Medical Officers of Health, as required;

16.9.3 Providing advice on any matters which may adversely affect Public Health within Simcoe County;

16.9.4 Providing authoritative instructions on health and safety matters to the

public through the Public Information Coordinator;

- 16.9.5 Coordinating the response to communicable disease related emergencies or anticipated epidemics, according to the Ministry of Health Policies;
- 16.9.6 Ensuring liaison with appropriate public, voluntary and private agencies, as required , for augmenting and coordinating public health resources;
- 16.9.7 Ensuring coordination of agency resources to prevent and control the spread of disease during an emergency within Simcoe County;
- 16.9.8 Ensuring liaison with Ministry of Community and Social Services and Simcoe County Social Services Administrator on areas of mutual concern regarding operations in evacuee centers;
- 16.9.9 Ensuring liaison with the Public Works Superintendent and W/WW Engineer within Bradford West Gwillimbury to ensure the provision of potable water, community sanitation, maintenance and sanitary facilities;
- 16.9.10 Activates and terminates the Simcoe County District Health Unit Emergency Response Plan and Alerting System;
- 16.9.11 Providing Emergency on Site Manager as required, which attends the site command post activating and coordinating a public health response in collaboration with other agencies and municipalities;
- 16.9.12 Coordinating the storage, handling and distribution of vaccines across Simcoe County;
- 16.9.13 Initiating mass vaccination during outbreaks of disease within affected municipalities in Simcoe County;
- 16.9.14 Providing for the inspection of evacuation centers, makes recommendations and initiates remedial action in areas of:
 - 16.9.14.1 Accommodation standards relating to overcrowding, crowd control, security, sewage and waste disposal, monitor water supply, air quality, sanitation, and facility layout and operation;
 - 16.9.14.2 Food handling, storage, preparation and service;
 - 16.9.14.3 General health and safety involving injury prevention;
- 16.9.15 Ensuring liaison with local social service agencies who are of mutual concern regarding evacuation centers including:

- 16.9.15.1 Victim assessment, support and referral;
- 16.9.15.2 Public health information and community networks;
- 16.9.16 Providing inspection and advice, in collaboration with municipal representatives within the affected communities, regarding the evacuation of residential buildings which pose a public health threat;
- 16.9.17 Ensuring liaison with the District Coroner to coordinate the activities of the mortuary within the community and provide assistance where necessary;
- 16.9.18 Providing instruction and health information through public service announcements and information networks;
- 16.9.19 Providing resource support and consultation to emergency service workers; and
- 16.9.20 Evaluating post-emergency effectiveness and efficiency in the execution of the agency's responsibilities through debriefing sessions and liaison with Emergency Control groups and from each municipality.

16.10 PUBLIC INFORMATION COORDINATOR

The Public Information Coordinator or designate shall be responsible for:

- 16.10.1 Organizing and supervising the Operations Centre, Emergency Operations Centre (EOC) and Information Centre (INFOCENTRE) and in particular, making arrangements for obtaining and displaying up to date information at all times. Being responsible for the coordination of all operations concerned;
- 16.10.2 Being responsible for media arrangements and assist in preparation and issue of press and public announcements;
- 16.10.3 Reporting to Municipal Control Group (MCG) on all reports received from the scene;
- 16.10.4 Overseeing the establishment of the INFOCENTRE and the reporting and inquiry service to provide specific information regarding people who may be affected by the emergency;
- 16.10.5 Arranging for assistance from local organizations as necessary;
- 16.10.6 Upon arrival at the Emergency Operations Centre (EOC), reporting to the Police Chief to be briefed on the emergency situation;
- 16.10.7 Establishing a communication link with the site media spokesperson, the

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- Town Manager, and any other media Coordinators (i.e. Provincial, federal, private industry) involved in the incident, and ensuring that all information released to the media and public is consistent and accurate;
- 16.10.8 Ensuring that the media centre is set up and staffed;
- 16.10.9 Ensuring liaison with the Municipal Control Group (MCG) to obtain up to date information for media releases, coordinate individual interviews and organize press conferences;
- 16.10.10 Ensuring that the following are advised of the telephone number of the media centre:
- 16.10.10.1 Media
 - 16.10.10.2 Control Group
 - 16.10.10.3 Switchboard (Town and Emergency Services)
 - 16.10.10.4 Site Media Spokesperson
 - 16.10.10.5 Police Public Relations Officer
 - 16.10.10.6 Clerk
 - 16.10.10.7 Neighbouring Municipalities
 - 16.10.10.8 Any other appropriate persons, agencies or businesses;
- 16.10.11 Providing direction and regular updates to the Town Manager to ensure that the most accurate and up to date information is disseminated to the public;
- 16.10.12 Ensuring that the media releases are approved by the Town Manager (in conjunction with the Mayor) prior to dissemination, and distributing hard copies of the media release to the Public Information Centre, the Municipal Control Group, Town Manager and other key person handling inquiries from the media;
- 16.10.13 Monitoring news coverages, and correcting any erroneous information;
- 16.10.14 Maintaining copies of media releases and newspaper articles pertaining to the emergency;
- 16.10.15 Dissemination of news and information to the media and the public; and
- 16.10.16 Recording all media broadcasts.

