Halton Region Emergency Program and Plan

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Part A: Halton Region Emergency Management Program

1.0   Halton Region's Emergency Management Program

The goal of the Regional Municipality of Halton's emergency management program is to create, maintain, and coordinate an effective community structure that provides for the safety and well-being of the residents of Halton. With guidance from the Regional Emergency Planning Advisory Committee, the Regional Municipality of Halton's Emergency Management staff coordinates projects and activities that support the five components of a comprehensive emergency management program:

(i)   Prevention – taking action to prevent emergencies from happening
(ii)   Mitigation – initiating education and awareness activities and/or implementing measures to reduce or prevent the impact of emergencies
(iii)   Preparedness – developing emergency response plans, conducting training and exercises, educating the public
(iv)   Response – managing emergency situations and providing timely, relevant, and accurate emergency information to the public
(v)   Recovery – developing and implementing measures that expedite a return to normal activities and the recovery of losses.

Regional Municipality of Halton applies an integrated emergency management system as the conceptual framework to all emergency management activities to increase prevention, mitigation, preparedness, response, and recovery capabilities. Networking, coordination, partnerships, and creative thinking about the most effective use of resources facilitate cohesiveness and interoperability.

Central to the Regional Municipality of Halton's comprehensive emergency management program is the use of risk management principles to promote resilience to hazards. At the community level, resilience describes a capacity to maintain levels of functioning during and after an emergency, using available resources. The ability to coordinate resources is a significant predictor of a community's capacity to adapt to unforeseen circumstances. The program, therefore, develops strategies to promote the adoption and maintenance of hazard preparedness measures and activities.

1.1   Introduction

This document, the Halton Region Emergency Program and 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.

The Halton Region Emergency Program and Plan is designed to facilitate a timely and effective response to and recovery from 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.

1.2   Legislative Authority and Council Mandate

The Emergency Management and Civil Protection Act (EMCPA) defines an emergency as:

> A situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise. *EMCPA*, R.S.O. 2002, c. E.9, s 1.

These situations could threaten public safety, public health, the environment, property, critical infrastructure, and economic stability.

The EMCPA and Ontario Regulation 380/04 of the EMCPA require each municipality in Ontario to develop, implement and its Council to adopt, by by-law, an Emergency Management program that consists of:

(i)   An Emergency Management Program Committee and Control Group. O. Reg. 380/04, s. 11 (1), O. Reg. 380/04, s. 12 (1)

(ii)   An emergency operations centre to be used by the municipal emergency control group in an emergency. O. Reg. 380/04, s. 13 (1)

(iii)   A Hazard and Risk Assessment and Infrastructure Identification process which identifies the various hazards and risks to public safety that could give rise to emergencies and identify the facilities and other elements of the infrastructure that are at risk of being affected. O. Reg. 380/04, s. 14 (4)

(iv)   An emergency response plan. O. Reg. 380/04, s. 15 (1)

(v)   Training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities. O. Reg. 380/04, s. 12 (3)

(vi)   Public education on risks to public safety and on public emergency preparedness. *EMCPA*, R.S.O. 2002, c. 14, s. 4

(vii)   A Community Emergency Management Coordinator. O. Reg. 380/04, s. 10 (1)

(viii) An Emergency Information Officer. O. Reg. 380/04, s. 14 (1)

The Regional Emergency Planning Advisory Committee (REPAC) is an Advisory Committee authorized by Regional Council. The Committee has been established by Regional Council in accordance with Ontario Regulation 380/04 under the EMCPA,

which stipulates that "Every municipality shall have an emergency management program committee." O. Reg. 380/04, s. 11 (1).

Halton Region's Emergency Response Plan designates the Emergency Control Group, the Community Emergency Management Coordinator, the Emergency Information Officer andthe Regional Emergency Operations Centre.

Halton Region's Hazard and Risk Assessment and Infrastructure Identification process is a component of program planning and identifies Halton's top ten hazards .

Training is continually offered to staff from all departments and agencies represented in Regional Emergency Planning Advisory Committee through Halton Region's online learning platform and through facilitated sessions, when appropriate. Regional exercises are run annually and various departmental exercises are offered throughout the calendar year in partnership with Regional Emergency Planning Advisory Committee members.

Public Education on risks to public safety and emergency preparedness is provided through Halton Region's official website, halton.ca, public information sessions, Emergency Preparedness Week activities, and Personal Preparedness Workshops, all of which may be offered jointly with federal, provincial, local municipal or non-governmental organization partners.

This plan has been filed with Office of the Fire Marshal and Emergency Management (OFMEM), Ministry of Community Safety and Correctional Services, as required by the EMCPA.

1.3   Plan Maintenance, Revision, and Testing

The Halton Region Emergency Program and Plan has been developed and is maintained by the Business Planning and Corporate Initiatives division of the office of the Chief Administrative Officer for Halton Region in accordance with the EMCPA.

Each time major revisions are made to the plan, it must be forwarded to Regional Council for approval. Revisions to the annexes, appendices, attachments, and minor administrative changes to the plan, however, will be reviewed by the Regional Emergency Planning and Advisory Committee for approval by the Chief of Emergency Management.

It is the responsibility of each person, agency, service, or department named within this emergency plan to notify the Chief of Emergency Management or Regional CEMC of any required revisions to the appendices or administrative changes.

This Plan has been filed with OFMEM, Ministry of Community Safety and Correctional Services, as required by the EMCPA.

1.3.1   Testing of Plan

An annual exercise will be conducted in order to test the overall effectiveness of this emergency plan and provide training to emergency response and recovery stakeholders

in Halton Region. Revisions to this plan should incorporate recommendations stemming from such exercises.

2.0   Planning

2.1   Hazard Identification and Risk Assessment

A hazard is an event or physical condition that has the potential to cause fatalities, injuries, damage to critical infrastructure, property, or the environment, agricultural loss, interruption of business, or other types of harm or loss. Natural hazards are events related to naturally occurring elements and conditions including, but not limited to, floods, tornadoes, and ice and snow storms that pose a threat to lives, property, and other assets. Human-caused hazards are either technological or intentional. Technological hazards are caused by the tools, machines, and equipment that are commonly utilized to support the personal, financial, and economic well-being of a community. Intentional hazards are deliberately caused by people attacking or damaging what a community finds valuable.

Halton Region consists of four Local Municipalities and covers a land area of approximately 967 square kilometres with a population of approximately 548,400 (2016 census) residing in 205,461 households. The increase in population from 2011 was 12.8%, with a population growth forecast for 2016 to 2031 of 35.3%. The majority of residents are located in the southern portion of Halton Region along Lake Ontario and near major rail, road transportation, and pipeline corridors.

Halton Region is vulnerable to a variety of natural and human-caused hazards. The following hazards have been identified as being the most likely to occur and having the greatest impact:

- Freezing rain/ice storm
- Tornado
- Flood – urban
- Critical infrastructure failure
- Energy emergency (supply)
- Flood – riverine
- Extreme temperatures – cold wave
- Windstorm
- Transportation emergency – rail
- Transportation emergency – road

These emergencies may vary in size and severity and may affect localized businesses, residential areas, and the general welfare of the residents of Halton Region. The frequency of a particular hazard is inversely proportional to its magnitude. As a result, large-scale devastating emergencies occur very rarely. Regardless, the potential impact

of these emergencies requires the development of comprehensive risk-based response plans to address their specific response and recovery implications.

2.2 Emergency Management Principles

During a potential, imminent, or actual emergency, the following principles will be adhered to:

(i)   The application of systematic notification procedures for assembling all required emergency response personnel and key decision makers with responsibilities under applicable Regional, Local Municipal, or agency emergency plans;

(ii)   The development of plans based on clearly assigned responsibilities and accountabilities for specific components and procedures;

(iii)   The development of checklists for emergency response personnel and decision makers to effectively implement this plan and any other emergency plans or procedures;

(iv)   The development of an emergency plan that incorporates coordination of general response capabilities;

(v)   The development of an emergency plan that incorporates coordination with local media to maintain an information flow to the public and Regional stakeholders;

(vi)   The development of an emergency plan that incorporates regular testing to provide reasonable assurance that the emergency procedures contained in the plan are effective and in good working order;

(vii)   The development of plans that take into account the needs of individuals with disabilities or special needs;

(viii) The development of plans that include a degree of built-in redundancy (i.e. designated alternates for key staff, alternate operations centres, etc.).

2.3 Emergency Management Assumptions

For the purpose of the Halton Region Emergency Program and Plan, the following assumptions were made:

(i)   Many emergencies/disasters can occur with little or no warning allowing little time for preparedness management.

(ii)   Documented plans alone are not effective unless they are supported by a process that coordinates the participation of all community emergency management stakeholders.

(iii)   Local Municipalities will respond to, and may be in charge of, emergencies within their jurisdictional boundaries and may request support from Halton Region.

(iv)   When Regional services are disrupted due to an emergency incident, the Region will assume the Lead role for the duration of the response. When Local Municipal services are disrupted, the Local Municipality will assume this Lead role. If both Regional and Local Municipal services are disrupted, each will assume the Lead in restoring their respective services and coordinate other response operations as needed.

