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CHAPTER 1 - INTRODUCTION

1.1 Preamble

1. The *Emergency Plans Act, R.S.O. 1990, Chapter E.9* provides the authority to municipalities to formulate and implement Emergency Plans. The legislation states that a “Head of Council” may declare that an Emergency exists within a municipality and may take such action as may be deemed necessary and are not contrary to law to protect the property, health, safety and welfare of the inhabitants of the Emergency area.
2. Municipalities routinely respond to situations that require responses from fire, police, ambulance, and public works. Large-scale emergencies such as chemical spills, plane crashes, tornadoes and floods can severely deplete available resources and require additional personnel, equipment and expertise. In cases such as these, an Emergency Plan must be implemented.
3. Response to a large-scale Emergency requires an assessment of the situation, an effective determination of resources required, and the efficient deployment and management of these resources. The primary role of Regional government in an Emergency is to provide the organizational framework within which the coordinated response will take place, thereby reducing the impact of the Emergency on the inhabitants within the Region.
4. Within the Region, each of the nine area municipalities has an individual responsibility to provide the initial response to a large-scale Emergency within their municipal boundaries. If the implementation of a Municipal Emergency Plan is insufficient to control the situation, the Mayor of the affected municipality may request assistance from the Region. The Regional Emergency Plan would then be activated and the Regional Chair may declare a Regional Emergency in the affected area(s). The Regional Emergency Plan may also be activated and a Regional Emergency declared if the Regional Chair determines that the situation affects more than one municipality and a large portion of the inhabitants of the Region and/or that the Region has committed significant resources (personnel and material) in the affected area.
5. The Region maintains an active Emergency Measures Program. The purpose of this program is to protect and preserve life and property during times of crisis, by providing efficient, coordinated emergency services and responsible decision-making. The program will also provide for training of Regional staff as required, and for external agencies to the extent practicable. The program will permit coordination of community-based exercises and outreach at the Regional level. The Emergency Measures Program is further designed to ensure that all agencies that may become involved in an Emergency are fully

aware of their respective roles and responsibilities and are capable of fulfilling their assigned tasks.

6. The program also provides for the creation of subordinate plans that are deemed to be part of the Regional program, and a mechanism to ensure the updating and testing of all Regional plans. The Region's Emergency Plan is an important element of this program as it provides a framework of activity to ensure that the objectives of the program are met.

1.2 Purpose of the Region's Emergency Plan

1. The purpose of the Region's Emergency Plan is to provide for the extraordinary arrangements and measures that may have to be taken to protect the property, health, safety and welfare of the inhabitants of the Region, during an Emergency. The Plan is intended to increase the emergency response capability of the Region by establishing a plan of action to efficiently and effectively deploy emergency services.

1.3 Precedence of Emergency Plans

1. The Municipal Emergency Plan of each of the area municipalities shall conform to the Region's Emergency Plan. In the event that the Region declares an Emergency subsequent to an Emergency having been declared by one or more of the area municipalities, and there are inconsistencies between the Municipal Emergency Plan and the Regional Emergency Plan, the Regional Emergency Plan shall take precedence.

1.4 Structure of the Emergency Plan

1. The Region's Emergency Plan consists of six chapters.
2. There are also a series of supporting documents intended as resource documents for use by the RECG, Support Group, Supporting and Other Agencies, and Regional Departments. They contain information needed to deal with emergencies within the Region. They are for internal use and are not considered part of the Emergency Plan.

1.5 Amendments

1. The Manager of Emergency Measures maintains the master copy of the Region's Emergency Plan. Regional Departments have appointed members to the Region's Planning Working Group. Amendments emanating from the departments are reviewed by the Working Group. Following the review by the Working Group, amendments will then be forwarded to the CAO and the Regional Emergency Planning Committee for approval.

2. Approved amendments will be placed in the master copy and will be forwarded electronically to holders of the Emergency Plan.

1.6 Web Page

1. An electronic copy of the Region's Emergency Plan is posted and maintained on the Region's web site, (www.region.york.on.ca).

CHAPTER 2 - DEFINITIONS

1. **Agency On-Scene Commander**
The person(s) designated by each agency responding to the Emergency who is responsible for managing the agency's on-scene response operations in consultation and coordination with the Emergency Site Manager and the Regional Emergency Control Group.
2. **Area Municipality**
The municipality or corporation of the Town of Aurora, Town of Markham, Town of Newmarket, Town of Richmond Hill, City of Vaughan, Town of Whitchurch-Stouffville, Town of East Gwillimbury, Town of Georgina, and the Township of King.
3. **Chief Administrative Officer (CAO)**
The Chief Administrative Officer of The Regional Municipality of York or designate. The CAO is the Chair of the Regional Emergency Control Group and is responsible for coordinating operations within the Regional Emergency Operations Centre.
Note: The Commissioner of Corporate & Legal Services Department and Regional Solicitor and the Commissioner of Finance Department and Treasurer are the alternates to the CAO.
4. **Command Post**
A mobile communications/central control centre from which the Emergency Site Manager and Agency On-Scene Commanders will manage on-site activities and communicate with the Regional Emergency Operations Centre and other operational communications centres.
5. **Emergency**
A situation or an impending situation caused by the forces of nature, an accident, an intentional act or otherwise constitutes a danger of major proportions to life or property.
Note: Its nature and magnitude must be such as to require a controlled and coordinated response by a number of agencies, both governmental and private, under the direction of a Municipal Emergency Control Group, as distinct from routine operations carried out by an agency or agencies (e.g., fire-fighting, police activities, hospital routines).
6. **Emergency Notification Plan**
A telephone fan-out system conducted by the Communications Branch of the York Regional Police, whereby, on implementation of the Emergency Plan, first responders, the Regional Emergency Control Group and the Regional Support Group are notified immediately.

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7. **Emergency Plan**
A plan, which is formulated pursuant to section 3 of the *Emergency Plans Act* and which governs the provision of necessary services during an Emergency and the procedures under and manner in which Regional employees and other persons will respond to an Emergency.
 8. **Emergency Plans Act**
The *Emergency Plans Act*, R.S.O. 1990, c.E.9, as amended.
 9. **Emergency Shelter**
A site that provides lodging for evacuees and emergency responders during and after an Emergency. It may include hotels/motels, private homes or improvised group housing. Depending on the emergency situation, it may include provision for feeding and personal support.
 10. **Emergency Site (Emergency Area)**
The area in which an Emergency exists.
 11. **Emergency Site Management Team**
The Emergency Site Management Team consists of the Emergency Site Manager, Agency On-Scene Commanders representing the responding agencies involved in the Emergency, and the On-Scene Media Spokesperson.
 12. **Emergency Site Manager**
The person at the Emergency Site who is designated to coordinate and manage the response to the Emergency. The Emergency Site Manager is appointed by the Regional Emergency Control Group and reports to the Chief Administrative Officer.
 13. **Emergency Social Services**
Services such as accommodation, food, clothing and bedding, personal support, and registration and inquiry are provided during and after an Emergency to victims needing support and assistance. Accommodation and food may also be provided to first responders. In the Region, the Department of Community Services and Housing is responsible for coordinating these services, in collaboration with agencies such as the Canadian Red Cross Society.
 14. **Evacuation Centre**
A location used during an Emergency situation to provide temporary refuge for evacuees and a staging area for deployment of evacuees to Emergency Shelters or Reception Centres.
 15. **Fire Department**
The Fire Department of an Area Municipality, or a combined Fire Department of one or more area municipalities.

