

**2024**

# Halton Region Emergency Response Plan

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## Amendment Procedure

Halton Region Emergency Management is responsible for preparing any revisions to this Plan. All revisions will be made in accordance with the amendment schedule and approval procedure outlined in the Halton Emergency Management Program framework.

Number	Effective Date	Version	Amended by	Approval	Nature or Amendments
1	August 2024	1	Halton Emergency Management		Initial Draft
2	October 23, 2024	2	N/A	Regional Council	N/A

## Testing and Compliance

This plan will be exercised in accordance with the principles set out in Halton Region's Emergency Preparedness framework, training and exercise sections.

### Emergency Contact Information

Halton 311

[HaltonCEMC@halton.ca](mailto:HaltonCEMC@halton.ca)

### Halton Region Contact

Emergency Management Coordinator

905-825-6000

[HaltonCEMC@halton.ca](mailto:HaltonCEMC@halton.ca)

# 1 Introduction

This Halton Region Emergency Response Plan, has been prepared in order to provide key officials, agencies and departments within the Regional Municipality of Halton with an overview of their collective and individual responsibilities during a potential, imminent, or actual emergency.

This Plan is designed to facilitate a timely and effective response those hazards to which the Regional Municipality of Halton is particularly vulnerable. This Plan also sets out the means by which the Regional Municipality of Halton may provide emergency support services to other municipalities.

For this plan to be effective all concerned must be made aware of its provisions and every official, agency and department must be prepared to collectively carry out their assigned functions and responsibilities in an emergency.

For the remainder of this plan, the Regional Municipality of Halton will be referred to as Halton Region.

## 1.1 Purpose

This Plan provides the framework by which Halton Region will respond to any emergency. This document outlines the process for activating and deactivating the Halton Region Emergency Response Plan, response notification, roles and responsibilities for Regional and External responders and includes incident response considerations including the use of the Regional Emergency Operations Centre (REOC) and support plans.

## 1.2 Scope

This plan pertains to all potential, imminent or actual emergencies that have the potential to impact Halton residents and or Halton Region's services.

## 1.3 Objectives

In accordance with the Response Principles and Process outlined in section 2, any Regional Emergency response will prioritize response actions that mitigate the impacts to public safety and wellbeing, as well as Halton Region's ability to continue to deliver critical services while limiting damages and reducing recovery times and costs.

# 2 Implementation

This section is intended to serve as a guide for the activation and implementation of the Halton Region Emergency Response Plan. For the remainder of this plan, the Halton Region Emergency Response Plan will be referred to as HRERP.

## 2.1 Activation Levels

There are three levels of activation, enhanced monitoring, partial activation and full activation. A description of each and how they are activated, deactivated, etc. is set out herein.

**Enhanced Monitoring:** The HRERP is in an activation level of enhanced monitoring anytime an assessment is occurring by either a Regional department or Halton Emergency Management. Members of the Regional Emergency Control Group may not need to be engaged at an activation level of enhanced monitoring.

**Partial Activation:** The authority to escalate the HRERP to the level of partial activation or above lies with the Chief Administrative Officer. At the level of partial activation or above members of the Regional Emergency Control Group will be engaged as required.

**Full Activation:** Anytime a supporting Emergency Response plan reaches an activation level of enhanced monitoring the Halton Region Emergency Response Plan will automatically be at a level of enhanced monitoring.

The HRERP may be activated at any level without the activation of any support plans.

## 2.2 Notification

This Plan recognizes incident notification may vary depending on the scope of an incident, the potential or actual impacts to Halton Regions operations and resources, the availability of Regional services and systems, available remediation actions and the required response resources.

### 2.2.1 Incident Reporting

Halton Emergency Management will notify appropriate departmental staff and Senior Regional Leadership of an actual or potential emergency or disruption.

Notification may occur via:

- Halton Emergency Management 24/7 on-call system;
- Access Halton;
- Departmental notification;
- Regular monitoring and surveillance of regional hazards;
- Municipal Community Emergency Management Coordinators;
- First responder agencies; and
- Other municipal or provincial partner agencies.

### 2.2.2 Assessment Notification

Upon notification of a potential emergency, Halton Emergency Management and appropriate department staff as required will conduct an assessment to determine if an incident poses a threat to Halton Region community or any other impacts to Regional assets, operations or services. If an assessment is required or occurring, the HRERP will be considered activated at the level of Enhanced Monitoring.

The focus of an assessment is to determine the response required to mitigate the service disruptions and identify any additional potential or actual impacts, available remediation options and the need to activate to an emergency response plan. Halton Emergency Management will investigate the reported situation to evaluate the impact and risk of escalation. If warranted, Halton Emergency Management will solicit information via an Agency Report Request and distribute a situation report through Halton Issues.

Halton Emergency Management may conclude that no further action is necessary or that there is a need for a larger and/or sustained response to address the impacts to Halton Region.

### 2.2.3 Halton Issues Response Notification

If more than enhanced monitoring is required, a Halton Issues response notification email will be sent by Halton Emergency Management.

Halton Issues is a one-way email communication method to notify senior management within the Region about a significant incident.

Additional staff may also be notified that they are required to support the response.

### 2.2.4 Regional Emergency Callout Procedure

In the event of an emergency where managing the incident will require mobilizing Regional resources, either the Regional Community Emergency Management Coordinator or any member of the Regional Emergency Control Group may request that the Regional Chief Administrative Officer (or their Designate) authorize the Regional CEMC to activate the Regional Emergency Callout Procedure. This is done by notifying the HaltonIssues email distribution list and/or a phone call to the Chief Administrative Officer. Once this authorization is given, the Regional CEMC will use the ActivateHalton distribution list issued via Access Halton to initiate the Callout.