(v)   Local Municipalities have designated Community Emergency Management Coordinators (CEMCs) who will execute their assigned responsibilities under this plan and the EMCPA. (The term 'Regional Community Emergency Management Coordinator' is used when referring to the CEMC specific to Halton Region and "Local CEMC" is used to refer to those in the Local Municipalities).

(vi)   All Local Municipal and agency emergency planning and coordination will be compatible with the policies and procedures of Regional plans and in accordance with the EMCPA.

(vii)   The primary and supporting agencies of each emergency support function have developed emergency operating procedures for their own staff.

(viii) Local emergency response personnel could experience damage or loss to their homes and personal property and could themselves be the victims of disaster.

(ix)   Citizens and response organizations from other jurisdictions may send available resources in response to the emergency if requested.

(x)   Existing Regional plans that provide additional resources, prearranged agreements, or additional procedures may be activated to support the emergency response effort.

(xi)   The Regional CAO maintains the authority to activate and access resources to assist a Local Municipality in managing an emergency event. The Regional CEMC will coordinate all requests for resources as well as all other operational considerations with the Local Municipal CEMC.

(xii)   Local Municipalities and Halton Region will work in conjunction on such issues as emergency declarations or terminations, media releases, and the provisions of public information during an emergency.

3.0   Emergency Management Service Provisions

In addition to the standard set of First Response Emergency services (Police, Fire, Paramedics) active in the region, residents of Halton also have access to a number of Emergency Management Services provided by either the Regional or Local Municipalities. Some of these key Services include:

Type of Service	Description	Lead Agency	Key Responsibilities
Emergency Social Services	Emergency Social Services are subdivided into standard and specialized services. Depending on the nature of the incident and circumstances, services may be provided at the 'curbside' of the incident, door-to-door where people are sheltering-in-place, or a temporary location away from the incident. *See Annex 2: Emergency Social*	Halton Region (Social and Community Services)	Coordinating with Regional and NGO service providers

	Services Plan		
Emergency Evacuation Centres	In the event of a large scale incident where at least 25 people are unable to shelter-in-place or self-evacuate, the Region may activate and open an evacuation centre(s). The Region has identified a designated facility in each Local Municipality that can be used as an evacuation centre. The Emergency Evacuation Centre Plan (Sub-plan B) provides additional details. It should be noted that the activation of an Emergency Evacuation Centre should only be considered once all other options for providing Emergency Services to Halton residents have been exhausted. *See Annex 2: Emergency Social Services Plan*	Halton Region (Social and Community Services)	Staffing Incident Commander and Service Lead positions Coordinating Regional, NGO, and local municipal partners Ensuring provision of Emergency Social Services
Emergency Public Health Services	In events where Halton's residents may be exposed to air, soil, or water contaminants that present a potential hazard to their health, the Region's Health Department may conduct investigations and risk assessments of potential health hazards in the environment in consultation with relevant community and government agencies, ministries and experts, as appropriate, to assess the potential and/or known risks to human health and determine appropriate public health action. In the event of infectious disease pandemic or epidemic, the Health Department may be responsible for maintaining infectious disease surveillance system, investigating outbreaks, delivering mass immunization clinics, and providing public health information. The Health Department may monitor for health hazards, food safety, potable water and general sanitation at the Emergency Evacuation Centre, as well as, ensure that infection prevention and control measures are in place	Halton Region (Health Department)	Investigating potential health hazards and determining appropriate actions to minimize or eliminate health hazards Implementing public health measures to reduce the incidence of serious illness during infectious disease pandemic or epidemic Conducting food safety and facility inspections, and ensuring infection control practices are maintained at the Emergency Evacuation Centre

	to control communicable disease. *See Annex 3: Public Health Emergency Plan*		
Regional Infrastructure Services	Emergency situations often impact or are the result of infrastructure failures. Infrastructure service disruptions managed by the Region include wastewater and sewage incidents, drinking water interruptions, or waste management issues. Halton Region Public Works specialises in quickly and efficiently remedying these disruptions in any type of situation. *See Annex 7: Public Works Emergency Plan*	Halton Region (Public Works)	Restoring infrastructure services to Halton Residents as quickly as is safely possible.
Wellness Checks (Shelter-in-Place)	When residents are advised to shelter-in-place, Regional or Canadian Red Cross personnel may conduct door-to-door wellness checks to ensure that residents have adequate supports to sustain themselves. This may include providing access to Emergency Social Services, when appropriate. *See Annex 2: Emergency Social Services Plan*	Canadian Red Cross (at request of Halton Regional or Local Municipal staff)	Outlining targeted areas to be canvassed Keeping a detailed log of residences canvassed Identifying vulnerable or at-risk residents who may require Emergency Social Services Sharing any emergency-related information with all relevant stakeholders
Evacuations	Evacuation is the removal of residents from a given area that has been deemed a danger zone.	Halton Regional Police Service	Issuing Evacuation Order Designating Evacuation Area Ending Evacuation Order
Warming and Cooling Centres	In the event of a Public Health Alert regarding extreme temperatures, a Local Municipality may communicate to the public that facilities are open as	Local Municipality	Opening Centres Providing on-site information services, if

	warming/cooling centres to people who are seeking temporary relief. Where the extreme temperatures are also accompanied by a significant power outage, a warming/cooling centre may be located within a Regional designated Local Municipal facility to support an easy transition into an evacuation centre, if it is identified that more than 25 impacted people require lodging.		applicable Assisting in providing transportation to designated Emergency Evacuation Centres, where needed
Reception or Lighthouse Centres	In the event of people being impacted by an incident and need a temporary safe gathering place away from the incident, a Local Municipality may open a Reception Centre at the request of the following: i. First Responders ii. Halton Region iii. The Canadian Red Cross iv. The Local Municipality's own internal request process When possible a designated Local Municipal facility should be used as a Reception Centre to ease the transition into an evacuation centre if overnight lodging of more than 25 displaced people are required.	Local Municipality	Opening and Staffing Centres Providing on-site information services, if applicable Assisting in providing transportation to designated Emergency Evacuation Centres, where needed

Part B: Regional Emergency Planning Advisory Committee

1.0 Regional Emergency Planning Advisory Committee

The Emergency Management and Civil Protection Act (EMCPA) requires municipalities, provincial ministries, and designated agencies, boards, commissions, and other branches of government to develop and implement emergency management programs consisting of emergency plans, training, exercises, public education, and any other elements prescribed by Regulation. The goal of the Regional Emergency Planning Advisory Committee is to advise and assist The Regional Municipality of Halton with respect to the Regional Emergency Management Program.

1.1 Scope and Purpose

The purposes of the Regional Emergency Planning Advisory Committee (REPAC) are:

(i)   To provide guidance and assistance in setting priorities and goals for the Emergency Management Program.

(ii)   To provide recommendations on personnel, resources and equipment for the Program.

(iii)   To ensure that all agencies, volunteers, groups, staff and other programs are aware of the goals of the Program.

(iv)   To ensure the co-operation and coordination of all emergency management initiatives in areas under their influence.

(v)   To monitor, evaluate and provide feedback on the various Emergency Management Programs.

(vi)   To approve in principle the emergency plans and protocols prior to submission to Regional Council for approval or, where Council approval is not required, prior to finalization.

(vii)   To consider emergency management issues and receive updates as may be brought forward by Regional Departments, the Local Municipalities and the other organizations represented on the Committee from time to time.

2.0 Composition

The Committee shall be comprised of the following members:

(i)   Chief, Emergency Management/Community Emergency Management Coordinator, or designate, who will act as Chair;

(ii)   1 Director from each Regional Department including the Office of the Chief Administrative Officer, or designate, as selected by the Department's Commissioner/Chief Administrative Officer;

(iii)   Chief/Director of Paramedic Services, or designate;

(iv)   Director of Policy Integration and Communications, or designate;

(v)	4 Local Community Emergency Management Coordinators, representing the City of Burlington, Town of Halton Hills, Town of Milton and Town of Oakville;
(vi)	Chief of Halton Regional Police Service, or designate;
(vii)	Regional Fire Coordinator, or designate;
(viii)	1 representative from Conservation Halton, as selected by Conservation Halton;
(ix)	1 representative from Halton Healthcare, as selected by Halton Healthcare;
(x)	1 representative from Joseph Brant Hospital, as selected by Joseph Brant Hospital;
(xi)	1 representative from each of the 4 Local Hydro Utilities, as selected by the Local Hydro Utilities.

The Committee Members described above are pursuant to Subsections 11(2) and (3) of Ontario Regulation 380/04 under the *Emergency Management and Civil Protection Act*.

2.1 Roles and Responsibilities of Members

Committee Members shall:

(i)	attend and actively participate at all meetings;
(ii)	work with other Committee Members to attempt to reach consensus on decisions before the Committee;
(iii)	maintain the confidentiality of Committee deliberations relating to any Committee meeting which is closed to the public; and
(iv)	adhere to these terms of reference and the Regional Procedural By-Law.