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16. **Full Alert**
The Emergency Alert level utilized when all members of the Regional Emergency Control Group and Regional Support Group are contacted and advised to report to the Regional Emergency Operations Centre.
17. **Functional Emergency Plan**
A written plan describing the functions in an Emergency of each Regional Department or service, and any agency with a designated emergency function.
18. **Head of Council**
The Head of Council is the Regional Chair. In the event that the Regional Chair is unavailable, the powers and duties of the Head of Council granted under the *Emergency Plans Act* or the Emergency Plan shall be exercised by the Chair of the Finance and Administration Committee of Regional Council. In the event that such person is unavailable or unable to act, the Vice-Chair of the Finance and Administration Committee shall exercise those powers.
19. **Inner Perimeter**
A restricted area in the immediate vicinity of the Emergency Site as initially established by the Agency On-Scene Commander from a responding emergency service. Access to the inner perimeter is restricted to those essential emergency personnel actively involved in the Emergency. This perimeter will be confirmed by the Emergency Site Manager when so appointed.
20. **Line Load Control**
See Priority Access Dialing.
21. **Municipal Emergency Plan**
An Emergency Plan prepared by one of the area municipalities.
22. **Notification System (Fanout)**
A method of alerting key personnel in the Regional Emergency Control Group and Regional Emergency Support Group or a department to advise them of an emergency situation.
23. **On-Scene Media Information Centre**
The location at or near the Emergency Site where the media may gather for updated media releases and press conferences. This location will be determined by the On-Scene Media Spokesperson with the approval of the Emergency Site Manager.
24. **On-Scene Media Spokesperson**
The person appointed by the Director of Corporate Communications Services responsible for coordinating the dissemination of information to the media from the On-Scene Information Centre. The spokesperson works closely with the Emergency Site Manager.

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25. **Outer Perimeter**
A geographic area selected by the Emergency Site Manager and surrounding the inner perimeter. This area serves as a coordination and assembly area for essential emergency personnel. Access to the outer perimeter is restricted to essential personnel as determined by the Emergency Site Manager.
26. **Priority Access Dialing (PAD)**
A system controlled through Industry Canada which ensures that key telephone numbers receive priority access during times of high demands on telephone systems. Also referred to as Line Load Control.
27. **Public Information Coordinator**
The Director of Corporate Communications Services shall act as the Public Information Coordinator during emergencies.
28. **Reception Centre**
A one-stop service site where people may be relocated in the event of an Emergency and where their immediate basic needs for the five Emergency Social Services (accommodation, food, clothing and bedding, registration and inquiry, and personal support) are met.
29. **Region**
The Regional Municipality of York.
30. **Regional Council**
The Council of The Regional Municipality of York.
31. **Regional Disaster Emergency Information Centre (Call Centre)**
A Call Centre established during an Emergency to respond to and redirect inquiries and reports from the public.
Note: Throughout this Emergency Plan, the Regional Disaster Emergency Information Centre shall be referred to as the Call Centre.
32. **Regional Emergency Control Group (RECG)**
A group of Regional Department Heads and critical agencies, chaired by the CAO, which is responsible for directing and controlling all Emergency operations and providing the personnel and resources needed by the Emergency Site Manager to effectively manage the Emergency within the Region.
33. **Regional Emergency Operations Centre (REOC)**
The location from which the Regional Emergency Control Group operates.

34. **Regional Emergency Planning Committee**
A committee composed of heads of Regional departments and agencies and the Manager of Emergency Measures, responsible for the formulation, development, and implementation of emergency planning in York Region. It does not implement the Plan during emergencies.
35. **Regional Fire Coordinator**
A Fire Chief from one of the fire departments in the Region, appointed by the Regional Council, to serve as coordinator of the Region's Mutual Aid Fire Plan.
36. **Regional Support Group**
Senior Regional staff who provide support, logistics, and advice to the Regional Emergency Control Group.
37. **Stand-by Alert**
The Emergency Alert level utilized when some or all members of the Regional Emergency Control Group and the Regional Support Group are contacted and instructed to "stand-by" for further information or instructions.
38. **Supporting and Other Agencies**
Non-government organization such as School Boards, Canadian Red Cross Society and others that provide advice and support to the Regional Emergency Control Group.

CHAPTER 3 - HAZARD/VULNERABILITY ANALYSIS

3.1 Hazards/Risks

1. The risks to York Region are:
 - Hazardous Material Incident
 - Winter Storm (Snow and/or Ice)
 - Aircraft Accident
 - Flooding
 - Tornado
 - Mass Casualty Accident (Road or Rail)
 - Earthquake
 - Pollution

3.2 Hazardous Material Incident

1. **Predictability:** The predictability of a hazardous material accident is uncertain. York Region has a highly developed chemical industrial base located in Vaughan, and the Canadian National Railways yard and the Canadian Pacific yard in Vaughan. Additionally, four major provincial 400 series highways operate in York Region. Hazardous materials are used, produced, and transported in quantities which, if released into the environment during an accident, could cause injury to people, animals, property, the environment, and the economy.
2. **Frequency:** The frequency of a hazardous material accident ranges from several minor incidents yearly, to one of major consequence every five to ten years.
3. **Controllability:** The controllability of hazardous material disasters is limited to local plans, zoning, and the training of response teams. York Region has a limited spill response capability.
4. **Duration:** The duration of an incident can range from less than an hour to several days.
5. **Scope:** The scope of the damage can increase with the severity of the incident. Generally, with small incidents, it is localized.
6. **Intensity:** The intensity of the impact will increase with the scope of the damage.

3.3 Winter Storm (Snow and/or Ice)

1. **Predictability:** The predictability of a severe winter storm, either snow or ice, is high due to York Region's weather patterns and its location between the Great Lakes and close proximity to Lake Simcoe. Although the winter temperatures are not overly severe, there can be several days of severe cold weather coupled with the snow. The temperature fluctuations lend themselves to freezing rain and the possibility of an ice storm.
2. **Frequency:** The frequency of a severe winter storm is not annual, but it can occur during any winter period.
3. **Controllability:** Controllability is limited to storm watches/warnings, industrial and institutional shut downs, and snow clearance and removal.
4. **Duration:** Storm duration is normally limited to one or two days, but a longer duration is possible.
5. **Scope:** The scope of damage is normally limited, with the biggest problem being power outages.
6. **Intensity:** The intensity of impact can be severe.

3.4 Aircraft Accident

1. **Predictability:** The predictability of an aircraft accident is uncertain. York Region could face an accident at Buttonville Airport involving one or more small aircrafts. This could occur on take-off or landing, or it could involve a mid-air collision. Additionally, York Region could face the downing of a passenger aircraft as it passes through York Region airspace to or from the Toronto Pearson International Airport.
2. **Frequency:** York Region has not experienced a major aircraft accident in several years.
3. **Controllability:** Controllability of an aircraft accident is limited to the state of readiness of municipal and regional response agencies, and land use management of take-off and landing approach areas. Air traffic control is not a Regional responsibility.
4. **Duration:** A major aircraft accident involving a passenger jet could have an impact of several days' duration.
5. **Scope:** The scope of damage ranges with the type of accident. It would normally be localized.

