



# EMERGENCY RESPONSE PLAN

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**April 23 2021**

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## **Section 1: Introduction**

### **1.1 Aim**

This document prescribes a plan of action for the efficient deployment of services, agencies and personnel required to operate in an emergency situation within the Town of Halton Hills.

An emergency is defined by the applicable provincial legislation as “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.

A Hazard Identification and Risk Assessment process was undertaken by municipal staff in order to identify which types of emergency are the most likely to impact Halton Hills. The top ten potential hazards are as follows:

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The Aim of the Town of Halton Hills Emergency Response Plan is to provide for the deployment and co-ordination of Town resources, support agencies and personnel to permit the most effective response in order to:

- (a) protect and preserve life, property, and the environment at single and multi-site emergencies;
- (b) minimize the effects of the emergency on the Town;
- (c) restore essential services;
- (d) assist other Area Municipalities as requested; and
- (e) provide resources to other communities outside of the immediate area, as requested.

### **1.2 Executive Summary**

This plan has been prepared in order to provide key officials, departments, and department personnel within the Town of Halton Hills with a general guideline to the expected initial response to an emergency and an overview of their responsibilities during an emergency.

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

Each department within the Town of Halton Hills has the responsibility of supplying the initial response in any emergency.

The head of the affected department may request assistance from other departments within the Town **without** contacting the Mayor. This may be done **without** activating the Town Emergency Notification System.

However, when the resources of the affected department are deemed insufficient to control the emergency, *the Mayor, Chief Administrative Officer, Commissioner & Fire Chief of Halton Hills Fire Department, and/or the Chief of Police are authorized to activate the Town Emergency Notification System* in accordance with this Emergency Plan. This will be carried out by the CEMC who will notify members of the Emergency Control Group by initiating the emergency notification system through the Halton Hills Communication Centre.

The Town Emergency Notification System will also be activated and a Town Emergency may be declared by the Mayor when:

- The emergency affects a large portion of the inhabitants of the Town of Halton Hills, or
- The emergency requires extraordinary action or expenditures of monies by one or more departments for the protection of life and property.

The Mayor of the Town of Halton Hills, together with the designated Senior Municipal Officials or their designates will become members of the Town *Emergency Control Group*.

Once the Town of Halton Hills' Emergency Plan is implemented overall co-ordination and deployment of resources required to mitigate the effect(s) of the emergency will be the responsibility of the Town Emergency Control Group in accordance with the Emergency Management and Civil Protection Act, RSO 1990, as amended.

However, it should be stressed that in any emergency or threat of emergency, members of the Town Emergency Control Group or their designates may be called together to make decisions or to be on standby **without** having to declare that a Town Emergency exists.

Should the resources of the Town of Halton Hills be deemed insufficient to deal with the emergency, the Mayor may request of the Regional Chairman that the Region of Halton Emergency Plan be activated.

Designated Town staff and representatives of partner agencies or their designates will become the Town Emergency Support Group and will be directly responsible to the Town Emergency Control Group.

## **Section 2: Legislative Authority**

### **2.1 The Emergency Management and Civil Protection Act**

The Emergency Management and Civil Protection Act requires each municipality in Ontario to develop and establish, by by-law, an Emergency Management program that consists of:

- (i) an emergency response plan;
- (ii) 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;
- (iii) public education on risks to public safety public emergency preparedness; and
- (iv) any other elements required by the standards for emergency management programs.

Specifically, an emergency response plan shall:

- (i) assign responsibilities to municipal employees, by position, respecting implementation of the emergency response plan; and
- (ii) set out the procedures for notifying members of the municipal Emergency Control Group of the emergency.

The Emergency Management and Civil Protection Act 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.*

Regulations under the Act have been issued to assist municipalities by providing details of requirements under the Act, such as

- a) appointing an Emergency Management Program Co-ordinator;
- b) setting up an Emergency Management Program Committee;
- c) maintaining a Municipal Emergency Control Group;
- d) establishing an Emergency Operations Centre;
- e) designating an Emergency Information Officer; and
- f) formulating an Emergency Response Plan.