3.0 REPAC Meetings

3.1 Frequency of Meetings

Committee meetings should generally be scheduled one to two times per year, and at a minimum shall meet once in the calendar year. The Chair may call a meeting at any other time deemed necessary.

3.2 Quorum

A quorum shall be a majority of the Committee Members.

If the quorum for a Committee meeting is not present within fifteen (15) minutes of the time fixed for the commencement of the meeting, the Committee may proceed without a quorum being present but the report of the Committee meeting shall clearly indicate thereon what parts of the meeting were conducted without a quorum present.

3.3 Committee Chair

The Chair of the Committee will be the Chief, Emergency Management/Community Emergency Management Coordinator or designate.

3.4 Role of the Chair

The Chair shall preside over the meetings of the Committee and assist the Committee in reaching consensus on fundamental policy issues of concern to the Committee.

It shall be the duty of the Chair, with respect to any meetings over which he/she presides, to:

(i)   preserve order and decide all questions of order;

(ii)   receive and submit to a vote all motions presented by the Committee Members where consensus cannot otherwise be achieved;

(iii)   announce the results of the vote on any motions so presented;

(iv)   decline to put to a vote motions which infringe upon the rules of procedure, or which are beyond the jurisdiction of the Committee; enforce on all occasions the observance of order and decorum among the Committee Members;

(v)   adjourn the meeting when business is concluded;

(vi)   represent and support the Committee, declaring its will and implicitly obeying its decisions in all things; and

(vii) perform other duties when directed to do so by resolution of the Committee or Regional Council.

3.5 Voting

When an issue arises, the Committee will attempt to reach a consensus on how the Committee should resolve the issue.

If a consensus cannot be attained, a question before the Committee will be put to a vote and each Committee Member will be entitled to one vote.

A motion shall be deemed to be carried when a majority of the Committee Members present and voting have expressed agreement with the question.

Consequently, on a tie vote, the motion is lost.

3.6 Delegations

Any delegation wishing to address the Committee:

(i)   regarding matters on the agenda, may be heard by leave of the Committee, upon request to the Staff member, setting out the issue to be presented to the Committee, before the close of business the day prior to the meeting.

(ii)   regarding matters not on the agenda, may be heard by leave of the Committee, upon request to the Staff member in writing, setting out the issue to be presented to the Committee, at least five (5) days before the date and time of the meeting of the Committee.

Every such delegation shall be limited to ten (10) minutes for speaking to the Committee unless approval of the Committee is obtained by the Chair to extend or limit the speaking time for the delegation concerned.

Upon the completion of a presentation to the Committee by a delegation, any discourse between Committee Members and the delegation shall be limited to members asking questions for clarification and obtaining additional, relevant information only. Committee Members shall not enter into debate with the delegation respecting the presentation.

No delegation shall:

(i)   speak disrespectfully of any person;
(ii)   use offensive words or unparliamentary language;
(iii)   speak on any subject other than the subject for which they have received approval to address the Committee; or
(iv)   disobey the rules of procedure or a decision of the Chair or Committee.

3.7   Sessions Closed to the Public

A meeting of the Committee may only be closed to the public if the subject matter being considered relates to:

(i)   the security of the property of the Region;
(ii)   personal matters about an identifiable individual, including Regional employees;
(iii)   a proposed or pending acquisition or disposal of land by the Region;
(iv)   labour relations or employee negotiations;
(v)   litigation or potential litigation, including matters before administrative tribunals, affecting the Region;
(vi)   advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and
(vii)   a matter in respect of which the Committee or Council may hold a closed meeting under another Act.

4.0   REPAC Administration

4.1   Resources

Support Staff

Staff shall provide secretarial support, including the taking of minutes, the distribution of minutes and agendas, and the general administrative coordination of meetings. Staff shall only be responsible to support working groups that are expressly established by these Terms of Reference or by Regional Council.

Advisory Staff

Staff shall provide advisory support to the Committee, including background information, resources and advice to Committee Members to assist them in their role.

It shall be the responsibility of Staff to ensure that Committee Members follow these Terms of Reference and the Regional Procedural By-Law and to provide advice to Committee Members in this regard.

Membership Support

Committee Members will be provided with administrative and clerical resources necessary to permit the efficient administration of the Committee.

Additional Resources

From time to time, the Committee may request the advice or participation of individuals or organizations/Regional Committees with a particular area of expertise. Staff will coordinate, through consultation with the Chair, the request made by the Committee.

4.2 Committee Records

Staff will co-ordinate and retain committee records including Agendas, Minutes, Subcommittee Reports, Annual Reports and Aims and Objectives.

The Committee shall prepare, at minimum, an annual report including, but not limited to, achievements reached during the year and a work plan for the upcoming year.

Committee Records shall be placed in the Regional Councillors' Library.

4.3 Declaration of Interest

Committee Members, who are not Municipal Councillors, are not bound by the Municipal Conflict of Interest Act.

However, Committee Members have an obligation to disclose all extraordinary pecuniary interests. Extraordinary pecuniary interests are interests which are beyond those interests that the Region could reasonably assume exist. A Committee Member who has disclosed an extraordinary pecuniary interest must not take part in the discussion or vote or attempt to influence a vote on the matter in question.

4.4 Maintenance and Refinement of the Emergency Management Program Committee

This Part B should be understood to be the Terms of Reference for the Regional Municipality of Halton's Emergency Management Program Committee.

These Terms of Reference shall be maintained by Staff. Amendments to these Terms of Reference may be proposed by the Committee, through Staff, to Regional Council. Only Regional Council may approve changes to these Terms of Reference.

4.5 Public Communications from the Committee

When appearing before a Regional Standing Committee or Regional Council on behalf of or as a representative of the Committee, Committee Members shall present the Committee's official position on a particular matter.

However, where a Committee Member appears before a Regional Standing Committee or Regional Council and clearly indicates that they are appearing on behalf of another organization or as a Halton citizen-at-large and not in their capacity as a member of the Committee, they may present a position which is their personal position or is the position of that organization they represent.

Only statements, positions or opinions that have been authorized by Regional Council through specific direction or through the Committee's fulfillment of the Scope and Purpose of REPAC shall be released publicly.

The Committee shall not declare that the Committee's position is the official position of the Region without the direct authorization of Regional Council.

A statement, position, or opinion released by Regional Council shall be the official statement of the Region and the Committee shall recognize and work to support Council's position publicly.

Nothing here is meant to affect the free and open dialogue at Committee meetings or among Committee Members.

Part C: Halton Region Emergency Response Plan

1.0   Overview

Halton Region's Emergency Response Plan provides the framework by which Halton Region will respond to any emergency situation. The main body of the Emergency Response Plan cites the legal authority for conducting Regional emergency operations, the policy framework for Halton Region's Emergency Management Program, and describes the hazards to which Halton is vulnerable. This part of the plan also sets out the membership of the Regional Emergency Control Group (ECG) and other key personnel required when activating the Regional Emergency Operations Centre (EOC), the means by which these groups are convened, the roles and responsibilities of their membership, and the manner in which Halton Region will respond to an emergency.

The Emergency Response Plan is supported by functional Annex Plans that address broader emergency management functions, including evacuations and public emergency information. These Annexes are:

Annex 1: Emergency Information Plan

Annex 2: Emergency Social Services Plan

Annex 3: Public Health Emergency Plan

Annex 4: Human Resource Services Emergency Plan

Annex 5: Halton Emergency Radio Plan

Annex 6: Post Emergency Recovery Plan

Annex 7: Public Works Emergency Plan

There are four Local Municipalities within Halton Region (City of Burlington, Town of Halton Hills, Town of Milton, and Town of Oakville). Each Municipality has individual responsibilities for providing the initial response resources to an emergency situation arising from a service disruption within their jurisdiction using the physical and personnel capabilities of their own Municipality. The Local Municipalities within Halton Region each have emergency response plans:

City of Burlington Emergency Plan

Town of Halton Hills Emergency Response Plan

Town of Milton Emergency Response Plan

Town of Oakville Emergency Management Plan

The Conservation Authorities have developed documents to address special response and recovery requirements for Riverine Floods that could affect Halton Region.

2.0 Concept of Operations

2.1 Levels of Activation

There are four Levels of Activation for this Emergency Response Plan: 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.