6. **Intensity:** The intensity of the impact would range with the scope of damage and the location of the accident.

3.5 Flooding

1. **Predictability:** The predictability of flooding throughout York Region has been greatly enhanced throughout the years. Flood predictions are issued through the Office of the Toronto Region Conservation Authority with input from the Lake Simcoe Region Conservation Authority.
2. **Frequency:** Minor flooding occurs on a yearly basis. The Region has not experienced a major flood within the last 40 years.
3. **Controllability:** Flood damage is mitigated through land planning measures.
4. **Duration:** The duration of flooding ranges from several hours to several days. The duration of the Emergency situation may last several days or weeks.
5. **Scope:** The amount of damage ranges with the severity of the flooding.
6. **Intensity:** The intensity of impact can range from a few buildings with water damage to several hundred buildings affected, with road and bridge damage.

3.6 Tornadoes

1. **Predictability:** Canada ranks second in the world for annual tornado frequency. Southern Ontario has the greatest concentration of activity in an area starting from Windsor and spreading north-eastward through southwestern Ontario (including York Region) and into the southern Ottawa Valley.
2. **Frequency:** Minor tornadoes occur on a yearly basis. There has not been a major tornado in York Region in the past 20 years. The closest major tornado occurred in Simcoe County in 1985.
3. **Controllability:** Controllability of damage is limited to local plans and building codes. The introduction of a Canada-wide Doppler Radar system by the Government of Canada will improve early warning of tornado activity.
4. **Duration:** The duration of the tornado itself is short. The duration of the Emergency situation may last several days or weeks.
5. **Scope and Intensity:** The scope of damage would range with the severity of the tornado, varying from moderate to total destruction. Intensity of the impact would vary with the damage.

3.7 Mass Casualty Accident (Road or Rail)

1. **Predictability:** The predictability of a mass casualty accident is uncertain. On the major Ontario highways which traverse the Region, high traffic volumes, speed, and the unpredictability of weather and visibility conditions (snow and blowing snow, rain, freezing rain, fog) are factors which contribute to major accidents. A bus or GO Train accident is possible. Given the amount of passengers carried during peak periods, such an accident could result in a mass casualty situation.
2. **Frequency:** York Region has not experienced a mass casualty accident. Such accidents have occurred in other locations of the GTA within the past several years (Highway 401 in Essex County, GO Train accident in Union Station in Toronto, TTC Subway Fire).
3. **Controllability:** Limited to weather warnings/watches, snow and ice clearance, driver awareness, and police patrols.
4. **Duration:** The duration of a mass casualty accident could have an impact of several days.
5. **Scope and Intensity:** The damage will be localized but will be severe, with deaths and critical injuries.

3.8 Earthquakes

1. **Predictability:** A fault line runs through Lake Ontario to the south of York Region.
2. **Frequency:** Earthquake activity has been limited to minor tremors. These tremors occur sporadically.
3. **Controllability:** Controllability is limited to building codes and local Emergency Plans.
4. **Duration:** The duration of an actual earthquake is short. The Emergency situation, dependent upon the severity of the earthquake, could last up to several months.
5. **Scope and Intensity:** The damage would range with the severity of the earthquake. The intensity of the impact would vary with the amount of damage.

3.9 Pollution

1. **Predictability:** Air pollution (smog) is prevalent in York Region on a yearly basis. The predictability of major water pollution is uncertain but a possibility. Lake Wilcox and Musselman's Lake within York Region have had cyanobacterial blooms in the water. There is a risk to recreational users of these waters, if water is accidentally swallowed when swimming. Individuals may experience headaches, fever, diarrhea, abdominal pain, nausea and vomiting.
2. **Frequency:** Smog alerts occur each summer. York Region has not experienced a major pollution of its drinking water. The Region did have a major spill of raw sewage into the Don River in 1998.
3. **Controllability:** Controllability is based on pollution control. Smog alerts are issued by the Ministry of Environment to the Regional Medical Officer of Health. All municipal drinking water in York Region is subject to treatment in accordance with the Drinking Water Protection Regulation.
4. **Duration:** The duration could be from several days to years.
5. **Scope and Intensity:** Damage would be dependent upon the severity of the pollution and how quickly it is mitigated.

CHAPTER 4 - IMPLEMENTATION OF THE EMERGENCY PLAN

4.1 Declaration/Termination of an Emergency

4.1.1 Introduction

1. An Emergency is defined as a situation or an impending situation caused by the forces of nature, an accident, and an intentional act or otherwise that constitutes a danger of major proportions to life or property. For the purpose of this plan, the Emergency or threat of an impending Emergency situation is considered so grave by its nature or magnitude that it requires a controlled and coordinated response by a number of agencies, both governmental and private. This coordinated response, under the direction of the Head of Council, **is distinct from routine operations carried out by agencies as normal day-to-day procedures**, including police security operations, firefighting, ambulance routines, and normal hospital routines.

4.1.2 Action Prior to Declaration of an Emergency

1. When an Emergency appears imminent, but has not yet been declared, members of the RECG may take necessary action under the Emergency Plan to protect the lives and property of the inhabitants of the Region. When such actions are undertaken, they shall be reported as soon as practicable to the CAO, who shall in turn, advise the Head of Council and Members of Regional Council of the actions taken and the circumstances under which they were taken.
2. The Chief of Police, Regional Fire Coordinator, or any other member of the RECG, after ensuring the necessary emergency response has been dispatched, may request that the RECG assemble at the REOC or other specified location, or be placed on Standby Alert.
3. Upon activation of the Emergency Notification Plan, York Regional Police will immediately notify the members of the RECG (beginning with the CAO) and Regional Support Group that a Standby Alert has been issued, or that the RECG is to assemble at the REOC, or other specified location.

4.1.3 Municipal Emergencies

1. Response to Emergencies within the Province of Ontario is based on a "tiered" approach, with the area municipalities responsible for providing the first level of response. The Region automatically provides assistance to the affected municipality through the provision of support from York Regional Police, Emergency Medical Services, and the Departments of Health Services, and

Community Services and Housing. Each of these agencies provides personnel who serve as members of the Area Municipality Emergency Control Groups.

2. On declaration of an Emergency in one or more of the area municipalities, the Region will normally implement its own Emergency Plan by opening up the REOC with a skeleton staff. In addition to the support noted above, the Region will be prepared to provide additional support as requested by the Mayor of the affected municipality. This request would be made to the Head of Regional Council.