16.11 OPERATIONS OFFICER

The Operations Officer (South Simcoe Police) or designate shall be responsible for:

- 16.11.1 Determining that the Emergency Operations Centre (EOC) and INFOCENTRE has the necessary equipment and supplies to ensure efficient functioning;

- 16.11.2 Providing liaison between Emergency Site Manager (ESM) and EOC and INFOCENTRE Public Information Coordinator;
- 16.11.3 Arranging for the provision of any equipment either locally or provincially which may be required at the emergency site;
- 16.11.4 Arranging for rescue vehicles and personnel to be at the emergency site in the shortest possible time;
- 16.11.5 Scheduling the personnel for the duration of the emergency;
- 16.11.6 Monitoring and coordinating, the operations of any temporary shelters;
- 16.11.7 Establishing and ensuring secure communications between the Operations Centre and the emergency site;
- 16.11.8 Ensuring adequate supplies, facilities and space requirements;
- 16.11.9 Ensuring provision of a room where the Municipal Control Group (MCG) can meet;
- 16.11.10 Ensuring provision of a communications or operations room;
- 16.11.11 Ensuring provision of rooms for support staff, advisors, sub committees;
- 16.11.12 Ensuring provision of a separate area for a media centre with working space for media, plus space for news conferences and room for the public information staff;
- 16.11.13 Ensuring provision of work areas for members of the Municipal Control Group and their staff;
- 16.11.14 Ensuring provision of rest areas, dining areas (with cafeteria and kitchen facilities) and washrooms (with showers);
- 16.11.15 Ensuring provision of adequate parking and good security; and
- 16.11.16 Ensuring provision of storage space for equipment.

16.12 CLERK/ALTERNATE CEMC

The Clerk or designate (Deputy Clerk) shall be responsible for:

- 16.12.1 Recording all decisions and recommendations of the Municipal Control Group (MCG);
- 16.12.2 Ensuring all decisions, recommendations and actions made or taken by the Municipal Control Group (MCG) are recorded;

- 16.12.3 Arranging for printing of material;
- 16.12.4 Ensuring reception operators are informed of Municipal Control Group (MCG) members telephone numbers in the Emergency Operations Centre
- 16.12.5 Coordinating the provision of clerical staff to assist in Emergency Operations Centre, as required;
- 16.12.6 Procuring staff to assist, as required;
- 16.12.7 Upon directing from the Mayor, arranging special meetings of Council, as required, and advisory members of Council, of the time, date and location of meetings;
- 16.12.8 Upon direction from the Mayor, ensuring that all Members of Council are advised of the declaration and termination of the emergency;
- 16.12.9 Establishing Citizen Inquiry Services, including the appointment of personnel and designation of telephone lines and informing of designated telephone numbers;
- 16.12.10 Apprising the effected emergency services, the Municipal Control Group and Town switchboards of the establishment of the Citizen Inquiry Service and designated telephone numbers; and
- 16.12.11 Redirecting inquiries pertaining to the investigation of the emergency, deaths, injuries or matters of personnel involved with or affected by the emergency to the appropriate emergency service.

17 RESPONSIBILITIES

17.1 SUPPORT AND ADVISORY GROUP

The following three actions or decisions which members of the Support and Advisory Group are likely to be responsible for pertain to **every** Support and Advisory Group member in addition to their specific responsibilities listed individually

- 17.1.1 Preparing and maintaining detailed logs outlining decisions made and actions taken and submitting a summary of the logs to the Town Manager within one week of the termination of the emergency, as required;
- 17.1.2 Participating in the internal Bradford West Gwillimbury debriefing following the emergency; and
- 17.1.3 Discussing and establishing recovery processes.