Levels of Activation	Activities
(i) Routine Monitoring	a. Consists of normal daily operations that Regional services must carry out according to standard operating procedures, policies and/or legislation b. Monitor the Region and neighbouring jurisdictions for potential or existing events or emergencies c. Monitor and receive notifications from internal and external agencies for potential incidents through the Regional Incident Notification process d. Internal notifications can include: Access Halton, Social & Community Services On-Call e. External notifications can include: Environment Canada, Hydro Companies, Police, Fire, Paramedics
(ii) Enhanced Monitoring	a. Situation may be occurring within Halton Region or the surrounding area that is being monitored and assessed by Emergency Management b. Situational Awareness is developed and communicated to the agency who may be responding c. Support and monitor response to an event lead by one of the Local Municipalities d. DisasterLAN (DLAN) Agency Report may be completed and Situation Reports will be completed by Emergency Management
(iii) Partial Activation	a. Significant Regional resources are being deployed to manage or mitigate the effects of an event b. Coordination, support and response to an emergency begins c. Incident is minimal to medium in scale and can be supported by Regional departments and external stakeholders, as deemed necessary d. DLAN Agency Report and Situation Reports will be completed e. Regional Emergency Operations Centre may be partially opened and staffed
(iv) Full Activation	a. Multiple Regional resources are deployed and coordinated in order to manage or mitigate the effects of the event b. Regularly scheduled Regional programs and operations have been suspended or altered c. Full activation response activities will be supported by most Regional

	departments and external stakeholders

2.2 Plan Activation

Wherever applicable, as soon as the Emergency Response Plan Level of Activation reaches 'Enhanced Monitoring', this plan and all Annexes to this plan are considered 'activated' at their lowest respective levels of activation that will still allow effective management of an event.

In managing an emergency event, the decision to escalate the Level of Activation to 'Partial Activation' or 'Full Activation' and deploy Regional resources outside of those resources already mobilized at the 'Enhanced Monitoring' Level of Activation lies with the Regional Chief Administrative Officer (CAO). The decision to mobilise further resources will be based on the Situational Awareness information gleaned from the Situation Reports produced by EM staff and approved at the CAO's discretion.

2.3 Plan Deactivation

The 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 CAO may deactivate the Emergency Response Plan and its associated Annex Plans when the 'Partial Activation' or 'Full Activation' Levels of Activation have been reached.

3.0 Assisting Local Municipalities

Management of a localized emergency typically falls within the purview of the affected Local Municipality's Emergency Management program. A Local Municipality activating their Emergency Response Plan may or may not mean that Halton Region might change the Regional Level of Activation. Similarly, the Local Municipalities are not expected to activate their Emergency Response Plans if the Emergency Response Plan is activated at any Level of Activation.

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

All emergency and service disruption events that occur in Halton Region will, however, trigger the activation of the Emergency Response Plan at the 'Enhanced Monitoring' level. Regional EM staff will provide Situation Reports for emergency events when necessary to ensure the Region and Local Municipalities are aware of situations 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 event does not constitute Halton Region assuming primary responsibility for this event.

A Local Municipality may, however, request that the Region assumes the Lead role in managing an event; this request must come from the Mayor or CAO of the Local Municipality and approved by the Regional CAO. 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 RECG. All decisions made by the RECG 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 RECG.

4.0   Incident Notification and Callout

4.1   Regional Incident Notification

Once the Halton Region Emergency Management Team is notified of an incident by the Agency leading a response ('Lead Agency'), the CEMC will use the HaltonIssues distribution list to notify Regional Senior Management and the CAO's Office, which includes the Emergency Information Officer. Access Halton may also use the HaltonIssues distribution list to inform Senior Management when the First Response Protocol has been activated. The Policy Integration & Communications (PI&C) Team also monitors social media on an ongoing basis and may use the HaltonIssues email distribution list to notify Regional Senior Management of an emergency if necessary.

In any of these situations, the Emergency Response Plan will be considered 'activated' at the 'Enhanced Monitoring' Level of Activation as soon as HaltonIssues is used to notify Regional Senior Management.

When an event impacts both Halton Region and a Local Municipality(ies), the Regional CAO will notify the relevant Local Municipal CAO(s).

4.2   Regional Emergency Callout Procedure

In the event of an emergency situation where managing the event will require mobilizing Regional resources, either the CEMC or any member of the Regional Emergency Control Group may request that the Regional CAO (or their Designate) authorize the 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 CAO. Once this authorization is given, the CEMC will use 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.

4.3   Regional Emergency Operations Centre

In the event of a Partial Activation or Full Activation, a Regional Emergency Operations Centre (EOC) may be established. As required, the RECG and other key personnel will congregate and work together at the Regional EOC to make decisions, share information, and provide support to mitigate the effects of the emergency. The Regional CAO, acting as the Operations Officer, is responsible for the coordination of all operations within the Regional EOC.

In the event of a Local Municipal emergency, the affected Local Municipality may request the use of the Regional EOC as their primary or alternate location. If the Regional EOC is not being used by the Region, the Region may provide the Regional EOC 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 EOC space and facilities.

The Regional EOC location is designated by the first authorized person activating the Regional Emergency Callout Procedure. This decision regarding the location will be made in consultation with the lead agency involved with the emergency.

(i)   Where the emergency initially affects two or more Local Municipalities, the Regional EOC should be established at Halton Region's primary Regional EOC location.
(ii) In the event that this location is inaccessible, the secondary Regional EOC may be established at its pre-determined location.
(iii) When a Regional emergency arises as a result of an emergency from a single Local Municipality, the operations centre may be the same as that designated for the Local Municipal Emergency Control Group.

4.3.1 Operating Cycle

Members of the RECG will gather at regular intervals to inform each other of actions taken, problems encountered and to develop an Incident Action Plan for the next Operating Cycle. The Operations Officer will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible to allow members to carry out their individual responsibilities.

5.0   Declaration of an Emergency

5.1   Action Prior to Declaration of an Emergency

When an emergency exists, but has not been declared to exist under the EMCPA, Municipal or Regional employees may take such action(s) under this emergency response 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 RECG 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 situation.

5.2 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 Halton Local Municipality makes such a declaration.

5.3 Regional Emergency

The EMCPA further 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 may make such orders as he/she considers necessary and are not contrary to law to implement the emergency plan of the Municipality and to protect the property, health, safety and welfare of the inhabitants of the emergency area. *EMCPA*, R.S.O. 1990, c. E.9, s. 4 (1).

The Regional Chair as the Head of Council, who may consult with the RECG, 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 CAO to notify the:

(i)   Mayor(s) of the affected Local Municipality(ies)
(ii) Solicitor General and OFMEM, Ministry of Community Safety and Correctional Services, through the Provincial Emergency Operations Centre Duty Officer
(iii) Regional Council
(iv) Public
(v)   Neighbouring community officials, as required
(vi) Local Member of Provincial Parliament
(vii) Local Member of Parliament

Emergency Declaration forms are available in the Regional EOC and will be submitted to OFMEM, as required.

In accordance with the EMCPA, the Premier may declare that an emergency exists throughout Ontario or in any part thereof.

5.4 Considerations for Formally Declaring an Emergency

The Regional Chair may formally declare an emergency if such a declaration will mobilize additional provincial or resources from neighbouring municipalities needed to

manage an emergency situation. 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 are no definitive legislative criteria for a formal declaration of an emergency. The majority of emergency situations can be managed without a formal emergency declaration. Effectively managing an emergency without a formal declaration can also demonstrate competence and build trust in Regional emergency management processes and the Region as a whole.

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 become considered 'workers' under the Workplace Safety and Insurance Act, S.O. 1997, Chapter 16, Schedule A. Second, military assistance in mitigating the effects of an emergency can be requested and coordinated through the Provincial Emergency Operations Centre (PEOC) once a municipality has formally declared an emergency. Ontario Emergency Response Plan 2008, s 5 (10).

Upon request, Emergency Management Ontario may also 'Provide recommendations to government regarding the declaration of an emergency' Ontario Emergency Response Plan 2008, s 1 (6).

6.0 Termination of a Declared Regional Emergency

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

(i) Regional Chair
(ii) Regional Council
(iii) Premier of Ontario

Upon termination of a Regional emergency the Regional Chair will coordinate with the Regional CAO to notify the:

(i) Mayor(s) of the affected Local Municipality(ies)
(ii) Solicitor General and OFMEM, Ministry of Community Safety and Correctional Services, through the Provincial Emergency Operations Centre Duty Officer
(iii) Regional Council
(iv) Public
(v) Neighbouring community officials, as required
(vi) Local Member of Provincial Parliament
(vii) Local Member of Parliament

Emergency Termination forms are available in the Regional EOC and will be faxed to OFMEM, as required.

7.0   Regional Emergency Control Group

7.1   Composition

The Regional Emergency Control Group (RECG) is comprised of persons holding the following positions:

(i)   Regional Chair
(ii)   Regional CAO (as the Operations Officer)
(iii)   Mayor(s) and Designated Senior Municipal Official(s) of affected Local Municipality(ies)
(iv)   Regional Police Chief
(v)   Regional Fire Coordinator
(vi)   Commissioner of Public Works
(vii)   Commissioner of Social and Community Services
(viii) Commissioner and Medical Officer of Health
(ix)   Commissioner of Legislative and Planning Services
(x)   Commissioner of Finance
(xi)   Chief/Director of Paramedic Services
(xii)   Director of Policy Integration and Communications
(xiii) Director of Business Planning and Corporate Initiatives – Support to the Operations Officer
(xiv)   Chief of Emergency Management/Community Emergency Management Coordinator

Additional personnel called or added to the RECG may include:

(i)   An Ontario Provincial Police representative
(ii)   A representative of the Conservation Authority(s)
(iii)   Any other officials, experts or representatives including those of a Local Municipality deemed necessary by the RECG
(iv)   Representatives from hospitals, school boards, utilities, industry and volunteer groups

The RECG may function with only a limited number of persons depending upon the emergency. While the RECG may not require the presence of all the people listed on the control group, all members will be notified according to the Regional Emergency Callout Procedure.