4.1.4 Declaration of a Regional Emergency

1. The decision to declare a Regional Emergency in all or in part of the Region be taken by the Head of Council, following a recommendation from the RECG. The factors affecting this decision are:
 - The resources (personnel and material) that the Region has committed to the Emergency in the affected area municipality(ies).
 - A determination that the Emergency affects a large portion of the population of more than one area municipality.
 - The Region's requirement for external funding both in controlling the Emergency situation and during the recovery process.
2. The authority to declare an Emergency is vested with the Head of Council. This decision will be taken on the advice of the CAO and the RECG. The Head of Council shall sign the Declaration of Regional Emergency.
3. Upon such declaration, the Head of Council shall inform:
 - The Solicitor General of Ontario, through Emergency Measures Ontario, (416) 314-3723, or evenings, O.P.P. Duty Officer, (416) 314-0751, (24 hours)
 - The public
 - Mayors of the nine area municipalities
 - Members of Regional Council
 - Neighbouring municipal officials (as required)
 - Members of Parliament (MPs) and Members of Provincial Parliament (MPPs) representing constituencies in York Region
4. The Premier of Ontario, under the authority of the *Emergency Plans Act*, also has the authority to declare an Emergency in all or any part of Ontario.

4.1.5 Termination of a Regional Emergency

1. The authority to terminate a Regional Emergency is vested with the Head of Council **or** Regional Council. This decision will be taken on the advice of the CAO and the RECG. The Head of Council shall sign the Termination of Regional Emergency form.
2. Upon such termination, the Head of Council shall inform:
 - The Solicitor General of Ontario, through Emergency Measures Ontario, (416) 314-3723, or evenings, O.P.P. Duty Officer, (416) 314-0751, (24 hours)
 - The public
 - Mayors of the nine area municipalities
 - Members of Regional Council
 - Neighbouring municipal officials (as required)
 - MPs and MPPs representing constituencies in York Region
3. The Premier of Ontario, under the authority of the *Emergency Plans Act*, also has the authority to terminate an Emergency in all or any part of Ontario.

4.2 York Region's Emergency Notification Plan

1. Agency On-Scene Commanders of the responding agencies at the scene of the Emergency, or a member of the RECG, after ensuring the necessary emergency response departments have been dispatched, may request that members of the RECG and Regional Support Group be assembled or placed on Standby Alert.
2. The York Regional Police - Communications Branch has been assigned the function of alerting and calling out members of the RECG and Regional Support Group. Upon activation of the Emergency Notification Plan, York Regional Police will immediately notify the members (beginning with the CAO) that a Standby Alert has been issued, or that the RECG and Regional Support Group are to assemble at the REOC or other specified location.

4.3 Head Of Council

4.3.1 Responsibilities

1. The Head of Council is authorized to declare an Emergency in all or in any part of York Region. The Head of Council may take any action and issue orders as necessary and which are not contrary to law to implement the Emergency Plan and to protect property and the health, safety and welfare of the inhabitants in the Emergency area.

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2. In exercising these powers, the Head of Council shall be advised by the RECG.
 3. In addition to these general responsibilities, the Head of Council shall be responsible for the following:
 - a. Notify the Solicitor General of Ontario, through Emergency Measures Ontario, (416) 314-3723, or evenings, O.P.P. Duty Officer, (416) 314-0751, (24 hours).
 - b. Notify the public of the declaration of an Emergency.
 - c. Notify the Mayors of the area municipalities, Members of Regional Council, and neighbouring municipal officials (as required).
 - d. Notify the Region's Members of Parliament and Members of Provincial Parliament.
 - e. Take such action and make such orders as are deemed necessary and are not contrary to law to implement the Emergency Plan and to protect property and the health, safety and welfare of the inhabitants of the Emergency area.
 - f. Keep Members of Regional Council apprised of the Emergency situation.
 - g. Formally request Provincial and/or Federal government assistance (through the Provincial Ministry of the Solicitor General and Correctional Services), as required.
 - h. Attend meetings of the RECG as required.
 - i. Authorize the release of information on behalf of the Region or delegate that authority to the Chair of the RECG.
 - j. Issue authoritative instructions, information and warnings to the general public via the media as authorized and requested by various agencies.
 - k. Act as the primary spokesperson for the Region, in coordination with the Emergency Media and Public Information Plan.
 - l. Chair the Post Emergency Recovery Committee and act as an *ex-officio* member of the Human Needs, Infrastructure, and Finance/Disaster Relief Sub-Committees.

- m. Officially declare that the Emergency has terminated and notify the Provincial Solicitor General, the public, the Area Municipal Mayors, Regional Council, MPs and MPPs of the said termination.

4.4 Regional Emergency Control Group (RECG)

4.4.1 Composition

1. The RECG is comprised of the following persons or their designates,
 - Chief Administrative Officer (Chair)
 - Chief, York Regional Police
 - Regional Fire Coordinator
 - Commissioner of Health Services Department and Medical Officer of Health
 - Commissioner of Transportation and Works Department
 - Commissioner of Community Services and Housing Department
 - General Manager of Emergency Medical Services
2. The CAO may add, as necessary, additional members. These members may include:
 - Other Regional Commissioners
 - Mayor(s) of area municipality(ies) affected by the Emergency
 - Fire Chief(s) of area municipality(ies) affected by the Emergency
 - Ontario Provincial Police representative
 - Other agencies (as required)
3. The CAO shall be the Chair of the RECG and in that capacity shall oversee the activities of the RECG. The CAO will act as the coordinator of all emergency response activities from the REOC.

4.4.2 Group Responsibilities

1. The primary responsibilities of the RECG are to implement the Emergency Plan during emergency operations and to provide advice and assistance to the Head of Council in the carrying out of the duties under the Emergency Plan.
2. During Emergency operations, the RECG is constituted and responsible for directing and controlling all emergency operations and providing the personnel and resources needed by the Emergency Site Manager to effectively manage the Emergency within the Region. The RECG is designed to work closely with the Emergency Site Manager in coordinating on and off site activities.

3. As part of the Emergency Measures Program, an Emergency Notification Plan has been developed. Under these procedures, members of the RECG have the authority to call for assembly of the Group or to place it on Standby Alert.
4. The RECG will be responsible for the following activities during an Emergency:
 - a. Immediately contact the appropriate emergency response agencies, determine the nature and impact of the incident and, based on information received, mobilize emergency services, agencies and equipment as required.
 - b. Notify, direct and coordinate their respective services and ensure that all actions necessary for the mitigation of the effects of the Emergency are taken.
 - c. Advise the Head of Council as to whether the declaration or termination of an Emergency is recommended.
 - d. Advise the Head of Council on the need to designate sections of the Region as an Emergency area.
 - e. Appoint or confirm the appointment of an Emergency Site Manager.
 - f. Order, coordinate, and oversee the evacuation of inhabitants considered to be in danger.
 - g. Arrange for the provision of equipment and services from local agencies not under municipal control.
 - h. Notify, request assistance from and/or liaise with other levels of government and public or private agencies not under municipal control.
 - i. Assess the need for volunteers and issue appeals if required.
 - j. Assess the need for transportation of supplies, personnel and equipment and/or persons during an evacuation.
 - k. Forward information regarding the Emergency to the Public Information Coordinator for dissemination to the media and the public.
 - l. Determine the need for the establishment of advisory groups and/or sub-committees.

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- m. Authorize the expenditure of money required to deal with the Emergency.
 - n. Maintain a detailed log outlining the decisions made and actions taken and submit it to the Manager of Emergency Measures at the end of each workshift.
 - o. Notify all services, agencies, groups or persons under the direction of the RECG of the termination of the Emergency.
 - p. Participate as required in the Post-Emergency Recovery Plan.
 - q. Conduct and participate in a de-briefing following the Emergency.