The following staff may be required to provide support, logistics, and advice to the Municipal Control Group (MCG):

Telecommunications Coordinator
Emergency Site Manager
Site Media Spokesperson
Manager of Facilities and Parks
Manager of Recreation
Information Technology Coordinator
Human Resource Manager
Waste Water Supervisor
Water Supervisor
Chief Executive Officer / Librarian
Chief Building Official
Manager of Planning
Treasurer
Senior Engineering Technologist
Town Consulting Engineer
Town Solicitor
Deputy Clerk
School Boards
Simcoe County District School Board
Simcoe Muskoka Catholic District School Board
Ontario Provincial Police
Hospital Administrators
Ambulance Services
Ontario Works-Social Services
Conservation Authorities
Nottawasaga Valley Conservation Authority
Lake Simcoe Region Conservation Authority
Utilities
Bell Canada
Enbridge Gas
Hydro One
The Canadian Red Cross
Representatives of Business
Representatives of Private Industry
Provincial Ministries and Agencies

17.2 EMERGENCY SITE MANAGER

The Emergency Site Manager (ESM) shall be responsible for:

17.2.1 All operations at the scene, and will be in charge of the scene;

- 17.2.2 Establishing communications with other agencies on the site and with the Emergency Operations Centre (EOC);
- 17.2.3 Sealing off the emergency area;
- 17.2.4 Establishing a site command post with communications to the Emergency Operations Centre (EOC);
- 17.2.5 Controlling and if necessary, disperse crowds within the “Emergency Area”;
- 17.2.6 Conducting evacuation of buildings or areas when necessary;
- 17.2.7 Protecting property in the emergency area;
- 17.2.8 Establishing an outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel in conjunction with responding agencies;
- 17.2.9 Establishing an inner perimeter within the emergency area in conjunction with responding agencies;
- 17.2.10 Arranging for additional “Police/Fire assistance”, if required;
- 17.2.11 Organizing a management team and arranging a management cycle;
- 17.2.12 Determining the inner and outer perimeter and ensuring that they are set up;
- 17.2.13 Organizing the layout of the site;
- 17.2.14 Conferring with the heads of other agencies at the site, to ascertain what is happening and what is needed;
- 17.2.15 Passing information on what is happening, and requests for resources up the line to the Emergency Operations Centre (EOC) and Emergency Site Manager (EMS);
- 17.2.16 Obtaining direction and relaying information from the Municipal Control Group (MCG);
- 17.2.17 Determining what resources are necessary, and requesting same through the Municipal Control Group (MCG);
- 17.2.18 Arranging a system or reliefs for site workers;
- 17.2.19 Establishing and coordinating a media information centre in a safe, appropriate location, at or near the site, for the media to assemble;

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- 17.2.20 Establishing a communication link and liaison regularly with the Public Information Coordinator at the Emergency Operations Centre (EOC).
 - 17.2.21 Redirecting all inquiries regarding decisions made by the Municipal Control Group (MCG) and the emergency as a whole, to the Public Information Coordinator;
 - 17.2.22 Advising agencies of the location and telephone number(s) of the Information Centre;
 - 17.2.23 Ensuring that media arriving at the site are directed to the site information centre;
 - 17.2.24 Where necessary and appropriate, coordinating media photograph sessions at the scene;
 - 17.2.25 Coordinating on scene interviews between the emergency services personnel and the media;
 - 17.2.26 Ensuring access to the site is limited to essential personnel, and that the site is appropriately organized;
 - 17.2.27 Deciding what is the aim of the emergency response. (Can the problem be solved, or should you allow the event to run its course and simply act to preserve life or property? Do you fight the emergency, or flee from it?);
 - 17.2.28 Defining priorities. Resources are limited. (In doing this, it is helpful to remember what the aim is);
 - 17.2.29 Administration and logistics, food, fuel, sanitation, rest areas, etc.;
 - 17.2.30 Acquiring information about the emergency and the actions which are being taken to bring it under control, and make sure that information is disseminated to the appropriate agencies;
 - 17.2.31 Establishing a meeting and briefing cycle where all agencies involved with the site operations meet to exchange information to make decisions and ensure all information is disseminated;
 - 17.2.32 Establishing and maintaining communications; ensuring that information flows from the site of the Emergency Operations Centre (EOC) and direction from the Emergency Operations Centre (EOC) is transmitted to the site;
 - 17.2.33 Learning what resources are available within the community and from other sources;
 - 17.2.34 Maintaining a reserve of resources and manpower to deal with the

unexpected;