7.2   Regional Emergency Control Group (RECG) Responsibilities

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

(i)   Calling out and mobilizing their emergency service, agency, and equipment.
(ii)   Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken.
(iii)   Determining if the location and composition of the RECG is appropriate.

(iv)   Advising the Regional Chair as to whether the declaration of a Regional Emergency is recommended.

(v)   Designating any area in the Region as an "emergency area".

(vi)   Confirming that an Emergency Site Manager (ESM) has been appointed if necessary.

(vii)   Providing support to the ESM by offering equipment, staff, and resources as required.

(viii)   Ordering, coordinating, and/or overseeing the evacuation of inhabitants considered to be in danger.

(ix)   Coordinating the discontinuation of utilities or services provided by public or private concerns, i.e. hydro, water, gas.

(x)   Arranging for services and equipment from local agencies not under Regional or Local Municipal control i.e. private contractors, volunteer agencies, and service clubs.

(xi)   Notifying, requesting assistance from and/or liaising with various levels of government and any public or private agencies not under Regional or Municipal control as considered necessary.

(xii)   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.

(xiii)   Determining if additional transport is required for evacuation or transport of persons and/or supplies.   (The Regional Transportation Coordinator shall be consulted with respect to this matter.)

(xiv)   Ensuring that pertinent information regarding the emergency is promptly forwarded to the Regional Emergency Information Officer and Regional Citizen Inquiry Service Manager for dissemination to the media and public.

(xv)   Determining the need to establish advisory group(s) and/or sub-committees.

(xvi)   Authorizing expenditure of money required to deal with the emergency.

(xvii)   Notifying the service, agency, or group under their direction of the termination of the emergency.

(xviii) Determining the requirement for, and the composition of, a Recovery Committee. This committee will coordinate the agencies required to return the community to its pre-emergency state.

(xix)   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, as required.

(xx)   Participating in the debriefing following the emergency.

7.3   Individual Responsibilities

7.3.1 Regional Chair

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

(i)   Providing overall leadership in responding to an emergency.

(ii)   Activating the Regional Emergency Callout Procedure through the Regional CEMC, if required.

(iii)   Declaring an emergency to exist.

(iv)   Declaring an emergency to be terminated.

(v)   Notifying the Mayor(s) or Acting Mayor(s) of the affected Local Municipality(ies), the Solicitor General of Ontario, and OFMEM of the declaration of an emergency and the termination of an emergency.

(vi)   Ensuring, with the assistance of the Regional Clerk, that Regional Councillors are advised of the declaration and termination of the emergency and are kept apprised of the emergency situation.

(vii)   Advising area MPP(s) and MP(s) of the emergency situation.

(viii)   Maintaining a log outlining actions regarding his/her decisions or orders made and submitting a summary of their Personal Log of Events to the Regional CEMC for reporting purposes within one week after the emergency ends.

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.

7.3.2 Regional Chief Administrative Officer (CAO)

The CAO for Halton Region (referred to as Regional CAO for the remainder of this Plan) will act as Operations Officer in the Regional EOC, and is responsible for:

(i)   Activating the Regional Emergency Callout Procedure through the Regional CEMC, if required.

(ii)   Coordinating all operations within the Regional EOC, including the scheduling and chairing regular meetings of the RECG.

(iii)   Ensuring that a Radio Coordinator has been assigned to coordinate all radio communications within the Regional EOC if required.

(iv)   Advising the Regional Chair on Regional policies and procedures, as appropriate.

(v)   Approving major announcements and media releases prepared by the Regional Emergency Information Officer in consultation with the RECG.

(vi)   Ensuring that a communication link is established between Halton Region and the Local Municipal CAOs/City Manager, as required.

(vii)   Provisioning support staff to assist the RECG in the coordination, collection, and dissemination of information relative to the emergency.

(viii)   Ensuring that a communication link is established between the Operations Officer and the appointed Emergency Site Manager.

(ix)   Maintaining a log outlining actions regarding his/her decisions or orders made and submitting a summary of their Personal Log of Events to the Regional CEMC for reporting purposes within one week after the emergency ends.

7.3.3 Regional Police Chief

The Chief of the HRPS is responsible for:

(i)   Notifying necessary emergency and Local Municipal services, as required.

(ii)   Establishing an On-Scene Command Post of Incident Command Post (if lead agency) through the deployment of the HRPS Mobile Command Unit.

(iii)   Ensuring that a communication link is established between the RECG and the On-Scene Command Post.

(iv)   Establishing an Outer Perimeter in the vicinity of the Emergency Site to facilitate the movement of emergency vehicles and restrict access, allowing entry only to essential emergency personnel.

(v)   Providing traffic control to facilitate the movement of emergency vehicles.

(vi)   Alerting persons endangered by the emergency and the coordination of evacuation procedures.

(vii)   Liaising with the Commissioner of Social and Community Services regarding the establishment and operation of evacuation centres.

(viii) Work with the Commissioner of Social and Community Services to designate and support the opening of evacuation centres, as required.

(ix)   Protecting life and property and the provision of law and order.

(x)   Providing police services in evacuation centres, morgues, and other facilities, as resources permit.

(xi)   Notifying the coroner of identified fatalities.

(xii)   Liaising with provincial and federal police agencies, as required.

(xiii) Providing staff, when required, to be the Emergency Site Manager as appointed by the RECG.

(xiv)   Maintaining a log outlining actions regarding his/her decisions or orders made and submitting a summary of their Personal Log of Events to the Regional CEMC for reporting purposes within one week after the emergency ends.

7.3.4   Regional Fire Coordinator

The Regional Fire Coordinator is responsible for:

(i)   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.

(ii)   Making arrangements for additional firefighting or emergency response teams with the Office of the Fire Marshal and Emergency Management if required.

(iii)   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.

(iv)   Advising the RECG on matters concerning firefighting or fire prevention in areas where the emergency has caused increased fire risks.

(v)   Establishing an On-Scene Command Post or Incident Command Post (if lead agency) through the deployment of the Mobile Communication Unit.

(vi)   Maintaining a log outlining actions regarding his/her decisions or orders made and submitting a summary of their Personal Log of Events to the Regional CEMC for reporting purposes within one week after the emergency ends.

7.3.5 Commissioner of Public Works

The Commissioner of Public Works is responsible for:

(i)   Ensuring the activation of *Emergency Response Plan Annex 7 – The Public Works Department Emergency Response Plan* if required.

(ii)   Liaising with the Director(s) of Public Works for the Local Municipality(ies) to ensure a coordinated response.

(iii)   Providing engineering assistance to Local Municipality(ies).

(iv)   Ensuring the maintenance of Regional Roads where needed.

(v)   Maintaining water and sanitary sewage systems.

(vi)   Providing equipment for emergency pumping operations.

(vii)   Liaising with the Fire Chief(s) of the affected Local Municipality(ies) concerning emergency water supplies for firefighting purposes.

(viii) Providing emergency potable water, supplies, and sanitation facilities to meet the health requirements identified by the Commissioner and Medical Officer of Health.

(ix)   Discontinuing any Regional Public Works service to any consumer as required.

(x)   Restoring discontinued Regional Public Works services as determined by the RECG.

(xi)   Liaising with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions.

(xii)   Providing Halton Region Public Works resources, vehicles, and equipment as required by other emergency services.

(xiii) Providing support on traffic management matters in coordination with emergency services as required.

(xiv)   Providing staff, when required, to be the Emergency Site Manager as appointed by the RECG.

(xv)   Maintaining a log outlining actions regarding his/her decisions or orders made and submitting a summary of their Personal Log of Events to the Regional CEMC for reporting purposes within one week after the emergency ends.

7.3.6 Commissioner of Social and Community Services

The Commissioner of Social and Community Services is responsible for:

(i)   Coordinating the staffing of evacuation centres in conjunction with the Regional Health Department and designated non-governmental volunteer agencies for the registration, feeding, care, clothing, welfare, and shelter of persons using the centres.

(ii)   Liaising with the HRPS Chief with respect to the establishment and operation of evacuation centres.

(iii)   Liaising with the Commissioner and Medical Officer of Health on areas of mutual concern regarding operations in evacuation centres.

(iv)   Confirming, if applicable, that a representative of the Halton District School Board and/or Halton Catholic District School Board is/are notified when a school facility(ies) is/are required as evacuation centre(s) and that staff and volunteers

utilizing the school facility(ies) take direction from the representative(s) with respect to its/their maintenance, use, and operation. For a list of appropriate school representatives, please refer to confidential contact information available online to RECG and Regional EOC support personnel.

(v)   Liaising with the Director of Services for Seniors and/or Administrators of Regional Long Term Care Facilities when the activation of their emergency and relocation plans is required.

(vi)   Notifying and requesting assistance from any of the Regional staff referred to in this Plan, in the event Regional resources need to be deployed to implement *Emergency Response Plan Annex 2 – Emergency Social Services Plan* but the RECG has not been called together.