This process will be followed to move the Levels of Activation to 'Partial Activation' or 'Full Activation' and initiates the establishment of the Regional Emergency Operations Centre.

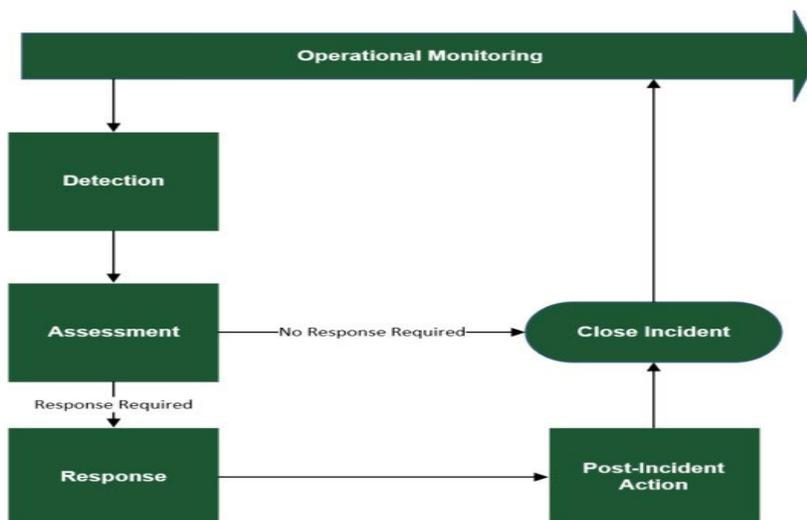
## 2.3 Response Process & Principles

Responding to any type of incident can include multiple phases of response and levels of emergency activation. While each response will have unique elements that will require incident specific actions, the response process is the same for any incident type. Halton Region utilizes a structure response process, reporting periods and set of principles to ensure consistency and efficiency for any emergency response.

### 2.3.1 Process

Halton Region departmental staff engage in the continuous monitoring of incidents with the potential to adversely impact Halton Region and/or Halton residents. When incidents are detected, the appropriate Regional staff assess the risks and potential impacts to Halton Region and Halton residents. Senior Regional Leadership decide if a response structure is needed to adequately address the potential or actual impacts of the incident. The impacts of an incident may require continued action after a deactivation of a response structure and/or a de-escalation in emergency activation level. Halton Region will engage in post incident actions as required to ensure the on-going needs of an incident are met. This may include engaging in sustained recovery efforts and conducting post incident evaluations. Figure 1 depicts the Regional Response Process. Figure 1 – Response Process.

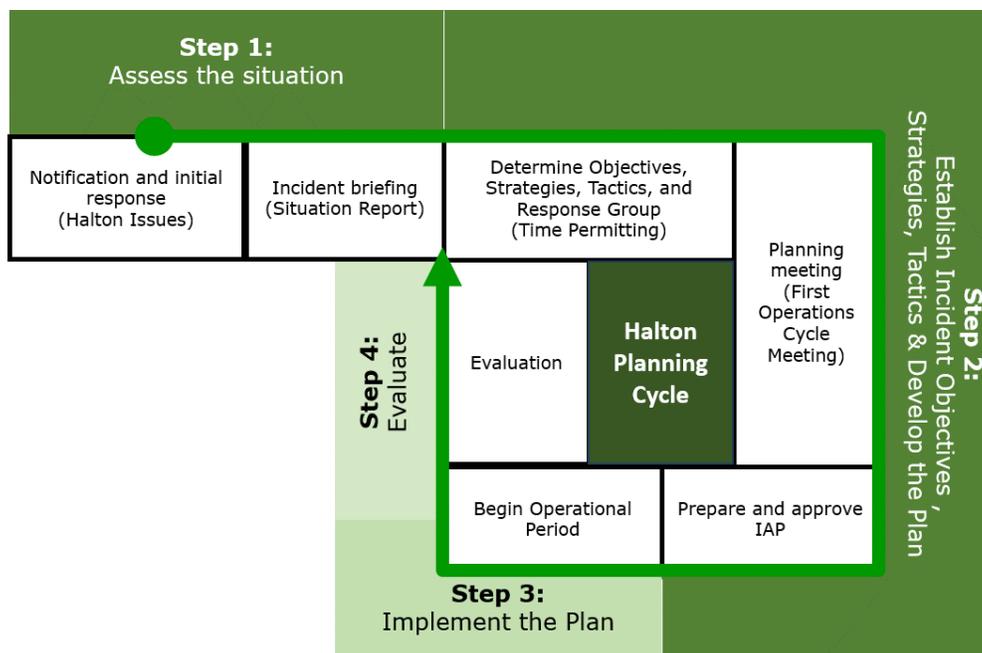
Figure 1 – Response Process



### 2.3.2 Planning P

The Planning P is a graphical representation (see below) of the sequence and relationship of the meetings, work periods and briefings that comprise the Operational Period Planning Cycle.