- 17.2.35 Arranging shifts, and ensuring rest schedules are enforced in a protracted operation;
- 17.2.36 Establishing a communication link with the Site Media spokesperson, the Town Manager and any other media coordinator(s) (i.e. Provincial, federal, private industry, etc.) involved in the incident, and will ensure that all information released to the media and public is consistent and accurate;
- 17.2.37 Liaison with the Municipal Control Group (MCG) to obtain up to date information for media releases; Coordinating individual interviews and organizing press conferences;
- 17.2.38 Providing direction and regular updates to the Citizen Inquiry Supervisor to ensure that the most accurate and up to date information is disseminated to the public;
- 17.2.39 Ensuring that the following are advised of the telephone number of the media centre;
 - 17.1.39.1 Media
 - 17.1.39.2 Municipal Control Group (MCG)
 - 17.1.39.3 Switchboard (Town and Emergency Services)
 - 17.1.39.4 Site Media Spokesperson
 - 17.1.39.5 Police Public Relations Officer
 - 17.1.39.6 Neighbouring Communities
 - 17.1.39.7 Town Manager
 - 17.1.39.8 Any other appropriate persons, agencies or businesses
- 17.2.40 Ensuring that the media releases are approved by the Town Manager (after consultation with the Mayor) prior to dissemination, distributing hard copies of the media release to the Public Information Centre, the Municipal Control Group (MCG), Citizen Inquiry Supervisor and other key persons handling inquiries from the media.

17.3 SITE MEDIA SPOKESPERSON

The Site Media Spokesperson (South Simcoe Police Service) will be appointed by the Emergency Site Manager and shall be responsible for:

- 17.3.1 Establishing and coordinating a media information centre in a safe, appropriate location, at or near the site, for the media to assemble;
- 17.3.2 Establishing a communication link and liaison with the Public Information Coordinator or at the Emergency Operations Centre (EOC);

17.3.3 Advising the following persons and agencies of the location and telephone number(s) of the Site Media Information Centre;

- 17.3.3.1 Emergency Site Manager
- 17.3.3.2 Police Public Relations Officer
- 17.3.3.3 Emergency services personnel at scene (where possible)
- 17.3.3.4 Public Information Coordinator(s)
- 17.3.3.5 Media
- 17.3.3.6 Any other appropriate personnel or agencies

17.3.4 Ensuring that media arriving at the site are directed to the site information centre;

17.3.5 Where necessary and appropriate, coordinating media photograph session at the scene; and

17.3.6 Coordinating on scene interviews between the emergency services personnel and the media.

17.4 MANAGER OF FACILITIES AND PARKS

The Manager of Facilities and Parks or designate shall be responsible for:

17.4.1 Maintaining all Town facilities;

17.4.2 Providing security for all town facilities, as required;

17.4.3 Providing identification cards to the Municipal Control Group (MCG) members and Support and Advisory Group;

17.4.4 Coordinating the maintenance and operation of feeding, sleeping and meeting areas at the Municipal Control Group (MCG, as required);

17.4.5 Coordinating and processing requirements for volunteers under the direction of the Municipal Control Group (MCG);

17.4.6 Under the direction of the Municipal Control Group (MCG), coordinating offers of appeals for volunteers; and

17.4.7 Providing advice to the Town Manager and Municipal Control Group (MCG) on matters of Facilities, Parks and Cemeteries as they may apply to the actions of the Town of Bradford West Gwillimbury in its response to the emergency, as requested.

17.5 MANAGER OF RECREATION

The Manager of Recreation or designate shall be responsible for:

- 17.5.1 Food for staff, volunteers and procuring staff to assist, as required;
- 17.5.2 Establish and maintaining reception centers with operators;
- 17.5.3 Selecting the most appropriate site for registration of human resources;
- 17.5.4 Ensuring records of human resources and administrative details, that may involve financial liability, are completed;
- 17.5.5 When volunteers are involved, ensuring that a Volunteer Registration Form is completed, and a copy of the form is retained for Town records;
- 17.5.6 Providing and ensuring identification cards are issued to volunteers and temporary employees, where practical; and
- 17.5.7 Obtaining assistance, if necessary, from Employment and Immigration Canada, as well as other government departments, public and private agencies and volunteer groups.

17.6 INFORMATION TECHNOLOGY (IT) COORDINATOR

The IT Coordinator or designate shall be responsible for:

- 17.6.1 Providing advice to the Town Manager and Municipal Control Group (MCG) on matters of Information Technology as they may apply to the actions of the Town of Bradford West Gwillimbury in its response to the emergency, as requested.

17.7 HUMAN RESOURCE MANAGER

The Human Resource Manager or designate shall be responsible for:

- 17.7.1 Providing advice to the Town Manager and Municipal Control Group (MCG) on Human Resource matters as they may apply to the actions of the Town of Bradford West Gwillimbury in its response to the emergency, as requested.

17.8 WATER SUPERVISOR OR DESIGNATE

The Water Supervisor or designate shall be responsible for:

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- 17.8.1 Providing advice to the Town Manager and Municipal Control Group (MCG) on water related matters as they may apply to the actions of the Town of Bradford West Gwillimbury in its response to the emergency, as requested.