4.4.3 Individual Responsibilities

1. **Chief Administrative Officer (CAO)**, as a member of the RECG, will:
 - a. Attend at the REOC if activated, as the Chair of the RECG and chair meetings.
 - b. Activate the Emergency Notification Plan through the York Regional Police Communications Branch, if required.
 - c. Ensure a communications link is established between the RECG and the Emergency Site Manager.
 - d. Advise the Head of Council on Regional policies and procedures as appropriate.
 - e. Authorize all non-budgeted Regional expenditures deemed appropriate.
 - f. Formally request assistance from neighbouring Regional Governments and the City of Toronto (in accordance with the various Mutual Assistance Agreements), as required.
 - g. Approve all releases or media updates before they are issued to the public or the media, or delegate this authority to another member of the RECG.
 - h. Liaise with the Public Information Coordinator to ensure that accurate and frequent media updates are made available.
 - i. Respond to special information requests and all other inquiries from media or public and redirect inquiries accordingly.

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- j. Ensure all published and broadcast information is monitored.
 - k. Nominate persons to perform various support group functions should the Emergency warrant.
 - l. Participate as a Member of the Post Emergency Recovery Committee and as an *ex-officio* Member of the Human Needs, Infrastructure, and Finance/Disaster Relief Sub-Committees.
2. **Chief of York Regional Police**, as a member of the RECG, will:
- a. Attend at the REOC, if activated, and coordinate the response of the Police, and liaise with other department/agencies responding to the Emergency.
 - b. Activate the York Regional Police Emergency Incident Management Plan and Notification System, if required.
 - c. Establish a site command post with communications to the REOC.
 - d. Provide an Agency On-Scene Commander.
 - e. Provide the Emergency Site Manager, if required.
 - f. Establish an ongoing communications link with the Emergency Site Manager.
 - g. Maintain an inventory of regional, municipal and private sector communications equipment and facilities within the Region that could, in an Emergency, be used to augment existing communications systems.
 - h. Request the assistance of the York Amateur Radio Emergency Communication Council in providing emergency and backup telecommunications links between the REOC and any other locations, as required.
 - i. Establish an inner perimeter within the Emergency area.
 - j. Establish an outer perimeter in the vicinity of the Emergency in order to facilitate the access/egress of emergency vehicles and to restrict the movement of non-essential personnel.
 - k. Provide traffic control to facilitate the movement of emergency vehicles.

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- l. Alert persons endangered by the Emergency and coordinate evacuation procedures, including traffic control on evacuation route.
 - m. In cooperation with the Community Services and Housing Department and the Canadian Red Cross Society, open Evacuation Centres and provide security, as required.
3. **Regional Fire Coordinator**, as a member of the RECG, will:
- a. Attend at the REOC, if activated, and coordinate the response of the Fire Services.
 - b. Activate the Regional Emergency Fire Services Plan and Notification System, if required.
 - c. Provide the RECG with advice on firefighting matters.
 - d. Establish an ongoing communications link with the Fire On-Scene Commander.
 - e. Inform the Mutual Aid Fire Coordinators and/or initiate mutual aid arrangements for the provision of additional manpower and equipment, if needed.
 - f. Determine and arrange for additional specialized equipment is required.
 - g. Provide an Emergency Site Manager, if required.
 - h. Provide assistance to other municipal departments and agencies by being prepared to take charge of, or contribute to, non-firefighting operations, if necessary (e.g., rescue, first aid, casualty collection, evacuation, etc.).
4. **Commissioner of Health Services Department and Medical Officer of Health**, as a member of the RECG, will:
- a. Attend at the REOC, if activated, and coordinate the response of the Health Services Department and liaise with other departments/agencies responding to the Emergency.
 - b. Activate the Health Services Department Emergency Plan, Notification System, and Health Services Emergency Operations Centre, if required.
 - c. Liaise with the Ontario Ministry of Health and Long Term Care - Public Health Branch.

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- d. Recommend specific response to conditions that could affect the health of the community.
 - e. Liaise with the Commissioner of Community Services and Housing Department on areas of mutual concern regarding health services in evacuee areas that include:
 - Food and water safety
 - General safety and sanitation
 - Disease control
 - Accommodation standards
 - Health assessment needs and post traumatic stress management
 - f. Liaise with agencies as required to augment and coordinate public health resources.
 - g. Provide an Agency On-Scene Commander from Health Services, if required.
 - h. Participate as a Member of the Post Emergency Recovery Committee, the Human Needs, and Infrastructure Sub-Committees.
5. **Commissioner of Transportation and Works Department**, as a member of the RECG, will:
- a. Attend at the REOC, if activated, and coordinate the response of the Transportation and Works Department, including the provision of all sewer, water and road services.
 - b. Activate the Region of York Transportation and Works Department Emergency Plan and Notification System, as required. Request activation of other public works department Emergency Plans (where applicable) and notification systems, as required. Activate the Transportation and Works Department EOC, if required.
 - c. Provide auxiliary radio communications services and equipment as may be required by the RECG and/or the York Region Police Information Services Bureau.
 - d. Provide emergency traffic detour plans in coordination with York Regional Police.
 - e. Provide and repair water, sewer and road services in consultation with officials of the area municipalities and of the Province of Ontario, where required.

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- f. Provide the RECG with information and advice on public works and engineering matters.
 - g. Implement the Transportation and Works Spill Control Contingency Plan, as required, to ensure that all hazardous or environmentally significant spills are contained and cleaned up, and all residues safely disposed.
 - h. Arrange for the provision of emergency supplies of potable water and emergency sanitary facilities, in consultation with the Commissioner of Health Services Department and Medical Officer of Health.
 - i. Assist the Area Municipal Fire Services with the provision of equipment and manpower for pumping operations and emergency water supplies for firefighting.
 - j. Liaise with public utilities to disconnect any service representing a hazard and/or arrange for the provision of alternate services or functions.
 - k. Provide Transportation and Works vehicles and equipment as required for emergency services.
 - l. Provide an Agency On-Scene Commander.
 - m. Provide an Emergency Site Manager, if required.
 - n. Coordinate the provision of transportation when requested by other departments or the Emergency Site Manager.
 - o. Maintain communications with flood control conservation authorities, the Ontario Ministry of Natural Resources and environmental agencies.
 - p. Participate as a member of the Post Emergency Recovery Committee.
 - q. Participate as a Chair of the Infrastructure Sub-Committee.
6. **Commissioner of Community Services and Housing Department**, as a member of the RECG, will:
- a. Attend at the REOC, if activated, and coordinate the response of the Community Services and Housing Department and associated agencies.
 - b. Activate the Community Services and Housing Department Emergency Plan, Notification System, and Community Services and Housing Department EOC, as required.