## 2.2 Town of Halton Hills Enabling Bylaw

In order to give effect to the Emergency Response Plan, Council is required to pass an enabling bylaw each time the plan is revised. A copy of the bylaw enabling this edition of the Emergency Response Plan is shown below.



### BY-LAW NO. 2018-0069

A By-law to adopt a revised Municipal Emergency Response Plan  
for the Town of Halton Hills

**WHEREAS** the Emergency Management and Civil Protection Act, RSO 1990, Chapter E-9, Subsection 3(1) as amended, provides that the Council of a municipality shall pass a by-law adopting an Emergency Response Plan governing the provision of necessary services during an emergency and the procedure under and the manner in which employees of the municipality and other persons will respond to the emergency;

**AND WHEREAS** the Town's Emergency Plan passed under the authority of By-law 2011-0038 requires update;

**AND WHEREAS** it is considered desirable to adopt a peace time Emergency Response Plan in preparation for a possible disaster;

**AND WHEREAS** on November 12, 2018, Council for the Town of Halton Hills adopted Report No. FIRE-2018-0002, dated November 1, 2018, in which certain recommendations were made relating to Update of the Halton Hills Municipal Emergency Response Plan.

### **NOW, THEREFORE, BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWN OF HALTON HILLS ENACTS AS FOLLOWS:**

1. The Corporation of the Town of Halton Hills Revised Emergency Response Plan dated November 1, 2018, a copy of which is attached hereto as Schedule "A" and forms part of this by-law, is hereby declared to be in force upon the enactment of this by-law.
2. The Appendices of the Emergency Response Plan may be updated by the Community Emergency Management Coordinator and/or Town staff as appropriate without the approval of Council and the updating and distribution of the Appendices are the duty of the Community Emergency Management Coordinator.
3. By-law 2011-0038 of the Town, as amended, is hereby repealed.

**BY-LAW** read and passed by the Council for the Town of Halton Hills this 19<sup>th</sup> day of November, 2018.

  
MAYOR – RICK BONNETTE

  
CLERK – SUZANNE JONES

## 2.3 Community and Corporate Affairs Committee

The Emergency Management and Civil Protection Act requires municipalities to develop programs and committees as required to enable the emergency management process to work at a local level.

The Town of Halton Hills has designated the Community and Corporate Affairs Committee for the purposes of meeting these requirements.

The Community and Corporate Affairs Committee will provide strategic direction, set priorities, and allocate the necessary resources and budgets for emergency management program compliance. As such, this group will function as the “accountable body” for direction and implementation of the requirements of the Emergency Management and Civil Protection Act.

## **Section 3: Emergency Notification System**

### 3.1 Authority to Activate

The Mayor, the Chief Administrative Officer, the Chief of Police or the Commissioner & Fire Chief of Halton Hills Fire Department are authorized to activate the Emergency Notification System. This decision shall be passed to the CEMC, informing him/her of the situation and directing that the Town of Halton Hills Emergency Notification System be activated.

The CEMC, is then responsible for the notification of personnel who form the Town of Halton Hills Emergency Control Group, and passing out information relative to the emergency and where they are to meet to mitigate the emergency. (See Appendix A for detailed procedures).

This Plan is considered activated at any time the members of the Emergency Control Group (ECG) are assembled at the Emergency Operations Centre (EOC) following an Emergency Alert.

However, activation of this Plan does not in of itself constitute a declaration of emergency.

### 3.2 Emergency Alert Levels

Due to the threat of an emergency situation developing or the potential for an emergency situation to change in severity over time, there are two different levels at which emergency personnel can be alerted. The Emergency Alert Levels are as follows:

**“Full Alert”** - When the CEMC, is instructed to issue a full alert, all members of the Emergency Control Group will be contacted and instructed to respond to the Emergency Operations Centre (or other designated location) at a given time.