17.9 CHIEF EXECUTIVE OFFICER (LIBRARIAN)

The Chief Executive Officer (CEO) or designate shall be responsible for:

- 17.9.1 Providing advice to the Town Manager and Municipal Control Group (MCG) on matters of the Library as they may apply to the actions of the Town of Bradford West Gwillimbury in its response to the emergency, as requested.

17.10 CHIEF BUILDING OFFICIAL

The Chief Building Official or designate shall be responsible for:

- 17.10.1 Providing advice to the Town Manager and Municipal Control Group (MCG) on matters of Building as they may apply to the actions of the Town of Bradford West Gwillimbury in its response to the emergency, as requested; and
- 17.10.2 Prohibiting the use or occupancy of building(s) and taking measures necessary to terminate immediate danger to the health or safety of any persons posed by said buildings.

17.11 MANAGER OF PLANNING

The Manger of Planning or designate shall be responsible for:

- 17.11.1 Providing advice to the Town Manager and Municipal Control Group (MCG) on matters of Planning as they may apply to the actions of the Town of Bradford West Gwillimbury in its response to the emergency, as requested.

17.12 TREASURER

The Treasurer or designate shall be responsible for:

- 17.12.1 Providing advice to the Town Manager and Municipal Control Group (MCG) on matters of Finance as they may apply to the actions of the Town of Bradford West Gwillimbury in its response to the emergency, as requested;
- 17.12.2 Providing liaison, if necessary, with the Treasurer(s) of neighbouring municipalities;
- 17.12.3 Providing liaison, if necessary, with the Human Resource Manager regarding staff overtime payment in accordance with existing collective agreements and non union policies.

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- 17.12.4 Ensuring that records of expenses are maintained for future claim purposes;
 - 17.12.5 Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during the emergency;
 - 17.12.6 Providing liaison with purchasing agents of the neighbouring communities, if necessary; and
 - 17.12.7 Maintaining and updating a list of all vendors (including 24 hour contact numbers) who may be required to provide supplies and equipment.

17.13 SENIOR ENGINEERING TECHNOLOGIST

The Senior Engineering Technologist (SET) or designate shall be responsible for:

- 17.13.1 Providing advice to the Town Manager and Municipal Control Group (MCG) on Engineering matters as they may apply to the actions of the Town of Bradford West Gwillimbury in its response to the emergency, as requested.

17.14 TOWN SOLICITOR

The Town Solicitor or designate shall be responsible for:

- 17.14.1 Providing advice to the Town Manager and Municipal Control Group (MCG) on matters of a legal nature as they may apply to the actions of the Town of Bradford West Gwillimbury in its response to the emergency, as requested.

17.15 DEPUTY CLERK

The Deputy Clerk or designate shall be responsible for:

- 17.15.1 Assisting the Clerk, as required;
- 17.15.2 Upon direction from the Clerk, notifying the required support and advisory staff of the emergency, and the location of the Emergency Operations Centre (EOC);
- 17.15.3 Initiating the opening, operation and staffing of switchboard at the community offices, as the situation dictates, and ensuring operators are informed of the Municipal Control Group members' telephone numbers in the Emergency Operations Centre (EOC);
- 17.15.4 Assisting the Clerk with the responsibilities of the Citizen Inquiry Supervisor and develop tracking form;

17.15.5 Arranging for the printing of materials, as required;

17.15.6 Coordinating the provision of the clerical staff to assist in the Emergency Operations Centre (EOC), as required;

17.15.7 Procuring staff to assist, as required; and

17.15.8 Providing advice to the Town Manager and Municipal Control Group (MCG) on matters of Administration as they may apply to the actions of the Town of Bradford West Gwillimbury in its response to the emergency, as requested.

**17.16 THE SIMCOE COUNTY & DISTRICT BOARD OF EDUCATION and
THE SIMCOE MUSKOKA CATHOLIC DISTRICT SCHOOL BOARD**

The Director of Education or designate shall be responsible for:

17.16.1 Providing any school (as appropriate and available) for use as an evacuation or reception centre;

17.16.2 Providing advice to the Town Manager and Municipal Control Group (MCG) on matters of education as they any apply to the actions of the Town of Bradford West Gwillimbury in its response to the emergency, as requested;

17.16.3 Upon being contacted by the Simcoe County Social Services Administrator or designate, providing a Simcoe County Board of Education/Simcoe Muskoka Catholic District School Board representative(s) to coordinate and provide direction with respect to the maintenance, use and operation of the facilities being utilized as evacuation or reception centre; and

17.16.4 In the event of an emergency during normal school hours, the principal(s) of the affected school(s), until directed otherwise, is/are responsible for:

17.16.4.1 Implementing the school “Stay Put” Emergency Plan, or

17.16.4.2 Implementing the school “Evacuation Plan”, as advised by the Municipal Control Group (MCG), depending on the nature and scope of the emergency.