(vii)   Liaising with Ontario Ministry of Community and Social Services, Ministry of Children and Youth Services, or Ministry of Education officials as required.

(viii)   Ensuring provision of emergency income assistance for those persons affected by an evacuation within Halton Region when required.

(ix)   Maintaining a log outlining actions regarding his/her decisions or orders made and submitting a summary of their Personal Log of Events to the Regional CEMC for reporting purposes within one week after the emergency ends.

7.3.7   Commissioner and Medical Officer of Health
The Commissioner and Medical Officer of Health is responsible for:

(i)   Acting as a coordinating link for all health services in the RECG.

(ii)   Activating *Emergency Response Plan Annex 3 – Public Health Emergency Plan*, in whole or in part, including convening the Health Department Emergency Management Team (HDEMT).

(iii)   Liaising with the Provincial Ministry of Health and Long-Term Care, Public Health Branch and Public Health Ontario.

(iv)   Providing information and advice on all matters that may adversely affect public health.

(v)   Providing authoritative instructions on health and safety matters to the public through the Regional Emergency Information Officer.

(vi)   Coordinating the Regional response to infectious disease-related emergencies or anticipated emergencies, such as epidemics or pandemics.

(vii)   Liaising with Local Health Integration Networks (LHINs) Home and Communication Cares with Halton Region to ensure coordination of care of residents requiring special medical care at home and in evacuation centres during an emergency.

(viii)   Ensuring liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources.

(ix)   Ensuring coordination of all efforts to prevent and control disease in Halton Region during an emergency.

(x)   Notifying the Commissioner of Public Works regarding the need for potable water supplies and sanitation facilities.

(xi)   Ensuring that, upon activation of *Emergency Response Plan Annex 2 – Emergency Social Services Plan*, the responsibilities of the Health Department, as laid out in the plan, are carried out as efficiently and effectively as possible.

(xii)   Liaising with Commissioner of Social and Community Services on areas of mutual concern regarding operations in evacuation centres.

(xiii)   Providing staff, when required, to be and/or assist the Emergency Site Manager, as appointed by the RECG, in fulfilling their responsibilities.

(xiv)   Assigning a Public Health Liaison Officer and an administrative assistant or alternate to assist in the EOC.

(xv)   Maintaining a log outlining actions regarding his/her decisions or orders made and submitting a summary of their Personal Log of Events to the Regional CEMC for reporting purposes within one week after the emergency ends.

7.3.8 Commissioner of Legislative and Planning Services
The Commissioner of Legislative and Planning Services is responsible for:

(i)   Ensuring the physical safety and security of staff and citizens at Halton Regional and Halton Community Housing Corporation owned and leased properties.

(ii)   Ensuring the provision of emergency power, water, heating and cooling services at Halton Regional and Halton Community Housing Corporation owned and leased properties.

(iii)   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.

(iv)   Ensuring that the designated Regional Emergency Operations Centre rooms are organized and the physical components of the Regional Emergency Operations Centre are set according to the Regional Emergency Operations Centre Guide.

(v)   Coordinate the acquisition, distribution and scheduling of various fleet transportation options such as trucks to transport staff and/or supplies where needed.

(vi)   Maintaining service, and fuel supply of all mobile equipment and vehicles and emergency power generators.

(vii)   Supplying the food needs for staff responding to the emergency, including the Emergency Control Group and support teams at the Emergency Operations Centre and all remote locations

(viii)   Maintaining a log outlining actions regarding his/her decisions or orders made and submitting a summary of their Personal Log of Events to the Regional CEMC for reporting purposes within one week after the emergency ends.

7.3.9 Commissioner of Finance
The Commissioner of Finance is responsible for:

(i)   Providing information and advice on financial matters as they relate to the emergency and the capabilities of Halton Region.

(ii) Liaising, if necessary, with the Treasurer(s) of the affected Local Municipality(ies).
(iii) Providing direction to the Manager of Purchasing Services.
(iv) Ensuring that records of expenses are maintained for future claim purposes.
(v) Oversee the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency.
(vi) Ensuring that IT services, including telephony, for the Regional EOC facility are activated and supported during an emergency.
(vii) Maintaining a log outlining actions regarding his/her decisions or orders made and submitting a summary of their Personal Log of Events to the Regional CEMC for reporting purposes within one week after the emergency ends.

7.3.10 Chief/Director of Paramedic Services

The Chief/Director of Paramedic Services is responsible for:

(i) Liaising with Police, Fire, and other agencies active at the site of the emergency.
(ii) Establishing an On-Scene Command Post or Incident Command Post (if lead agency) through the deployment of the Mobile Communication Unit.
(iii) Ensuring triage and treatment at the site of the emergency.
(iv) Liaising through Central Ambulance Communications Centre (CACC) Dispatch with hospitals for the efficient distribution of casualties.
(v) Assessing the need and initial request for on-site medical teams from hospitals and whether assistance is required from Police or other emergency services in providing transportation to the site for these medical teams.
(vi) Assessing the need and the initial request for special emergency health service resources at the emergency site.
(vii) Using CACC Dispatch to request the assistance of the Ontario Ministry of Health and Long-Term Care, Emergency Health Services Branch.
(viii) Liaising through the Commissioner and Medical Officer of Health for information regarding persons with special needs or disabilities who may reside in an area to be evacuated and may require ambulance transportation.
(ix) 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, as required.
(x) Providing staff, when required, to be the Emergency Site Manager as appointed by the RECG.
(xi) Contacting Ministry of Health and Long-Term Care Regional Manager and Provincial Duty Officer.
(xii) Ensuring adequate resources are available to deal with special situations as the need arises.
(xiii) Maintaining a log outlining actions regarding his/her decisions or orders made and submitting a summary of their Personal Log of Events to the Regional CEMC for reporting purposes within one week after the emergency ends.

7.3.11 Director of Policy Integration and Communications

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

(i)   Leading the prompt dissemination of accurate information to the news media and the public.

(ii)   Establishing an On-Scene Media Coordinator, if required.

(iii)   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 Supervisor, and any other media coordinator(s) to ensure a coordinated flow of information.

(iv)   Where multiple municipalities/agencies are involved, implement the Joint Information Coordination protocol to coordinate public information.

(v)   Providing communications advice and obtaining appropriate information to be disseminated to the public.

(vi)   Coordinating the eCNS notification process with the Social and Digital Media Manager, if needed.

(vii)   Organizing and facilitating news conferences and briefing senior officials, as required.

(viii) Maintaining a log outlining actions regarding his/her decisions or orders made and submitting a summary of their Personal Log of Events to the Regional CEMC for reporting purposes within one week after the emergency ends.

7.3.12 Support to the Operations Officer (Director of Business Planning and Corporate Initiatives)

The Director of Business Planning and Corporate Initiatives acts as support to the Operations Officer and is responsible for:

(i)   Assisting the Operations Officer, as required.

(ii)   Providing support to any member of the RECG.

(iii)   Liaising with staff of the affected Local Municipality or adjacent Regional Municipality or County, if required.

(iv)   Maintaining a log outlining actions regarding his/her decisions or orders made and submitting a summary of their Personal Log of Events to the Regional CEMC for reporting purposes within one week after the emergency ends.

7.3.13 Chief of Emergency Management/Community Emergency Management Coordinator

The Regional Community Emergency Management Coordinator (CEMC) is responsible for:

(i)   Notifying the Regional Emergency Control Group in accordance with the *Regional Emergency Callout Procedure.*

(ii)   Issuing an Alert Ready notification through the Provincial Emergency Operations Centre, if needed.

(iii)   Ensuring the Regional EOC is set up and operational and establishing security if required through the Director of Asset Management and the Director of Information Technology.

(iv)   Acting in a resource and advisory capacity to the RECG and other emergency and support staff on emergency management matters, as required.

(v)   Providing guidance and assistance to the various sub-committees, groups, departments, and personnel involved as required.

(vi)   Briefing the EOC support personnel regarding any information or directions arising from the operations cycle meetings of the RECG.

(vii)   Coordinating and preparing the report on the emergency and the post emergency debriefing, as required.

(viii) Liaising with other agencies as required by the RECG.

(ix)   Assisting, when required, the Emergency Site Manager, as appointed by the RECG, in fulfilling their responsibilities.

(x)   Prioritizing requests for the development of maps and demographic information from the GIS and Demographic Data Support Team when the Regional EOC is activated.

8.0   Emergency Site Manager

The Emergency Site Manager will be appointed by the RECG, usually from the lead agency involved in the specific type of emergency. If, when activating this plan, there is enough information to determine the lead agency, the official who requests the activation of the plan should appoint the Emergency Site Manager. This appointment will be amended or confirmed by the RECG. There are events where there may not be an identified Emergency Site Manager, as well as instances where there may be multiple Emergency Sites.