Figure 2 – Planning P



### 2.3.3 Response Principles

The following principles inform Halton Region’s Emergency Response:

- A Regional Response will prioritize response actions that mitigate the impacts to public safety and wellbeing and Halton Region’s ability to continue to deliver critical services and limit impacts to Health, Infrastructure, the Environment and People;
- Halton Region will take actions necessary to respond to and minimise the impacts of any incident that has the potential to adversely impact Halton Region and/or Halton residents;
- Halton Region may establish a Regional Response Structure to respond to and/or mitigate the impacts of any incident that has the potential to adversely impact Halton Region and/or Halton residents while limiting damages and reducing recovery times and costs;
- Any Regional Response Structure established will include members of the Regional Emergency Control Group and Regional departmental staff as necessary, with clearly defined roles and responsibilities;
- The length of time and resources required to adequately respond to, investigate and remediate the impacts of an incident are dependent on the type, scope and detection period of an incident;
- Any Regional Response Structure is scalable: Staffing and resources can be increased or decreased as necessary to respond to an incident at the discretion of the Regional Emergency Control Group;
- All Regional Response Structures maintain operational flexibility: Any response structure can remain activated for as long as necessary with rotating response staff or be suspended as required to facilitate response needs;
- Halton Region will maintain the delivery of critical services during an emergency;
- Any assessment of the risks and impacts to Halton Region posed by a potential or actual incidents will include the relevant departmental staff and content experts;
- Halton Region staff and/or the Region’s external partners will escalate and/or inform the relevant Regional staff of any actual or potential incidents that can adversely impact Halton Region and/or Halton residents;
- All Regional response staff will adhere to any relevant incident communication protocols as outlined by the Regional Emergency Control Group or as defined in any relevant Regional Emergency Response Plan;
- Halton Region will provide critical and timely information to residents, businesses and partners during an emergency; and

- Any Regional response will include the documentation and maintenance of Incident Actions in alignment with Emergency Management best practices.

## 2.4 Deactivation

The Regional CEMC may deactivate the Emergency Response Plan and its associated Annex Plans if the event is managed at the 'enhanced monitoring' level of activation.

Only the Regional Chief Administrative Officer may deactivate the Emergency Response Plan and its associated Annex Plans when the 'partial activation' or 'full activation' levels of activation have been reached.

## 2.5 Emergency Activation Levels

This plan has four levels of activation: Routine Monitoring, Enhanced Monitoring, Partial Activation and Full Activation. This is a scalable process that allows for operational flexibility and coordinated plan activation across the Region. The scenarios and actions included in Table 1 "Levels of Activation" are meant to serve only as a guide when considering the need to activate the HRERP.

**Table 1 – Activation Levels**

Severity Level	Impact	Scenario	Recoverability	Actions
1	<b>ROUTINE MONITORING</b>  No Impact to Organization or Public	No imminent or actual incident	Regular	None
2	<b>ENHANCED MONITORING</b>  Minimal Impact to Public and/or Public Services Minimal Impact to Organization Services	An actual or impending incident requiring monitoring and coordination with the possibility of escalation	Regular Predictable	<ul style="list-style-type: none"> <li>• Internal/external response parties may be notified to be on standby until further notice and/or activated to respond; and</li> <li>• Agency Report Requests and Situation Reports may be utilized.</li> </ul>
3	<b>PARTIAL ACTIVATION</b>  Moderate Impact to Public and/or Public Services Moderate Impact to Organization Services	An incident has occurred requiring Regional departments to respond	Moderate Extended/	<ul style="list-style-type: none"> <li>• Significant Regional resources are being deployed to manage or mitigate the effects of an event;</li> <li>• Coordination, support and response to an emergency begins;</li> <li>• Regional Emergency Operations Centre may be partially opened and staffed; and</li> <li>• May require municipal Emergency Operations Centre activation .</li> </ul>
4	<b>FULL ACTIVATION</b>  Significant Impact to Public and/or Public Services Significant Impact to Organization Services	An incident has occurred which requires significant coordination of information and response activities	Unpredictable	<ul style="list-style-type: none"> <li>• Multiple Regional resources are deployed and coordinated to manage or mitigate the effects of the event;</li> <li>• Regularly scheduled Regional programs and operations have been suspended or altered;</li> <li>• Full activation response activities will be supported by most Regional departments and external stakeholders; and</li> <li>• May require Regional Emergency Operations Centre activation.</li> </ul>

### 3 Roles and Responsibilities

This section outlines the roles and responsibilities of Regional Staff and External response partners for a potential or actual Emergency. All items are as required, depending on the scope and nature of an incident.

## 3.1 Regional Emergency Control Group

### 3.1.1 Regional Emergency Control Group Responsibilities

The actions or decisions that the Regional Emergency Control Group may be asked to address by the Regional CEMC include:

- Calling out and mobilizing their emergency service, agency and equipment;
- Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken;
- Determining if the location and composition of the assembled Incident Response Group is appropriate.
- Designating any area in the region as an "emergency area";
- Confirming the appointment of Emergency Site Manager, if necessary;
- Providing support to the Emergency Site Manager by offering equipment, staff and resources;
- Identifying possible areas requiring evacuation;
- Coordinating the discontinuation of utilities or services provided by public or private concerns, i.e. hydro, water, gas;
- Arranging for services and equipment from local agencies not under Regional or Local Municipal control i.e. private contractors, volunteer agencies and service clubs;
- Notifying, requesting assistance from and/or liaising with various levels of government and any public or private agencies not under Regional or Local Municipal control as considered necessary;
- Determining if additional volunteers are required and if appeals for volunteers are warranted, including working with pre-identified community service organizations to assist in managing spontaneous volunteers;
- Determining if additional transport is required for evacuation or transport of persons and/or supplies;
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Regional Emergency Information Officer and Regional Citizen Inquiry Service Supervisor (Manager, Access Halton) for dissemination to the media and public;
- Determining the need to establish advisory group(s) and/or subcommittees;
- Authorizing expenditure of money required to deal with the emergency;
- Advising the Regional Chair as to whether or not the declaration of a Regional Emergency is recommended;
- Determining the need to activate the Halton Region Emergency Recovery Plan;
- Maintaining a log outlining decisions made and actions taken and submitting a summary of the log to the Regional CEMC within one week of the termination of the emergency management operations; and
- Participating in the debriefing following the emergency.