17.17 ONTARIO PROVINCIAL POLICE

The Commissioner or designate Duty Officer shall be responsible for:

17.17.1 Providing advice to the Town Manager and Municipal Control Group (MCG) on policing matters as they may apply to the actions of the Town

of Bradford West Gwillimbury in its response to the emergency, as requested.

17.18 HOSPITAL ADMINISTRATOR

The Hospital Administrator for:

- a) Royal Victoria, President or designate
- b) Southlake Regional Health Centre, President or designate
- c) Stevenson Memorial, Executive Director or designate

Shall be responsible for:

- 17.18.1 Implementing the hospital emergency plan;
- 17.18.2 Ensuring liaison with the Medical Officer of Health and local ambulance representatives with respect to hospital and medical matters, as required;
- 17.18.3 Evaluating requests for the provision of medical site teams/medical triage teams;
- 17.18.4 Ensuring liaison with the Ministry of Health, as appropriate; and
- 17.18.5 Notifying the services, agencies or groups under their direction, of the termination of the emergency.

17.19 PARAMEDIC SERVICES

The Director of Simcoe County Paramedic Services or designate shall be responsible for:

- 17.19.1 Ensuring liaison with the Medical Officer of Health, Ministry of Health, Fire Chief, Police Chief with respect to medical matters, as required;
- 17.19.2 Responding to requests for the provisions of medical site teams, medical triage teams; and
- 17.19.3 Notifying the services, agencies or groups under their direction of the termination of the emergency.

17.20 SOCIAL SERVICES OFFICER

The Social Services Officer for the County of Simcoe or designate shall be responsible for:

- 17.20.1 Ensuring the well being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration

and inquiries and personal services;

- 17.20.2 Supervising the opening and operation of temporary and/or long term evacuee centres, and ensuring they are adequately staffed;
- 17.20.3 Authorizing financial assistance to persons in need for the purposes of basic necessities in the event of an emergency;
- 17.20.4 Authorizing reimbursement to the municipality for emergency expenditures required for the purpose of providing basic necessities, such as food, supplies, etc., for evacuation centres in the event of an emergency;
- 17.20.5 Maintaining accurate records of all expenditures authorized for the purpose of basic necessities under the emergency response plan;
- 17.20.6 Requesting reimbursement from the Ministry of Community and Social Services for financial expenditures incurred as a result of funding basic necessities in an emergency;
- 17.20.7 Ensuring liaison with Municipalities, Red Cross and Public Health with regard to the funding of basic necessities and assist with the provision of Registration & Inquiry, Shelter Management, Emergency Clothing, Food and Personal Services in the event of an emergency;
- 17.20.8 Ensuring liaison with the South Simcoe Police Chief with respect to the predesignation of evacuee centres which can be opened on short notice;
- 17.20.9 Ensuring liaison with the Simcoe County Medical Officer of Health on areas of mutual concern regarding operations in evacuee centres;
- 17.20.10 Ensuring that a representative from the Simcoe County Public and/or Separate School Boards are notified when a facility(s) is/are required as evacuee reception centres, and that staff and volunteers utilizing the school facility(s) take direction from Board representatives with respect to its/their maintenance, use and operation;
- 17.20.11 Providing advice to the Municipal Control Group (MCG) and any requests for emergency purchases of food, supplies, etc., that cannot be obtained in any other way; and
- 17.20.12 Ensuring liaison with Homes for the Aged, LeBlanc Nursing Home, and Bradford Valley Long Term Care Facility.

17.21 NOTTAWASAGA VALLEY CONSERVATION AUTHORITY

The Secretary-Treasurer, Conservation Services Director or designate shall be responsible for:

- 17.21.1 Providing advice to the Town Manager and Municipal Control Group (MCG) on matters of conservation, environment and flooding as they may apply to the actions of the Town of Bradford West Gwillimbury in its response to the emergency, as requested.

17.22 LAKE SIMCOE REGION CONSERVATION AUTHORITY

The Chief Administrative Officer, Secretary Treasurer, and Director of Watershed Management or designate shall be responsible for:

- 17.22.1 Providing advice to the Town Manager and Municipal Control Group (MCG) on matters of conservation, environment and flooding as they may apply to the actions of the Town of Bradford West Gwillimbury in its response to the emergency, as requested;
- 17.22.2 Monitor watershed and weather conditions and operate a flood forecasting system in order to provide warning of anticipated or actual flood conditions;
- 17.22.3 Issue Flood Advisory and Flood Warning bulletins to municipalities and other appropriate agencies to advise of potential flooding;
- 17.22.4 Operate Conservation Authority dams and flood control structures to reduce the effects of flooding;
- 17.22.5 Provide advice to Municipalities in preventing or reducing the effects of flooding; and
- 17.22.6 Maintain communications with Municipalities and the Aviation, Floor & Fire Management Branch (AFFMB) of the Ministry of Natural Resources during a flood event.