Selection of the Emergency Site Manager will take into consideration the following:

(i)   Availability and approval of their agency
(ii)   Training and field experience
(iii)   Knowledge of responding agencies responsibilities and resources

The Emergency Site Manager, upon appointment by the RECG, has the authority to:

(i)   Call meetings of the responding agency commanders for information sharing, establishing objectives in the site management, and prioritizing limited resources, where applicable.

(ii)   Mediate conflicts between agencies and contact the Operations Officer at the Regional EOC if he/she is unable to resolve the matter.

(iii)   Request assistance from responding agencies for communications and other emergency site management tools.

The Emergency Site Manager, in conjunction with the responding agency commanders/supervisors, is responsible for:

(i)   Ensuring that priorities, tasks, and tactics have been established to contain the problem.
(ii)   Ensuring that responding agencies are aware of human and material resources that are available to mitigate the emergency.
(iii)   Ensuring agencies address the needs of their staff with regards to stress, fatigue, food, shelter, and relief.
(iv)   Maintaining a communication link with the Regional EOC for the flow of accurate information and assistance in management of the emergency.
(v)   Ensuring that responding agencies meet to update/exchange information and/or re-evaluate on a regular basis. Whenever possible, these meetings should be coordinated with the schedule of RECG meetings set by the Operations Officer.
(vi)   Monitoring site operations and making suggestions where appropriate.
(vii)   Appointing an On-Scene Media Coordinator.
(viii) Exercising foresight as to future events in the management of the emergency, such as resource requirements, weather, lighting, etc.
(ix)   Understanding laws and policies at all levels that must be taken into consideration during the management or recovery of the emergency.
(x)   Conserving resources, where possible, should the emergency heighten or lengthen in time.

9.0   Regional Emergency Operations Centre Support

9.1   Composition

The following groups of Regional staff will be required to provide support, logistics, and advice to the RECG when the Regional EOC is activated:

(i)   Regional Clerk (Regional EOC Secretariat)
(ii)   Assistant to the Regional Chair
(iii)   Director of Legal Services and Corporate Counsel
(iv)   GIS and Demographic Data Support Team

Upon receipt of notification from the Regional CEMC, the Regional Clerk will notify the required support personnel (and any other required regional support staff) to report to the Regional EOC.

9.2   Individual Responsibilities

9.2.1   Regional Clerk

In the event of an emergency, the Regional Clerk, assuming the role of Regional EOC Secretariat, is responsible for:

(i)   Notifying the required support personnel of the emergency and the location of the Regional EOC, at the request of the Operations Officer.

(ii)   Ensuring that all members of the Halton Regional Council are advised of the declaration and termination of the emergency, upon direction from the Regional Chair.

(iii)   Arranging a special meeting(s) of Halton Regional Council, as required and advising members of Regional Council of the time, date, and location of the meeting, upon direction by the Regional Chair.

(iv)   Procuring staff to assist, as required.

(v)   Maintaining, in an up-to-date manner, the Regional EOC Status Log or display board containing vital information, situation reports/updates, action items, decisions, and communications pertaining to the emergency.

(vi)   Providing the RECG with reports on the emergency situation and any other pertinent information at regular intervals or as requested.

(vii)   Providing any other Regional EOC support as required.

(viii)   Providing minute taking for RECG meetings.

(ix)   Providing clerical support, as required.

(x)   Coordinating shift change and relief schedules for the Regional EOC team.

(xi)   Maintaining a log outlining actions regarding his/her decisions or orders made and submitting a summary of their Personal Log of Events to the Regional CEMC for reporting purposes within one week after the emergency ends.

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

(i)   Liaising and assisting the Regional Chair, as required.

(ii)   Liaising with elected officials, if required.

9.2.3   Director of Legal Services and Corporate Counsel
The Director of Legal Services and Corporate Counsel is responsible for:

(i)   Providing advice to the RECG on matters of a legal nature, including insurance, as they may apply to the actions of Halton Region in its response to the emergency, as requested.

(ii)   Liaising with representatives from the Ontario Ministry of Community Safety and Correctional Services and providing advice to the Regional Chair and the RECG with respect to interpretation of legislation governing the control of response to an Emergency, by the RECG.

(iii)   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.

9.2.4   GIS and Demographic Data Support Team
The GIS and Demographic Data Support Team and will be responsible for:

(i)   Providing GIS/mapping information to the RECG and Regional EOC support personnel pertaining to the emergency.

(ii)   Using the Regional EOC resources, computers, and technology to display relevant information.

(iii)   Providing an overview of the various data layers that are available to assist with emergency information.

(iv)   Responding and assisting with specific questions pertaining to the emergency.

(v)   Assisting with RECG and Regional EOC mapping or other requests, as required.

(vi)   Providing demographic information based on census and survey data to the RECG, as requested.

(vii)   Maintaining a log outlining actions regarding his/her decisions or orders made and submitting a summary of their Personal Log of Events to the Regional CEMC for reporting purposes within one week after the emergency ends.

10.0 Request for Provincial Assistance

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

The Office of The Fire Marshal and Emergency Management (OFMEM), Ministry of Community Safety and Correctional Services, can also provide guidance and assistance in emergency circumstances. Once an emergency is being managed, the OFMEM may be notified through the Field Officer and OFMEM may, when possible, dispatch a Liaison Officer. OFMEM should also be advised of a threat of an emergency and the activation of an emergency plan prior to a formal emergency declaration.

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

11.0 Other Local Agencies, Services, and Departments

11.1 Halton Region Asset Management Division

Upon Regional EOC activation, Halton Region's Asset Management Division will ensure that the designated Regional EOC rooms are organized and the physical components of the Regional EOC are set according to the Regional EOC Guide.

11.2 Halton Region Information Technology Division

Upon Regional EOC activation, Halton Region's Information Technology Division will establish the network infrastructure for the Regional EOC, outlined in the Regional EOC

Guide. This includes ensuring the availability of the Enhanced Community Notification Services (eCNS) and the Community Emergency Notification Service (CENS), confirming that the Virtual Emergency Operations Centre software service is operationally available and otherwise providing advice and assistance as required.

11.3 Conservation Authorities

Should a flood emergency situation develop in Halton Region, the RECG will work closely with the appropriate Conservation Authority(ies) within Halton Region:

(i)   Conservation Halton
(ii)   Credit Valley Conservation
(iii)   Grand River Conservation Authority

11.4 Ontario Provincial Police (OPP)

The OPP may be called upon in the event of emergency(ies) that:

- Occur on Provincial highways or parks within Halton Region,
- Involve urban search and rescue (USAR) and/or,
- Involve Chemical, Biological, Radiological, Nuclear and Explosives (CBRNE)

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

(i)   Activating the Ontario Provincial Police Disaster Procedures Manual.
(ii)   Activating the QEW – Skyway Bridge Emergency Plan in the event of an occurrence on the bridge.
(iii)   Securing the site of the incident.
(iv)   Controlling the movement of emergency vehicles to and from the site of the incident.
(v)   Preventing looting.
(vi)   Acting as the Agent of the Chief Coroner, within the terms of the Coroners Act.
(vii)   Maintaining law and order.
(viii) Working together with the HRPS to coordinate matters of mutual concern.
(ix)   Providing an OPP representative to participate in the REGIONAL EOC, as required.

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.

11.5 Halton District School Board and Halton Catholic District School Board

The Halton District School Board and the Halton District Catholic School Board are responsible for:
(i)   Providing any school (as appropriate and available) for use as an Evacuation Centre, as designated by the HRPS.

(ii)   Providing a representative to coordinate and provide direction with respect to the maintenance, use, and operation of the facilities being utilized as evacuation centres, upon being contacted by the Commissioner of Social and Community Services. (For a list of appropriate school representatives, please refer to the confidential contact information available online to RECG and EOC support personnel.

11.6 Local Hospitals

Within Halton Region there are four hospitals:

(i)   Joseph Brant Hospital
(ii)   Halton Healthcare: Oakville Trafalgar Memorial Hospital
(iii)   Halton Healthcare: Milton District Hospital
(iv)   Halton Healthcare: Georgetown Hospital

During an emergency, each Hospital Administrator is responsible for:

(i)   Activating their respective Hospital Disaster Plan.
(ii)   Liaising with the Commissioner and Medical Officer of Health, the Chief/Director of Paramedic Services, and the Ministry of Health and Long-Term Care.

11.7 Local Hydro Utilities

Within Halton Region there are four hydro utilities:

(i)   Burlington Hydro
(ii)   Halton Hills Hydro
(iii)   Milton Hydro
(iv)   Oakville Hydro

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

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

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

(i)   Liaise with the CEMC on matters concerning electrical power in areas where the emergency has caused outages.
(ii)   Advise of any resource needs of the hydro utilities impacted by the emergency.