## 3.2 Individual Responsibilities of Internal Regional Emergency Control Group Members

### 3.2.1 Regional Chair

The Regional Chair, as Head of Council, has the final authority for all decisions and is responsible for the following:

- Providing overall leadership in responding to an emergency;
- Activating the Regional Emergency Callout Procedure through the Regional CEMC;
- Declaring an emergency to exist;
- Declaring an emergency to be terminated;
- Notifying the Mayor(s) or designate(s) of the affected Local Municipality(ies), the Solicitor General and Chief, Emergency Management Ontario of the declaration of an emergency and the termination of an emergency, in coordination with the Regional CEMC.;
- Ensuring that Regional Councillors are advised of the declaration and termination of the emergency and are kept apprised of the emergency; and
- Advising area Member of Provincial Parliament (MPP)(s) and Member of Parliament (MP)(s) of the emergency.

The Regional Chair may appoint any member of Regional Council at any time to perform the duties of Regional Chair within the Regional Emergency Operations Centre.

### 3.2.2 Regional Chief Administrative Officer

The Chief Administrative Officer for the Region will act as Operations Officer in the Regional Emergency Operations Centre and is responsible for the following:

- Activating the Regional Emergency Callout Procedure through the Regional CEMC;
- Coordinating all operations within the Regional Emergency Operations Centre,, including the scheduling and chairing regular meetings of the Regional Emergency Control Group;
- Advising the Regional Chair on Regional policies and procedures;
- Approving major announcements and media releases prepared by the Regional Emergency Information Officer in consultation with the Regional Emergency Control Group; and
- Establishing a communication link between the Region and the Local Municipal CAOs/City Manager; and Providing support staff to assist the Regional Emergency Control Group in the coordination, collection and dissemination of information relative to the emergency.

### 3.2.3 Regional Community Emergency Management Coordinator

The Regional CEMC is responsible for the following:

- Notifying the Regional Emergency Control Group (RECG) in accordance with the Regional Emergency Callout Procedure;
- Issuing an Alert Ready notification through the Provincial Emergency Operations Centre;
- Ensuring the Regional Emergency Operations Centre is set up, operational and if required establishing security;
- Acting in a resource and advisory capacity to the Regional Emergency Control Group and other emergency and support staff on emergency management matters;
- Providing guidance and assistance to the various subcommittees, groups, departments and personnel involved;
- Briefing the Emergency Operations Centre support personnel regarding any information or directions arising from the operations cycle meetings of the Regional Emergency Control Group;
- Coordinating and preparing briefings, Incident Action Plans, or debriefs, as required;
- Liaising with other agencies as required by the Regional Emergency Control Group;
- Assisting the Emergency Site Manager in fulfilling their responsibilities;
- Ensuring that a Radio Coordinator from the Halton Region Emergency Communications Team (HRECT), is assigned to coordinate all radio communications within the Regional Emergency Operations Centre; and
- Prioritizing requests for the development of maps and demographic information from the GIS and Demographic Data Support Team.

### 3.2.4 Director of Strategic Initiatives & Government Relations

The Director of Strategic Initiatives acts as the support to the operations officer and is responsible for the following:

- Assisting the Operations Officer;
- Providing support to any member of the Regional Emergency Control Group; and
- Liaising with staff of the affected Local Municipality and other municipalities as directed by the Regional Chief Administrative Officer.

### 3.2.5 Commissioner of Public Works

The Commissioner of Public Works is responsible for the following:

- Ensuring the activation of the Public Works Emergency Response Plan;
- Liaising with the Directors of Public Works of the Local Municipality(ies) to ensure a coordinated response.;
- Providing engineering assistance to Local Municipalities;
- Ensuring the maintenance of Regional Roads where needed;
- Maintaining water and sanitary sewage systems;
- Providing equipment for emergency pumping operations;
- Liaising with the Fire Chiefs (of the affected Local Municipality(ies) concerning emergency water supplies for firefighting purposes;
- Assit in the provision of emergency potable water in collaboration with Water Treatment and Local Municipalities as directed by the Commissioner and Medical Officer of Health;
- Discontinuing any Regional Public Works service to any consumer, as necessary;
- Restoring discontinued Regional Public Works services as determined by the Regional Emergency Control Group;
- Liaising with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions;
- Providing Halton Region Public Works resources, vehicles and equipment as required by other emergency services; and
- Providing support on traffic management matters in coordination with emergency services.

### 3.2.6 Commissioner of Social and Community Services

The Commissioner of Social and Community Services is responsible for the following:

- Coordinating the staffing of emergency social services lodging sites together with designated non-government organizations for the registration, feeding, care, clothing, welfare and shelter of persons using the sites;
- Liaising with the Commissioner and Medical Officer of Health regarding operations in emergency evacuation centres;
- Liaising with the Director of Services for Seniors and/or Administrators of Regional Long-Term Care Facilities when the activation of the Services for Seniors Emergency Response Plan is required;
- Notifying and requesting assistance from any of the Regional staff needed to implement the Emergency Social Services Response Plan;
- Liaising with any provincial ministry officials; and
- Ensuring provision of emergency income assistance for eligible persons affected by an evacuation within Halton when required.