17.23 BELL CANADA

A representative of Bell Canada shall be responsible for:

- 17.23.1 Providing advice to the Town Manager and Municipal Control Group (MCG) on matters of telecommunications as they may apply to the actions of the Town of Bradford West Gwillimbury in its response to the emergency, as requested.

17.24 ENBRIDGE CONSUMERS GAS

A representative of Enbridge Consumers Gas shall be responsible for:

- 17.24.1 Providing advice to the Town Manager and Municipal Control Group (MCG) on matters of gas pipelines as they may apply to the actions of the Town of Bradford West Gwillimbury in its response to the emergency, as requested.

17.25 HYDRO ONE

A representative of Hydro One shall be responsible for:

- 17.25.1 Providing advice to the Town Manager and Municipal Control Group (MCG) on electrical matters as they may apply to the actions of the Town of Bradford West Gwillimbury in its response to the emergency, as requested.

17.26 WASTE WATER SUPERVISOR

The Waste Water Supervisor or designate shall be responsible for:

- 17.26.1 Providing advice to the Town Manager and Municipal Control Group (MCG) on matters of waste water as they may apply to the actions of the Town of Bradford West Gwillimbury in its response to the emergency, as requested.

17.27 THE CANADIAN RED CROSS

A representative of The Canadian Red Cross shall be responsible for:

- 17.27.1 Providing advice to the Town Manager and Municipal Control Group (MCG) on social matters as they may apply to the actions of the Town of Bradford West Gwillimbury in its response to the emergency, as requested; and
- 17.27.2 Ensuring liaison with Bradford West Gwillimbury, and Public Health Unit with regard to the funding of basic necessities and assist with the provision of Registration & Inquiry, Shelter Management, Emergency Clothing, Food and Personal Services in the event of emergency evacuation procedures.

17.28 PRIVATE INDUSTRY

A representative from the Private Industry shall be responsible for:

- 17.28.1 Providing advice to the Town Manager and Municipal Control Group (MCG) on matters of private industry as they may apply to the actions of the Town of Bradford West Gwillimbury in its response to the emergency, as requested.

17.29 PROVINCIAL MINISTRIES

A representative from the Provincial Ministries shall be responsible for:

- 17.29.1 Providing advice to the Town Manager and Municipal Control Group (MCG) on Provincial matters as they may apply to the actions of the Town of Bradford West Gwillimbury in its response to the emergency, as requested.

17.30 TELECOMMUNICATION COORDINATOR

The Telecommunication Coordinator (South Simcoe Police Services) or designate shall be responsible for:

- 17.30.1 Arranging and coordinating all telecommunications systems;
- 17.30.2 Ensuring communications are functional with Emergency Site Manager (ESM) and Municipal Control Group (MCG) at all times;
- 17.30.3 Develops backup communications alternatives;
- 17.30.4 Activating the emergency notification system of the location amateur radio operators group;
- 17.30.5 Initiating the necessary action to ensure the telephone system at the community offices function as effectively as possible, as the situation dictates;
- 17.30.6 Ensuring that the Emergency Operations Centre (EOC) is properly equipped and staffed, and working to correct any problems which may arise;
- 17.30.7 Maintaining an inventory of community and private sector communications equipment and facilities within the community which could, in an emergency, be used to augment existing communications systems; and
- 17.30.8 Making arrangements to acquire additional communications resources during an emergency.

18 TELECOMMUNICATIONS

- 18.1 Radio communications will be coordinated from the communications rooms adjacent to the EOC, and radios WILL NOT be permitted in the Emergency

Operations Centre (EOC) unless they are connected to a private *user only* headset.

- 18.2 When the order is given to activate the Emergency Operations Centre (EOC), the Telecommunications Officer will proceed to the EOC and establish the telephone/radio network in accordance with the Bradford West Gwillimbury Emergency Plan.
- 18.3 All incoming messages will be logged (in duplicate) by the communications operator and the original will be passed to the intended recipient.
- 18.4 Outgoing messages will be written (in duplicate) by the originator, and the original will be passed to the communications operator for transmission. The second copy will be retained by the originator.
- 18.5 When necessary, emergency responders who are members of the Municipal Control Group (MCG) may use communications room to communicate with member of their staff directly.