Appendix 1: Glossary

Chief/Director of Paramedic Services: The Director of Paramedic Services or alternate for the Regional Municipality of Halton.
Chief of Emergency Management/Community Emergency Management Coordinator (CEMC): An individual officially designated by a community who is responsible and accountable for the community's emergency management program.
Citizen Inquiry Service: A service established by the Manager of Access Halton, Policy Integration and Communications Division, acting as the Regional Citizen Inquiry Service Supervisor, to respond to and redirect inquiries and reports from the public.
Commissioner and Medical Officer of Health: The Commissioner and Medical Officer of Health or alternate for the Regional Municipality of Halton.
Commissioner of Finance: The Commissioner of Finance or alternate for the Regional Municipality of Halton.
Commissioner of Legislative and Planning Services: The Commissioner of Commissioner of Legislative and Planning Services or alternate for the Regional Municipality of Halton.
Commissioner of Public Works: The Commissioner of Public Works or alternate for the Regional Municipality of Halton.
Commissioner of Social and Community Services: The Commissioner of Social and Community Services or alternate for the Regional Municipality of Halton.
Critical Infrastructure: Interdependent, interactive, interconnected networks of institutions, services, systems, and processes that meet vital human needs, sustain the economy, protect public safety and security, and maintain continuity and confidence in government. For greater specificity, there are eight sectors of critical infrastructure: Food and water   Gas/oil/chemical industries Electricity   Transportation Telecommunications   Continuity of government services Financial institutions   Public safety and security
Designated Senior Municipal Official: A Senior Municipal Official designated by the Mayor or Acting Mayor to participate on the RECG, in place of the Mayor or Acting Mayor.
Director of Human Resource (HR) Services: The Director of Human Resource (HR) Services or alternate for the Regional Municipality of Halton.
Director of Legal Services and Corporate Counsel: The Director of Legal Services and Corporate Counsel or alternate for the Regional Municipality of Halton.
Director of Asset Management: The Director of Asset Management or alternate for the Regional Municipality of Halton is responsible for opening, maintaining, and securing Regionally owned facilities.
Emergency (as defined in the *Emergency Management and Civil Protection Act*): "A situation or impending situation caused by the forces of nature, an accident, an intentional act, or otherwise that constitutes a danger of major proportions to life or property." These situations could threaten public safety, public health, the environment, property, critical infrastructure, and economic stability.
Emergency Control Group: The group of individuals directing activities necessary to address the effects of the emergency. Referred to as the Regional Emergency Control Group (RECG) (see definition) within the Regional Municipality of Halton.
Emergency Operations Centre (EOC): The Emergency Operations Centre (EOC) is where the Emergency Control Group, the Emergency Support and Advisory Group, and other support personnel assemble to share information, evaluate options and make decisions regarding the

administration of the emergency, and provide support to the emergency site. Referred to as the Regional Emergency Operations Centre (EOC) (see definition) within the Regional Municipality of Halton.
Emergency Site: The area in which the emergency exists.
Emergency Site Manager: Appointed by the Emergency Control Group to ensure the personnel and agencies responding to the site of the emergency are coordinated in their operations. Within the Regional Municipality of Halton, the Emergency Site Manager communicates directly with the Operations Officer (Regional Chief Administrative Officer (CAO)) at the Regional EOC.
Emergency Operations Centre Support Personnel: A group of individuals who provide administrative, logistical, clerical, and other support, advice, and information to the Emergency Control Group.
Evacuation Centre: An evacuation centre is a facility used to provide temporary care and shelter to persons displaced by the emergency. Persons may be sent to an evacuation centre after registering at a reception centre or they may register at the evacuation centre directly.
Fire Chief of Affected Municipality: The Chief of the Fire Department or alternate of the Area Municipality(ies) directly affected by the emergency.
Hazard: An event or physical condition that has the potential to cause fatalities, injuries, property damage, critical infrastructure damage, agricultural loss, damage to the environment, interruption of business, or other types of harm or loss.
Health Department Emergency Management Team (HDEMT): The Halton Regional Health Department Emergency Management Team (HDEMT) is comprised of designated staff from Halton Region's Health Department.
Manager of Purchasing Services: The Manager of Purchasing Services or alternate for Halton Region is responsible for the procurement of supplies and equipment support response and recovery activities associated with an emergency.
Mayor of Affected Local Municipality: The Head of Council or Acting Mayor of a Local Municipality within Halton Region directly affected by the emergency.
On-Scene Media Coordinator: The On-Scene Media Coordinator is appointed by the Emergency Site Manager and is responsible for coordinating the timely and accurate dissemination of information to the media from the On-Scene Media Information Centre. The Coordinator works closely with the Regional Emergency Information Officer to ensure that information released to the media from the scene is consistent with information being released from the Regional EOC.
On-Scene Media Information Centre: The location at or near the Emergency Site where the media gathers for information updates and media conferences. This location will be determined by the On-Scene Media Coordinator, with the approval of the Emergency Site Manager.
Operations Officer: Halton Region's Chief Administrative Officer (CAO), or designate will assume the responsibilities of the Operations Officer when the Regional EOC is established.
Perimeter (Inner): A restricted area in the immediate vicinity of the Emergency Site as established by the Emergency Site Manager. Access to the Inner Perimeter is restricted and subject to the approval of the Emergency Site Manager.
Perimeter (Outer): The geographic area surrounding the Inner Perimeter. This area will serve as a coordination and assembly point for essential emergency personnel. Access to the Outer Perimeter is restricted to essential emergency personnel as determined by the Emergency Site Manager.
Provincial Emergency Operations Centre (PEOC): Monitors' evolving situations inside and outside of Ontario and the key function is to coordinate the Ontario Government response to major emergencies. This is done by staffing the PEOC 24/7/365 to provide assistance to municipalities and First Nations with a single point of contact for provincial assistance in times of

crisis.
Recovery Committee: The Recovery Committee shall be composed of Local Municipal and Regional officials representing Halton Region's Finance, Health, Social and Community Services, Public Works, and Communications departments and divisions. The committee will provide direction and coordinate activities addressing the recovery needs of residents in Halton Region.
Red Cross Director of Operations: The Director of Operations of the Local Red Cross Branch is responsible for supervising and coordinating all activities of the Red Cross Branch during an emergency.
Regional Chair: The Head of Council or alternate for the Regional Municipality of Halton.
Regional Chief Administrative Officer (CAO): The Chief Administrative Officer (CAO) or alternate for the Regional Municipality of Halton who also acts as the "Operations Officer" in the Regional EOC.
Regional Citizen Inquiry Service Supervisor: The Manager of Access Halton or alternate acting as the Regional Citizen Inquiry Service Supervisor.
Regional Clerk: During an emergency, the Regional Clerk or alternate for will notify the Regional Emergency Operations Centre Support Personnel as required and will act as the Regional EOC Secretariat to provide administrative support for the Regional Emergency Control Group (RECG).
Regional Emergency Control Group (RECG): The Regional group of individuals directing activities necessary to address the effects of the emergency. The Regional Chief Administrative Officer (CAO), as Operations Officer, is responsible for overseeing the administration and operations of the Regional Emergency Control Group (RECG).
Regional Emergency Operations Centre (Regional EOC): The location from which the Regional Emergency Control Group (RECG) operates. See definition of Emergency Control Group.
Regional EOC Secretariat: The Regional Clerk or alternate acting as the Regional EOC Secretariat.
Regional Fire Coordinator: The Fire Coordinator or alternate for the Regional Municipality of Halton.
Regional Police Chief: The Chief of the Halton Regional Police Service (HRPS) or alternate.
Regional Emergency Information Officer (EIO): The Director of Policy Integration and Communications or alternate for the Regional Municipality of Halton will be the Regional Emergency Information Officer during a Regional emergency. The EIO is responsible for overseeing the dissemination of all information to the media and the public from the Regional Media Information Centre.
Regional Media Information Centre: The location at or near the Regional EOC from which the media may gather for updated information and media conferences. This location will be determined by the Regional Public Information Coordinator.
Regional Transportation Coordinator: During an emergency, the Director of Waste Management and Road Operations from the Department of Public Works Halton Region will assume the role of Regional Transportation Coordinator.
Social and Community Emergency Response Team: This team is comprised of Social and Community Services Department management and key staff with specific skills who are responsible for the activation and coordination of operations within evacuation centres throughout the Region.
Support to the Operations Officer (Director of Business Planning and Corporate Initiatives): The Director of Business Planning and Corporate Initiatives acts as support and liaison to the Operations Officer. The Director also liaises with staff from local municipalities and other neighbouring regions.

Triage: The sorting and allocation of treatment to patients or victims according to a system of priorities designed to maximize the number of survivors.

U.C.R.T.: The **U**SAR (Urban Search and Rescue) **C**BRNE (Chemical, Biological, Radiological, Nuclear and Explosives) **R**esponse **T**eam (U.C.R.T.) is a unit of highly trained specialists created to deal with the various threats and emergencies in Ontario. Activation of this team is done (requested) through the Provincial Emergency Operations Centre (PEOC).

Appendix 2: Acronyms

Acronym	Definition
CAO	Chief Administrative Officer
CEMC	Community Emergency Management Coordinator
EMCPA	Emergency Management and Civil Protection Act
EIO	Emergency Information Officer
EOC	Emergency Operations Centre
GIS	Geographic(al) Information System
HDEMT	Health Department Emergency Management Team
OFMEM	Office of the Fire Marshal and Emergency Management
RECG	Regional Emergency Control Group