### 3.2.7 Commissioner and Medical Officer of Health

The Commissioner and Medical Officer of Health is responsible for the following:

- Acting as a coordinating link for all health services in the Regional Emergency Control Group;
- Activating the *Health Emergency Response Plan*, including convening the Health Department Management Team (HDMT);
- Liaising with the Provincial Ministry of Health and the Ministry of Long-Term Care, Public Health Branch and Public Health Ontario;
- Providing information and advice on all matters that may adversely affect public health;
- Providing authoritative instructions on health and safety matters to the public through the Regional Emergency Information Officer;

- Considering the use of and making orders in accordance with the *Health Protection and Promotion Act*, R.S.O. 1990, c. H.7 on matters which adversely affect public health
- Liaising with voluntary and private agencies, as required, for augmenting and coordinating public health resources;
- Coordinating all efforts to prevent and control disease in Halton during an emergency;
- Notifying the Commissioner of Public Works regarding the need for potable water supplies and sanitation facilities;
- Liaising with the Commissioner of Social and Community Services regarding operations in emergency social services lodging sites; and
- Assigning a Public Health Liaison Officer and an administrative assistant to assist in the Regional Emergency Operations Centre.

### 3.2.8 Commissioner of Corporate Services

The Commissioner of Corporate Services is responsible for the following:

- Providing advice to the Regional Emergency Control Group on matters of a legal nature, including insurance, as they may apply to the actions of the Region in its response to the emergency;
- Liaising with representatives from the Ontario Ministry of Solicitor General and providing advice to the Regional Chair and the Regional Emergency Control Group with respect to interpretation of legislation governing the control of response to an Emergency, by the Regional Emergency Control Group;
- Assessing and providing advice with respect to any right of action pursuant to Section 12 of the EMCPA against any person(s) causing an Emergency, to recover expenses incurred by the Region and to ensure that necessary evidence is preserved to assert such action at a later date;
- Supplying the food needs for staff responding to the emergency, including the Regional Emergency Control Group and support teams at the Regional Emergency Operations Centre and all remote locations;
- Ensuring the physical safety and security of staff and citizens at Halton Regional and Halton Community Housing Corporation (HCHC) owned and leased properties;
- Ensuring the provision of emergency power, water, heating and cooling services at Halton Regional and HCHC owned and leased properties;
- Settlement of any claims related to the emergency response;
- Coordinating the acquisition, distribution and scheduling of various fleet transportation options such as trucks to transport staff and/or supplies;
- Providing security services via the Region's contracted security provider to attend evacuation centres when requested to maintain order and provide security for property, personnel and people seeking assistance at an evacuation centre;
- Maintaining service and fuel supply of all mobile equipment and vehicles and emergency power generators;
- Providing direction to the Director of Supply Chain Management; and
- Providing direction to the Director of Human Resources.

### 3.2.9 Chief Digital and Information Officer

The Chief Digital and Information Officer is responsible for the following:

- Ensuring that information technology services, including telephony, for the Regional Emergency Operations Centre are activated and supported during an emergency;
- Assisting in implementing business continuity plans related to technology; and
- Maintaining availability of the Regional network infrastructure throughout an emergency response.

### 3.2.10 Commissioner of Finance and Regional Treasurer

The Commissioner of Finance is responsible for the following:

- Providing information and advice on financial matters as they relate to the emergency and the capabilities of Halton Region;
- Liaising, if necessary, with the Treasurer(s) of the affected Local Municipality(ies);
- Ensuring that records of expenses are maintained for future claim purposes; and
- Oversee the prompt payment of all invoices incurred during an emergency.

### 3.2.11 Chief/Director of Paramedic Services

The Chief/Director of Paramedic Services is responsible for the following:

- Liaising with police, fire and other agencies active at the site of the emergency;
- Establishing an On-Scene Command Post or Incident Command Post (if lead agency) through the deployment of the Mobile Communication Unit;
- Ensuring triage and treatment at the site of the emergency;
- Liaising through Central Ambulance Communications Centre (CACC) Dispatch with hospitals for the efficient distribution of casualties;
- Assessing the need and initial request for on-site medical teams from hospitals and if assistance is required from police or other emergency services in providing transportation to the site for these medical teams;
- Assessing the need and the initial request for special emergency health service resources at the emergency site;
- Using CACC Dispatch to request the assistance of the Ontario Ministry of Health and Ministry of Long-Term Care, Emergency Health Services Branch;
- Coordinating the transport of persons with special needs or disabilities who may reside in an area to be evacuated and may require ambulance transportation;
- Assisting with the organization and transport of persons in health care facilities, long-term care facilities, homes with assisted living and supportive housing, which are to be evacuated;
- Appointing an Emergency Site Manager, if necessary, as the lead agency managing the primary emergency site;
- Contacting the Ministry of Health's Regional Manager and Provincial Duty Officer; and
- Ensuring adequate resources are available to deal with special situations.