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- c. Open and operate temporary and/or long-term Reception Centres (with the assistance of the Canadian Red Cross Society), and ensure they are adequately staffed.
 - d. Liaise with the RECG with respect to the designation of Reception Centres, which can be opened at short notice.
 - e. Liaise with the Medical Officer of Health on areas of mutual concern regarding operations in Reception Centres that include:
 - Food and water safety
 - General safety and sanitation
 - Disease control
 - Accommodation standards
 - Health Assessment needs and post traumatic stress management
 - f. Ensure that a representative of the York Region Board of Education, and/or York Catholic District School Board, and/or Community Hall and/or shopping mall representatives are notified when a facility is required as an Reception Centre, and that staff and volunteers utilizing the facility take direction from the aforementioned representative with respect to its maintenance, use and operation.
 - g. Liaise with the Agency On-Scene Commanders of the social service agencies and provide the RECG and the Chair with advice on social service related matters.
 - h. Provide an Agency On-Scene Commander from Community Services and Housing Department.
 - i. Determine the location of Reception Centres in coordination with York Regional Police.
 - j. Notify the Executive Director of the Canadian Red Cross Society of the location of designated Evacuation Centres/Reception Centres.
 - k. Liaise with Transportation and Works Department and the General Manager of Emergency Medical Services for the provision of transportation to Evacuation Centres/Reception Centres.
 - l. Activate the Call Centre.
 - m. Work with the Director of Corporate Communications Services regarding information required by the Call Centre.
 - n. Participate as a Member of the Post Emergency Recovery Committee.

4.5 Emergency Site Management Team

1. The Emergency Site Management Team is composed of persons holding the following positions:
 - Emergency Site Manager (appointed by the RECG).
 - Agency On-Scene Commanders (from all agencies and departments present at the Emergency site).
 - On-Scene Media Spokesperson (appointed by the Director of Corporate Communications Services).
2. Overall coordination at the Emergency site will be under the control of the Emergency Site Manager, appointed by the RECG. The RECG will appoint the Emergency Site Manager (**where the affected area municipality has already appointed an Emergency Site Manager, the RECG may choose to confirm the appointment**). For most Emergencies, and/or until specified otherwise by the RECG, the Emergency Site Manager will be the ranking on-scene member of the first responding emergency service with primary jurisdiction, who is normally either the senior York Regional Police officer at the scene or the Chief of the jurisdictional Fire Department.
3. The RECG in coordination with the Emergency Site Manager will define an Emergency area. Inner and outer perimeter zones will be determined by the Emergency Site Manager and established by York Regional Police.
4. All Emergency site operations of appropriate agencies in response to an Emergency will be performed within existing respective internal chains of command structures. Each Regional Department or agency may appoint an Agency On-Scene Commander. The ranking on-scene official for each agency reporting to the Emergency will normally assume the role of Agency On-Scene Commander. Senior Regional Departmental Officials may be sent to the Emergency site, as required, to take over as the Agency On-Scene Commanders. Each agency will have one Agency On-Scene Commander at each Emergency site who is responsible for managing the agency's response operations, in consultation and coordination with the Emergency Site Manager, to facilitate an effective overall response to the Emergency.
5. Command posts will be established at each Emergency site by the senior officers from each agency represented at the scene, immediately upon arriving at the Emergency. The Emergency Site Manager will also establish a Command Post. All inter-agency communications will be channeled through this Command Post and direct on-line communication (radio or telephone) will be established with the REOC.

4.6 Regional Support Group

4.6.1 Composition

1. The following Regional staff may be required to provide support, logistics, and advice to the RECG and will be known as the Support Group:
 - Commissioner of Corporate & Legal Services Department and Regional Solicitor
 - Commissioner of Finance Department and Treasurer
 - Commissioner of Planning and Development Services Department
 - Commissioner of Human Resource Services Department
 - Manager of Emergency Measures
 - Director of Corporate Communications Services
 - Regional Clerk
 - Director of Information Technology Services
 - Director of Geomatics Division
 - Director of Supplies and Services

4.6.2 Responsibilities

1. **Commissioner of Corporate and Legal Services Department**, as a member of the Support Group, will:
 - a. Attend at the REOC if required, coordinate the response of the Corporate and Legal Services Department, and activate the department Notification System, if necessary.
 - b. Be prepared to act as the alternate to the CAO.
 - c. Provide advice to the RECG on matters of a legal nature, as they may apply to the actions of the Region in its response to the Emergency, as requested.
 - d. Liaise with representatives from the Ontario Ministry of the Solicitor General and provide advice to the Chair and the RECG with respect to interpretations of legislation governing the control of response to an Emergency, by the RECG.
 - e. Assess and provide advice with respect to any right of action pursuant to Section 12 of the *Emergency Plans Act* 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.

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- f. Participate as a Member of the Post-Emergency Recovery Committee and the Infrastructure and Finance/Disaster Relief Sub-Committees.
2. **Commissioner of Finance Department**, as a member of the Support Group, will:
 - a. Attend at the REOC, if required, provide information and advice on financial matters as they relate to the Emergency, and activate the department Notification System, if necessary.
 - b. Be prepared to act as the alternate to the CAO.
 - c. Ensure that records of expenses are maintained for claim purposes.
 - d. Ensure the prompt payment and settlement of all legitimate invoices and claims incurred during an Emergency.
 - e. Liaise, if necessary, with the Treasurer(s) and purchasing agents of the neighbouring regions and area municipalities.
 - f. Act as the Chair of the Finance/Disaster Relief Sub-Committee.
 - g. Participate as a member of the Post-Emergency Recovery Committee and the Human Needs and Infrastructure Sub-Committees.
3. **Commissioner of Human Resource Services Department**, as a member of the Support Group, will:
 - a. Attend at the REOC, if required, provide information and advice on human resource matters as they relate to the Emergency, and activate the department Notification System, if necessary.
 - b. Coordinate volunteers from community agencies and the public to assist in providing services to the public, as required.
 - c. Provide advice regarding the employment of the Region's employees, including those at the scene.
 - d. Provide advice regarding any occupational health and safety matters.
 - e. Provide the liaison between the various unions and the Region.
 - f. Provide an Employee Liaison Officer to the Director of Corporate Communications Services.

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- g. Participate as a member of the Post-Emergency Recovery Committee and the Human Needs Sub-Committee.
4. **Commissioner of Planning and Development Services Department**, as a member of the Support Group, will:
- a. Attend at the REOC, if required, coordinate the response of the Planning and Development Services Department, liaise with other departments/agencies responding to the Emergency, and activate the department Notification System, if necessary.
 - b. Provide Geographic Information Systems (GIS) services and hardcopy mapping to the REOC and other departments.
 - c. Provide staff to assist the Public Information Coordinator.
 - d. Participate as a Member of the Post Emergency Recovery Committee and Infrastructure Sub-Committee.
5. **Manager of Emergency Measures** is responsible to the CAO in the capacity as Chair of the RECG. In general, the Manager of Emergency Measures is responsible for assisting the CAO and for maintaining the established routine within the REOC. The Manager of Emergency Measures, will:
- a. Supervise the set-up of the REOC.
 - b. Assist with emergency operations staff duties.
 - c. Supervise access control, ensuring that only authorized personnel gain access to the REOC.
 - d. Carry out the detailed liaison with the Emergency Measures Ontario (EMO) Emergency Operations Centre and various municipal Emergency Operations Centres.
 - e. Ensure that the Call Centre is receiving the necessary up-to-date information required to handle calls from the public.
 - f. Assist in the preparation and monitoring of reports and returns.
 - g. Assume responsibility for any liaison personnel assigned to the REOC by outside agencies such as Emergency Measures Ontario.
 - h. Participate in post-emergency planning as a member of the Post-Emergency Recovery Committee.