**“Stand-By Alert”** - When the CEMC, is instructed to issue a stand-by alert, either all, or selected members of the Emergency Control Group, as designated by the person in authority, are contacted and instructed to “Stand By” for further information. This alert level may be used if there is an emergency situation developing or the threat of an emergency occurring, which does not yet merit assembling members of the Emergency Control Group.

### **3.3 Notification of the Emergency Support Group**

Upon being notified of the Full or Stand-by Alert, the Chief Administrative Officer will contact the Manager of Purchasing who chairs the Emergency Support Group. The CAO will inform the Manager of Purchasing about:

- known details of the emergency;
- whether all or only selected members of the Emergency Support Group are to assemble; and
- where the Support Group members are to assemble, if not at their normal designated location.

The Manager of Purchasing will then initiate the notification of the Emergency Support Group.

## **Section 4: Declaration of an Emergency**

### **4.1 Action Prior to Declaration**

When an emergency exists, but has not yet formally been declared to exist, municipal employees may take such action under this Emergency Response Plan as may be necessary to protect the lives and property of the inhabitants of the Town of Halton Hills.

### **4.2 Municipal Emergency**

The Mayor or Acting Mayor, as Head of the Council, is responsible for declaring that a municipal emergency exists within the boundaries of the Town of Halton Hills. This decision is made in consultation with other members of the Emergency Control Group.

Upon such declaration, the Mayor notifies:

- (i) The Regional Chair;
- (ii) Emergency Management Ontario, directed through the Provincial Operations Centre Duty Officer (phone numbers are shown in Appendix B
- (iii) Members of Council;
- (iv) Local Members of Provincial and Federal Parliament;
- (v) The Mayor shall ensure that the public, the media, and neighbouring municipal officials are also advised of both the declaration and termination of an emergency.

Emergency Declaration forms are available in the Emergency Operations Centre and will be faxed to Emergency Management Ontario as required. A sample Declaration Form is shown in Appendix E.

### **4.3 Protection for Volunteers**

An emergency declaration also grants the Town the power to protect volunteer emergency workers under the provisions of the Workplace Safety and Insurance Board (WSIB). By registering each volunteer participating in a “Declared Emergency”, volunteers are then considered “Town Workers”, and protected under the provisions of the WSIB. If an emergency situation required the extensive use of volunteers, an emergency declaration will protect only those volunteers who are **registered**. (See Appendix G for the Volunteer Assistance and Registration Plan.)

#### 4.4 Request for Regional Assistance

The Mayor may request assistance from the Regional Municipality of Halton by contacting the Regional Chair **without** activating the Regional Emergency Notification System when Town resources are deemed insufficient.

When the resources of the Town of Halton Hills are deemed insufficient to control the emergency, the Mayor may request that the Regional Chair or the Regional Chief Administrative Officer or the Regional Police Chief or the Regional Fire Coordinator (or alternates) activate the Regional Emergency Notification System.

Once the Regional Emergency Plan is implemented, the Mayor or Deputy Mayor, or a designated Senior Municipal Official and any other appropriate officials, will then proceed to the Regional Emergency Operations Centre and become members of the Regional Control Group.

The remaining municipal staff from the Town of Halton Hills Emergency Control Group will then remain as support staff to the Mayor, the Acting Mayor, or the designated Senior Municipal Official.

All decisions by the Regional Control Group (as appropriate) affecting the lives and property of the inhabitants within the Town of Halton Hills shall be made in consultation with the Mayor or Acting Mayor and communicated to the Municipal Emergency Control Group as soon as possible.