### 3.2.12 Director of Communications (Regional Emergency Information Officer)

The Director of Communications acts as the Regional Emergency Information Officer and is responsible for the following:

- Leading the prompt dissemination of accurate information to the news media and the public.
- Establishing an On-Scene Media Coordinator;
- Establishing a communication link with the On-Scene Media Coordinator, the Police Public Relations Officer, the Assistant Emergency Information Officer, the Regional Citizen Inquiry Service Manager and any other media coordinator(s) to ensure a coordinated flow of information;
- Implementing the Joint Information Coordination Protocol where multiple municipalities/agencies are involved to coordinate public information;
- Providing communications advice and obtaining appropriate information for dissemination to the public.
- Coordinating the eCNS notification process; and
- Organizing and facilitating news conferences and briefing senior officials.

### 3.2.13 Director of Legal Services

The Director of Legal Services acts is responsible for the following:

- Leading the incident planning process;
- Approving Incident Action Plans;
- Identifying new and emerging response considerations;
- Establishing information requirements and reporting schedules;
- Identifying the need for specialized resources;
- Coordinating the distribution of incident information with the Community Emergency Management Coordinator
- Supporting departments to ensure Regional services can be maintained during an emergency; and
- Identifying and assigning Legal resources to address any potential legal concerns which may arise from the emergency.

### 3.2.14 Director of Human Resource Services

The Director of Human Resources is responsible for the following:

- Identifying and assigning eligible staff for redeployment;
- Identifying Health and Safety considerations for Regional staff during a response;
- Determining any impacts or required changes to Human Resources Policies; and
- Establishing and maintaining support status information for response staff.

## 3.3 Individual Responsibilities of External Regional Emergency Control Group members

### 3.3.1 Chief of the Halton Regional Police Service (HRPS)

The Chief of the HRPS is responsible for the following:

- Notifying necessary emergency and Local Municipal service providers;
- Establishing an On-Scene Command Post or Incident Command Post (if lead agency) through the deployment of the HRPS Mobile Command Unit;
- Establishing a communication link between the RECG and the On-Scene Command Post;
- Establishing an outer perimeter near the emergency site to facilitate the movement of emergency vehicles and allowing entry only to essential emergency personnel;
- Providing traffic control to facilitate the movement of emergency vehicles;
- Alerting persons endangered by the emergency and the coordination of evacuation procedures;
- Liaising with the Commissioner of Social and Community Services regarding the establishment and operation of emergency social services lodging sites;
- Providing police services in evacuation centres, morgues and other facilities as resources permit;
- Notifying the coroner of identified fatalities;
- Liaising with provincial and federal police agencies; and
- Appointing an Emergency Site Manager if identified as the Lead Agency managing the primary emergency site.

### 3.3.2 Regional Fire Coordinator

The Regional Fire Coordinator is responsible for the following:

- Establishing an emergency fire service plan and program for the Regional area and exercising mobilizing control over participating fire departments in Regional mutual aid activities;
- Arranging for additional firefighting or emergency response teams with the Chief, Emergency Management Ontario;
- Liaising with the Fire Chief(s) of the affected Local Municipality(ies) to determine if any additional assistance is required and assuming responsibility for obtaining such assistance;
- Advising the Regional Emergency Control Group on matters concerning firefighting or fire prevention in areas where the emergency has caused increased fire risks; and
- Establishing an On-Scene Command Post or Incident Command Post (if lead agency) through the deployment of the Mobile Communication Unit.

**Note:** all other external Regional Emergency Control Group members will be responsible to liaise with other Regional Emergency Control Group members and provide supports within their areas of authority and available resources, as required.

### 3.4 Regional Emergency Operations Centre Support

The following groups of Regional staff will be required to provide support, logistics and advice to the Regional Emergency Control Group when the Regional Emergency Operations Centre is activated:

- Assistant to the Regional Chair;
- Assistant to the Chief Administrative Officer; and
- GIS and Demographic Data Support Teams.

The Regional CEMC will notify the required support personnel (and any other required Regional supports) to report to the Regional Emergency Operations Centre or other location specified.

#### 3.4.1 Assistant to the Regional Chair

The Assistant to the Regional Chair is responsible for the following:

- Liaising with and assisting the Regional Chair; and
- Liaising with elected officials.

#### 3.4.2 Assistant to the Chief Administrative Officer

The Assistant to the Chief Administrative Officer is responsible for the following:

- Liaising with and assisting the Chief Administrative Officer, as required; and
- Scheduling response-related meetings, in coordination with the Regional CEMC.

#### 3.4.3 GIS and Demographic Data Support

The GIS and Demographic Data Support Teams and will be responsible for the following:

- Maintaining a Position Log outlining actions regarding his/her decisions or orders made;
- Providing GIS/mapping information to the Regional Emergency Control Group and Regional Emergency Operations Centre support personnel pertaining to the emergency;
- Using the Regional Emergency Operations Centre resources, computers and technology to display relevant information;
- Providing an overview of the various data layers that are available to assist with emergency information;
- Responding and assisting with specific questions pertaining to the emergency;

- Assisting with Regional Emergency Control Group and Regional Emergency Operations Centre mapping or other requests;
- Providing demographic information based on census and survey data to the Regional Emergency Control Group, as requested; and
- Submitting a summary of their Position Log to the Regional CEMC for reporting purposes within one week after the emergency ends.

### 3.5 External Response Partners

#### 3.5.1 Conservation Authorities

Should a flood emergency develop in Halton Region, the Regional Emergency Control Group will work closely with the appropriate Conservation Authority(ies) within the Halton Region:

- Conservation Halton;
- Credit Valley Conservation; and
- Grand River Conservation Authority.