19 REST AREA

- 19.1 Members of the Emergency Operations Centre (EOC) staff will use the lounge as a rest area, and access to this area will be restricted.

20 CATERING ARRANGEMENTS

- 20.1 If meals are required by the Municipal Control Group (MCG), the Manager of Recreation will make the necessary arrangements, and ensure that the Treasurer receives the invoice.
- 20.2 Water, coffee, tea, and juices for the Municipal Control Group (MCG) staff will be available in the South Simcoe Police Service staff lunch room.

21 SECURITY

- 21.1 The Manger of Facilities and Parks shall issue identification cards to all authorized personnel, which is to be carried by them at all times.
- 21.2 Only members of the Municipal Control Group (MCG), or their designated alternates, and authorized support staff are allowed access to the Emergency Operations Centre (EOC).
- 21.3 Identification will be checked by the South Simcoe Police Services.
- 21.4 In the event a Municipal Control Group (MCG) member is not in possession of his or her identification card, the South Simcoe Police Services may issue a duplicate identity card.

21.5 The South Simcoe Police Services shall provide an Officer for security duties at the Emergency Operations Centre (EOC).

22 PLAN MAINTENANCE AND REVISION

22.1 ANNUAL REVIEW

22.1.1 As required by Section 3(6) of the Emergency Management Act, 2002, the Town shall review the Plan.

22.1.2 The Community Emergency Management Coordinator will ensure that this plan is reviewed annually and, where necessary, revised by the Municipal Control Group (MCG).

22.1.3 Each time this plan is revised, it must be forwarded to Council for approval. However, revisions to the appendix and minor administrative changes can be made without resubmitting the plan to Council.

22.1.4 It is the responsibility of each person, agency, service or department named within this emergency plan to notify the CEMC (with a copy to the Clerk), of any revisions to the appendix or administrative changes.

22.1.5 As required by Section 6(2) of the Emergency Management Act, 2002, the Town shall submit a copy of their Emergency Plan plus any revisions to their Emergency Plan to their Emergency Management Ontario Sector Officer.

22.1.6 The Town is required to ensure at all times that the most current version of the Town's Emergency Plan is with the Chief of Emergency Management Ontario.

22.1.7 The Emergency Plan shall be made available in electronic format (pdf) to the public for inspection on the Town's website at www.town.bradfordwestgwillimbury.on.ca

22.2 TESTING OF PLAN

22.2.1 As required by the Emergency Management Act, 2002, the Town will ensure that an annual exercise is conducted.

22.2.2 To evaluate the overall effectiveness of this Emergency Plan and provide training to the Municipal Control Group (MCG), additional exercises can be conducted when deemed necessary.

22.3 INTERNAL PROCEDURES

22.3.1 Each service involved with this emergency plan will prepare functional

emergency procedures or guidelines outlining how it will fulfill its responsibilities during an emergency.

22.3.2 Each service will ensure that it designates a member of its staff to maintain and revise its own emergency procedures or guidelines.

23 PLAN DISTRIBUTION LIST

1 Municipal Control Group (MCG)

Mayor
Members of Council – previously issued for approval and adoption of By-Law
Town Manager
Clerk
Police Chief
Fire Chief
Superintendent of Public Works
W/WW Engineer
Barrie Hydro
Medical Officer of Health, Simcoe Muskoka District Health Unit
Public Information Officer
Operations Officer & Emergency Plan Coordinator

2 Bradford West Gwillimbury Department Heads

Manager of Planning
Chief Building Official
Treasurer
Manager of Facilities & Parks
Manager of Recreation
Chief Executive Officer, BWG Library
Senior Engineering Technologist
Superintendent of the Holland Marsh Drainage Scheme
Information Technology (IT) Coordinator
Human Resource Manager

3 Support and Advisory Group

Waste Water Supervisor
Water Supervisor
Simcoe County District School Board
Simcoe Muskoka Catholic District School Board
Lake Simcoe Region Conservation Authority
Nottawasaga Valley Conservation Authority
Bell Canada
Hydro One
Enbridge Consumers Gas
Red Cross
County of Simcoe Paramedic Services
Royal Victoria Hospital
Southlake Regional Health Centre
Stevenson Memorial Hospital
Simcoe County Social Services Administrator
Provincial Ministries and Agencies
Minister of Natural Resources, Midhurst District Office

4 County of Simcoe

Town of Innisfil, CEMC
Town of New Tecumseth, CEMC
County of Simcoe, CEMC

5 Regional Municipality of York

East Gwillimbury, Town of
King, Township of
Newmarket, Town of
York, Region of

6 Ministry of Natural Resource

Emergency Management Ontario