6. **Director of Corporate Communications Services** will be the Public Information Coordinator for the purposes of this Emergency Plan. The Public Information Coordinator will appoint a designate to act with the same authority in the Coordinator's absence. With respect to communications matters, the Coordinator will be the only contact person with the Regional Chair and CAO. The responsibilities of the Public Information Coordinator are:
 - a. Supervise the activities of the communications team.
 - b. Provide communications advice to the Regional Chair, CAO and RECG.
 - c. Assign communications tasks to writers.
 - d. Appoint the On-Scene Media Spokesperson.
 - e. Review all communications including the Call Centre messages and gain approval for release by the Regional Chair or the CAO.
 - f. Forward all communications approved by the Regional Chair or the CAO to the Manager of the Call Centre immediately.
7. **Regional Clerk** as a member of the Support Group, will:
 - a. Provide clerical support to the REOC, as required.
8. **Director of Information Technology Services** is responsible for the provision of all Information Technology (IT) services to REOC. On notification that the REOC is to be opened, the Director, as a member of the Support Group, will:
 - a. Set-up the telephone and IT system in the REOC.
 - b. Ensure that an IT technician is available on a 24 hour 7 day basis to the REOC.
 - c. Set-up the Call Centre.
 - d. Ensure that telephone support (from ITS & Bell) is available on a 24 hours 7 day basis to support the REOC and Call Centre.
9. **Director of Geomatics Division** as a member of the Support Group, will:
 - a. Provide hardcopy Regional base maps and street indexes as required by the REOC.

- b. Provide GIS services to support queries, analysis, decision-making and electronic map display for the Regional and Departmental Emergency Operations Centres.
 - c. Create and maintain a map-based audit trail.
10. **Director of Supplies and Services** is responsible for ensuring the required administrative support is available in the REOC, the Departmental Emergency Operations Centres, and the Call Centre, including:
- Meals
 - Accommodations
 - Set-up and take down of the REOC (under the direction of the Manager, Emergency Measures)
 - Security of the REOC
 - Assist in purchases under Clause 10 of *By-law A-0207-2000-041, To Provide For The Purchase of Goods and Services*
 - Ensure that operators are provided to staff the Region's switchboard on a 24 hour 7 day basis
 - Printing requirements

4.7 **Supporting and Other Agencies**

4.7.1 **Bell Canada**

1. Bell Canada is the major provider of telephone and telecommunication services throughout the Region, through a network of above and below ground cables and microwave systems. During emergency operations, Bell Canada's response is coordinated through the York Regional Police Information Services - Communications Branch.
2. **Area Manager, Bell Canada**, as a supporting agency, will:
 - a. Activate the Bell Canada Emergency Plan and Notification System, if necessary.
 - b. Provide the Public Information Coordinator and the RECG with information relating to telephone service interruption and restoration of services, etc.
 - c. Expedite the installation of emergency telephone lines and services to the Command Posts at the Emergency Site, the REOC and Reception Centres, if required, and Priority Access Dialing, if requested by IT Services (York Regional Police Communications Branch will act as the alternate).

- d. If requested, join the RECG, attend at the REOC, if activated, provide expertise to the York Regional Police Communications Branch, and coordinate the response of Bell Canada resources.

4.7.2 Enbridge Gas

1. Enbridge Gas is the major provider of natural gas for heating and industrial use in portions of the Region through a network of underground pipes. During an Emergency, the Enbridge Gas response is coordinated through the Commissioner of Transportation and Works Department.
2. **Distribution Operations Manager, Enbridge Gas**, will:
 - a. If requested, join the RECG, attend at the REOC, and, if required, provide expertise to the Commissioner of Transportation and Works Department and coordinate the response of Enbridge Gas resources.
 - b. Activate Enbridge Gas Emergency Plan and Notification System, if necessary.
 - c. Liaise closely with the RECG and Public Information Coordinator in the development of media information relating to gas service interruption and restoration of services, etc.
 - d. If requested, attend at the Site Command Post (if activated), and provide natural gas related expertise.
 - e. Coordinate the response of Enbridge Gas personnel when involved in an Emergency response.

4.7.3 Amalgamated Hydro Corporation/Hydro One

1. The amalgamated hydro corporations of Aurora, Markham, Newmarket, and Vaughan and Hydro One provide electrical energy to the inhabitants of the Region through a complex grid system. Certain types of emergencies, such as adverse weather (storms, tornadoes, etc.) may have a serious impact on service.
2. **Executive Vice President of Operations Amalgamated Hydro Corporation/Hydro One**, will:
 - a. If requested, join the RECG and attend at the REOC.
 - b. Provide expertise to the Commissioner of Transportation and Works Department, and coordinate the response of Corporation and Hydro One resources.

- c. Activate the applicable Corporation or Hydro One Emergency Plan and Notification System, if required.
- d. Liaise closely with the RECG and the Public Information Coordinator in the development of media information, relating to power interruption and restoration of services.
- e. If requested, attend at the Site Command Post (if activated), and provide hydro related expertise. In addition, coordinate the response of the respective hydro personnel when involved in an Emergency response.

4.7.4 School Boards

1. The York Region Board of Education and the York Catholic District School Board are responsible for elementary and secondary schools within the Region. Depending upon the nature of the Emergency, it may be necessary to evacuate schools and occupants and/or utilize school facilities as Evacuation Centres in accordance with the Regional Emergency Plan. Each School Board will maintain its own internal Emergency Plan to coordinate staff responsibilities.
2. **Senior Representative - York Region Board of Education and/or York Catholic District School Board, will:**
 - a. If requested, join the RECG, attend at the REOC, if required and coordinate the response of the school board.
 - b. Activate the School Board Emergency Plan and Notification System, if necessary.
 - c. Liaise closely with the RECG and Public Information Coordinate and provide information concerning the development of media information, evacuation instructions, etc.
 - d. Coordinate the use of school board buses, vehicles and personnel, as required.
 - e. In cooperation with the Community Services and Housing Department, recommend and activate school facilities for use as Evacuation Centres.
 - f. If requested, attend at the Site Command Post and/or school facilities designated as Reception Centres (if activated), and coordinate the response of School Board personnel when involved in an Emergency response.

4.7.5 Canadian Red Cross Society

1. The Red Cross will provide assistance to the Community Services and Housing Department during any evacuation of Regional citizens. One of its main functions will be the establishment of a Registration and Inquiry service to provide information to the public regarding locations of Reception Centres and names of registered evacuees.

4.7.6 York Region Amateur Radio Emergency Communications Council

1. The York Region Amateur Radio Emergency Communications Council will provide emergency radio communications at locations designated by the RECG.

4.7.7 Emergency Measures Ontario

1. Once an Emergency has been declared by the Head of Council, Emergency Measures Ontario will deploy a liaison team to the REOC.