#### 3.5.2 Ontario Provincial Police (OPP)

The OPP may be called upon in the event that an emergency:

- Occurs on provincial highways or in parks within Halton;
- Involves urban search and rescue and/or;
- Involves chemical, biological, radiological, nuclear and explosives.

The OPP will (on a consultative and cooperative basis) be responsible for:

- Activating the Ontario Provincial Police (OPP) Disaster Procedures Manual;
- Activating the QEW – Skyway Bridge Emergency Plan in the event of an occurrence on the bridge;
- Securing the site of the incident;
- Controlling the movement of emergency vehicles to and from the site of the incident;
- Preventing looting;
- Acting as the Agent of the Chief Coroner within the terms of the *Coroners Act*, R.S.O. 1990, c. C.37;
- Maintaining law and order;
- Maintaining law and order;
- Working together with the HRPS to coordinate matters of mutual concern; and
- Providing an OPP representative to participate in the Regional Emergency Operations Centre.

In the event of an emergency occurring within Halton Region, but outside the normal jurisdiction of the OPP, the OPP will assist the HRPS as required, depending upon resources available at the time.

#### 3.5.3 Local Hospitals

Within Halton, there are four hospitals:

- Joseph Brant Hospital;
- Halton Healthcare: Oakville Trafalgar Memorial Hospital;
- Halton Healthcare: Milton District Hospital; and
- Halton Healthcare: Georgetown Hospital.

During an emergency, each Hospital Administrator is responsible for the following:

- Activating their respective Hospital Disaster Plan; and
- Liaising with the Commissioner and Medical Officer of Health, the Chief/Director of Paramedic Services and the Ministry of Health.

### 3.5.4 Local Hydro Utilities

Within Halton Region, there are four hydro utilities:

- Burlington Hydro;
- Halton Hills Hydro;
- Milton Hydro; and
- Oakville Hydro.

At the onset of an electrical power outage in the Region, the Regional CEMC who will request regular updates on the outage may contact representatives from the affected hydro utility(ies). Scheduled times for updates will be established. Information provided by the hydro utility(ies) will include:

- Area(s) impacted by the outage;
- Estimated time for restoration;
- Estimated number of customers affected; and
- Priority restoration areas (if any).

The affected hydro utility(ies) representative(s) will also:

- Liaise with the Regional CEMC on matters concerning electrical power in areas where the emergency has caused outages; and
- Advise of any resource needs of the hydro utility(ies) impacted by the emergency.

## 4 Incident Specific Considerations

This section outline Incident Specific Considerations regarding an emergency. This section includes plan specific considerations such as communications protocols, Regional Emergency Operations Centre, declarations and termination of emergencies and any other best practices and legislative requirements.

### 4.1 Incident Communications

All staff involved in an emergency response and/or response planning will adhere to communication best practices by making best efforts to:

- Limit their communications regarding the incident to other response staff and approved external response partners; and
- Have regard to maintaining the confidentiality of information.

The Chief Administrative Officer or the Emergency Information Officer, unless otherwise specified, are the two Regional representatives who are authorized to provide emergency related information to the community. Details of a response should not be disclosed internally or externally unless explicit consent is provided by the Regional CAO.

### 4.2 Regional Emergency Operations Centre

The first authorized person to activate the Regional Emergency Callout Procedure will designate the Regional Emergency Operations Centre location. The decision regarding the location will be made in consultation with the lead agency involved with the emergency.

- The Regional Emergency Operations Centre should be established at the Region's primary Regional Emergency Operations Centre location when the initial emergency affects two or more Local Municipalities;
- If this location is inaccessible, the Regional Emergency Operations Centre may be established at the pre-determined secondary location; and

- When a Regional emergency arises due to an incident in a single Local Municipality, the Emergency Operations Centre may be the designated location for the Local Municipal Emergency Control Group.

#### 4.2.1 Local Municipal use of the Regional Emergency Operations Centre

In the event of a Local Municipal emergency, the affected Local Municipality may request the use of the Regional Emergency Operations Centre as their primary or alternate location. If the Regional Emergency Operations Centre is not being used by the Region, the Region may provide the Regional Emergency Operations Centre space and equipment and the Local Municipality will retain the responsibility to manage the emergency. The Local Municipality will designate one of their staff to act as the point of contact with Regional staff on issues relating to the Regional Emergency Operations Centre space and facilities.

### 4.3 Declaration and Termination of Emergencies

When an emergency exists but has not been declared to exist under the EMCPA, Local Municipal or Regional employees may take such action(s) under this Plan as may be necessary to protect the lives and property of the residents and businesses of Halton Region. It should be stressed that in any potential, imminent, or actual emergency, members of the Regional Emergency Control Group may be placed on standby or called together to make decisions without a formal declaration that a Regional emergency exists – a formal emergency declaration is not required to use Regional resources to manage and mitigate the effects of an emergency.

#### 4.3.1 Local Municipal Emergency

The Mayor of a Local Municipality, as the Head of Council, has the authority to declare a Local Municipal emergency to exist within the boundaries of that Local Municipality. The Region is not bound to formally declare an emergency if a Local Municipality makes such a declaration.

#### 4.3.2 Regional Emergency

Section 4 (1) of the EMCPA states that:

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

The Regional Chair, as the Head of Regional Council, who may consult with the Regional Emergency Control Group, has the authority to declare an emergency to exist within Halton Region.