4.8 The York Region Emergency Operations Centre**4.8.1 Location and Alternate**

1. The REOC is located in the Regional Administrative Centre, 17250 Yonge Street in the Town of Newmarket.
2. Should the situation dictate that the Regional Administrative Centre cannot be used for the REOC, the alternate location will be the Town of Richmond Hill Emergency Operations Centre, 150 High Tech Road in Richmond Hill.

4.8.2 Standard Operating Procedures

1. The REOC will operate according to Regional Standard Operating Procedures.

CHAPTER 5 - REQUESTS FOR ASSISTANCE

5.1 Mutual Assistance Agreements

5.1.1 General

1. The *Emergency Plans Act* authorizes municipalities to enter into agreements wherein each party may provide assistance, in the form of personnel, services, equipment and material, if called upon to do so by a requesting municipality in times of Emergency.
2. Mutual Assistance Agreements enable municipalities, in advance of an Emergency, to set the terms and conditions of the assistance which may be requested or provided. Municipalities requesting and providing assistance are therefore not required to negotiate the basic terms and conditions under stressful conditions and may request, offer and receive assistance according to predetermined and mutually agreeable relationships.

5.1.2 Current Agreements

1. York Region has Mutual Assistance Agreements with Durham and Peel Regions.

5.1.3 Execution of Mutual Assistance Agreements

1. The request or response to a request is made by the CAO.
2. The CAO, on advice from the RECG, makes the final determination to ask for assistance from a neighbouring municipality. The CAO also makes the decision to provide assistance to a neighbouring municipality under a Mutual Assistance Agreement.

5.2 Assistance from the Province of Ontario

5.2.1 Emergency Measures Ontario

1. On the declaration of an Emergency by the Head of Council, Emergency Measures Ontario will deploy a liaison team to the REOC. This team will provide advice and assistance to the RECG.

5.2.2 Ontario Disaster Relief Assistance Program

1. The Ontario Disaster Relief Assistance Program (ODRAP) is intended to alleviate the hardship suffered by private homeowners, farmers, small business enterprises and non-profit organizations, whose essential property has been

damaged in a sudden and unexpected natural disaster, such as a severe windstorm, tornado, flood, forest fire or ice storm. The ODRAP provides funds to those who have sustained heavy losses for essential items such as shelter and the “necessities of life”. ODRAP does not provide full cost recovery for all damages resulting from a disaster; it only helps eligible recipients restore essential furnishings and property to pre-disaster condition.

2. The ODRAP provides assistance when damages are so extensive that they exceed the financial resources of the affected individuals, the municipality and community at large. This program does not cover damages to privately-owned, non-essential property, nor to essential property where private insurance is normally available.
3. If the disaster is of such size and extent that damages are widespread, similar to that experienced during the 1998 Eastern Ontario ice storm, the Province of Ontario, in conjunction with the Federal Government, would initiate the Disaster Financial Assistance Arrangements (DFAA).
4. The Minister of Municipal Affairs and Housing is authorized to declare a “disaster area” for the purposes of the ODRAP program. The Regional Council, when asking for assistance under the ODRAP program, must adopt a resolution outlining the following:
 - the Region's request for disaster assistance and declaration
 - whether all or a specified portion of the Region is to be declared a “disaster area”
5. The Province will contribute up to \$2.00 for every local dollar raised, to an amount necessary to settle all the eligible claims, up to 90 per cent of all eligible costs. Thus, no surplus funds are created.
6. Regional property damaged by natural disasters may also be eligible for financial assistance under ODRAP.
7. A copy of the Ontario Disaster Relief Assistance Program is held in the REOC. The Plan may also be viewed and downloaded from the Province of Ontario web site at www.mah.gov.on.ca/business/odrap/odrap-e.asp.

5.3 Assistance from the Federal Government

1. Requests for personnel or resources from the Federal Government must be submitted through the Province of Ontario. Federal assistance will only be provided once the resources of the Region and Province have been exhausted.

2. Financial assistance for natural disasters is available through the Federal Government's Disaster Financial Assistance Fund. This assistance is initiated by the Province.

CHAPTER 6 - REGIONAL EMERGENCY PLANNING COMMITTEE AND PLAN MAINTENANCE

6.1 Regional Emergency Planning Committee

6.1.1 Composition

1. The Regional Emergency Planning Committee shall consist of the following persons (or their designates) holding positions within the Region:
 - Chief Administrative Officer - Chair
 - Chief, York Regional Police
 - Regional Fire Coordinator
 - Commissioner of Health Services Department and Medical Officer of Health
 - Commissioner of Transportation and Works Department
 - Commissioner of Community Services and Housing Department
 - Commissioner of Corporate and Legal Services Department
 - Commissioner of Finance Department and Treasurer
 - Commissioner of Human Resource Services Department
 - Commissioner of Planning and Development Services Department
 - General Manager of Emergency Medical Services
 - Manager of Emergency Measures
2. The CAO shall be the Chair of the Regional Emergency Planning Committee and in that capacity, shall oversee the activities of the Regional Emergency Planning Committee. The CAO may appoint an alternate Committee Chair from among the other Committee members to perform the functions of the Committee Chair when the CAO is not available or is unable to act.

6.1.2 Objectives of the Regional Emergency Planning Committee

1. The Regional Emergency Planning Committee will provide the Region with an effective vehicle for developing and maintaining contingency planning which will provide for:
 - effective response to an Emergency
 - overall control of operations
 - alternate accommodation for evacuated persons
 - mobilization of all municipal, voluntary and other agencies required to cope with the Emergency
 - establishment of information centres for the public and news media

- procurement of essential resources
- restoration of utilities and other essential services

6.1.3 Responsibilities

1. The Regional Emergency Planning Committee is generally responsible for the formulation, development, and implementation of emergency planning for the Region, including the creation of emergency procedures and plans for all departments, agencies and local boards under the jurisdiction of the Region.
2. The Regional Emergency Planning Committee shall also be responsible for contingency planning, coordinating the gathering of information regarding emergency resources and negotiating memoranda of understanding and mutual aid agreements with other agencies.
3. The Regional Emergency Planning Committee shall review the Emergency Plan on an annual basis, conduct training and exercises, and may take other steps to promote familiarity with the contents of the Emergency Plan among Emergency Plan users. Where appropriate, the Regional Emergency Planning Committee may take measures to test the effectiveness of the Emergency Plan.
4. The Regional Emergency Planning Committee is not responsible for the implementation of the Emergency Plan during emergency operations.

6.2 Plan Maintenance and Revisions

1. The Region's Emergency Plan will be maintained and distributed by the Manager of Emergency Measures. Proposed amendments will be forwarded to the Manager of Emergency Measures who will bring them forward to the Regional Emergency Planning Committee for review and approval.

6.3 Testing of the Emergency Plan

1. Notwithstanding the testing of subordinate plans, a test of the Regional Emergency Plan in whole or in part will be conducted once per year.
2. The Emergency Notification Plan will be tested a minimum of twice yearly.

6.4 Internal Department Procedures

1. It is the responsibility of each person, agency, service, or Regional Department named within this plan, to notify the Manager, Emergency Measures forthwith of any revisions to any plans, operational procedures or any administrative or other organizational changes, which will affect the status of currency of the Regional Emergency Plan.

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