Upon declaration of an emergency, the Regional Chair will coordinate with the Regional Chief Administrative Officer to notify the:

- Mayor(s) of the affected Local Municipality(ies);
- Solicitor General and Chief, Emergency Management Ontario, through the Provincial Emergency Operations Centre Duty Officer;
- Regional Council;
- Public;
- Neighbouring community officials, as required;
- Local Member of Provincial Parliament; and
- Local Member of Parliament.

In accordance with the EMCPA, the Premier may declare that an emergency exists throughout Ontario or in any part thereof, including Halton Region and its Local Municipalities

#### 4.3.3 Considerations for Formally Declaring an Emergency

The Regional Chair may formally declare an emergency under EMPCA if such a declaration will mobilize additional provincial or neighbouring municipality(ies) resources needed to manage an emergency. While provincial and neighbouring municipal emergency management resources may be mobilized without a formal declaration, the act of formally declaring is a public affirmation of the urgency of such a request.

There is no definitive legislative criteria for a formal declaration of an emergency. The majority of emergencies can be managed without a formal declaration of emergency.

There are two considerations in formally declaring an emergency, as outlined in the Province of Ontario Emergency Response Plan.

- First, when an emergency is declared, some volunteers may be considered 'workers' under the *Workplace Safety and Insurance Act, 1997*, S.O. 1997, c. 16, Sched. A; and
- Second, the Canadian Armed Forces often will request that that a municipality formally declare an emergency if that municipality is requesting military assistance, which may be coordinated through the Provincial Emergency Operations Centre (PEOC).

Upon request, Chief, Emergency Management Ontario may also provide recommendations to government regarding the declaration of an emergency in accordance with section 1 (6) of the Ontario Emergency Response Plan 2008.

#### 4.3.4 Termination of a Declared Regional Emergency

A Regional emergency may be terminated at any time by one of the following:

- Regional Chair;
- Regional Council; and
- Premier of Ontario.

Upon termination of a Regional emergency, the Regional Chair will coordinate with the Regional Chief Administrative Officer to notify the:

- Mayor(s) of the affected Local Municipality(ies);
- Solicitor General and Chief, Emergency Management Ontario, through the Provincial Emergency Operations Centre Duty Officer;
- Regional Council;
- Public;
- Neighbouring community officials, as required;
- Local Member of Provincial Parliament (MPP); and
- Local Member of Parliament (MP).

## 4.4 Assisting Local Municipalities

Management of a localized emergency typically falls within the jurisdiction of the affected Local Municipality's Emergency Management Program. A Local Municipality activating its Emergency Response Plan may or may not mean that the Region might change the Regional level of activation. Similarly, the Local Municipalities are not expected to activate their Emergency Response Plans if this Plan is activated at any level of activation.

The Mayor or Chief Administrative Officer of an affected Local Municipality may request emergency response resources from the Region by contacting the Regional Chief Administrative Officer. The Regional Chair or a member of the Regional Emergency Control Group may also be contacted with a request for assistance, which will be sent to the Regional Chief Administrative Officer for approval.

All emergency and service disruption incidents that occur in Halton Region will however, trigger the activation of this Plan at the 'Enhanced Monitoring' level. Regional Emergency Management staff will provide Situation Reports

when necessary to ensure the Region and Local Municipalities are aware of incidents as they unfold. This also ensures that if Regional resources are needed in a response situation, then there has been sufficient Regional Situational Awareness developed to inform the decision to deploy said resources. Deploying Regional resources to assist in managing an emergency does not constitute the Region assuming primary responsibility for this incident.

A Local Municipality may, however, request that the Region assumes the Lead role in managing an incident; this request must come from the Mayor or Chief Administrative Officer of the Local Municipality and be approved by the Regional Chief Administrative Officer. In this situation, the Mayor(s) and an appropriate Designated Senior Municipal Official(s) of the affected Local Municipality(ies) and the Municipal Fire Chief(s) (as appropriate and practical) will then become members of the Regional Emergency Control Group. All decisions made by the Regional Emergency Control Group with respect to the lives and property of the affected Local Municipality(ies) will be made in consultation with the Mayor(s) of the affected Local Municipality(ies). The remaining municipal officials on the Municipal Emergency Control Group(s) of the affected Local Municipality(ies) will then become the support group(s) or support staff to the Mayor(s) and the appropriate designated senior municipal official(s), participating on the Regional Emergency Control Group.

#### **4.5 Requesting Provincial Assistance**

Under certain circumstances, departments or agencies responding in accordance with this Emergency Response Plan may be required to request assistance of applicable ministries or agencies of the Province of Ontario. The request for provincial assistance shall not be deemed a request where the Ontario Provincial Government assumes authority and control of the emergency.

The Chief of Emergency Management Ontario can provide guidance and assistance in emergency circumstances. Once an emergency is being managed, the Chief of Emergency Management Ontario may be notified through the Field Officer and who may, when possible, dispatch a Liaison Officer. The Chief of Emergency Management Ontario should also be advised of a threat of an emergency and the activation of an emergency plan before a formal emergency declaration.

When the combined resources of the Region and the four Local Municipalities are deemed insufficient, the Regional Chair may request assistance from the Premier of Ontario through the Provincial Emergency Operations Centre.

#### **4.6 Legislative Authority**

This Plan and all supporting plans are developed and approved in accordance with the EMCPA and O. Reg. 380/04. All response parties who have roles and responsibilities within this Plan will operate as per the applicable legislation, regulations and standards.

This Plan is filed with Ontario Emergency Management, the Office of the Fire Marshal and Emergency Management and the Ministry of Community Safety and Correctional Services as required by the EMCPA.