#### 4.5 Regional Emergency

The Regional Chairman as the Head of Council, in consultation with the Regional Emergency Control Group, has the authority to declare an emergency to exist within the Regional Municipality of Halton when:

- a) the Mayor of an affected Local Municipality requests that the Regional Emergency Plan be activated; or
- b) the emergency affects a large portion of the inhabitants of more than one Local Municipality within the Region; or
- c) the emergency requires extraordinary actions or expenditure of money by one or more Regional services for the protection of life or property;

Upon declaration of an emergency, the Regional Chairman will notify the:

- (i) Mayor(s) of the affected Local Municipality (ies);
- (ii) Emergency Management Ontario, directed through the Provincial Operations Centre Duty Officer (phone numbers are shown in Appendix B);
- (iii) Regional Council;
- (iv) The public;
- (v) Neighbouring community officials as required;
- (vi) Local Member(s) of Provincial Parliament; and
- (vii) Local Member(s) of Parliament.

Emergency Declaration forms are available in the Emergency Operation Centre and will be faxed to Emergency Management Ontario as required.

Once the Regional Emergency Plan is activated, the Mayor, a Designated Senior Municipal Official and the Municipal Fire Chief(s) (as appropriate and practical) will then become a member(s) of the Regional Emergency Control Group.

The remaining staff from the Municipal Emergency Control Group(s) within the affected Local Municipality(ies) will then become the support group(s) or support staff to the Mayor(s), and the Designated Senior Municipal Official.

The Regional Emergency Plan, once implemented, supersedes the Town of Halton Hills Emergency Response Plan.

#### **4.6 Provincial Authority**

The Emergency Management and Civil Protection Act states that the Premier may declare that an emergency exists throughout Ontario or in any part thereof.

### **Section 5: Termination of an Emergency**

#### **5.1 Municipal Emergency**

A Municipal Emergency may be terminated at any time by the:

- a) Mayor or Acting Mayor, or
- b) Area Local Municipal Council, or
- c) Premier of Ontario.

Upon termination of a Municipal Emergency the Mayor will notify the:

- (i) Regional Chairman
- (ii) Emergency Management Ontario, Ministry of Community Safety and Correctional Services through the Provincial Operations Centre Duty Officer
- (iii) Local Municipal Council
- (iv) The public
- (v) Neighbouring community officials, as required.
- (vi) Local Members of Provincial and Federal Parliament;

A sample Termination Form is shown in Appendix E .

#### **5.2 Regional Emergency**

A Regional Emergency may be terminated at any time by the:

- a) Regional Chairman or Acting Regional Chairman, or
- b) Regional Council or
- c) Premier of Ontario.

Upon termination of a Regional Emergency the Regional Chairman will notify the:

- (i) Mayor(s) of the affected Local Municipality(ies)
- (ii) Emergency Management Ontario, Ministry of Community Safety and Correctional Services through the Provincial Operations Centre Duty Officer
- (iii) Regional Council
- (iv) The public
- (v) Neighbouring community officials, as required
- (vi) Local Members of Provincial and Federal Parliament;

## **Section 6: Emergency Control Group (ECG)**

### **6.1 Composition**

The Emergency Control Group will be composed of persons holding the following positions (and designated Senior Municipal Officials where applicable):

- (i) Mayor
- (ii) Chief Administrative Officer (Operations Officer)
- (iii) Halton Regional Police Chief
- (iv) Commissioner & Fire Chief of Halton Hills Fire Department
- (v) Commissioner of Transportation and Public Works
- (vi) Commissioner of Recreation and Parks
- (vii) Commissioner of Corporate Services
- (viii) Manager of Corporate Communications (Public Information Officer)
- (ix) Community Emergency Management Co-ordinator
- (x) Regional Emergency Management Co-ordinator (upon request)

Other personnel or representatives of specialist agencies, service providers or other organizations may be added to this Emergency Control Group as the situation dictates. Additional representatives may include: Conservation Authorities, the OPP, hospitals, School Boards, Red Cross, Amateur Radio, etc.

The Emergency Control Group may function with only a limited number of persons depending upon the emergency and may not require the presence of all those listed.

### **6.2 Emergency Control Group (ECG) Collective Responsibilities**

The Emergency Control Group is collectively responsible for the following:

- the co-ordination and control of all emergency services;
- appoint an Emergency Site Manager from the lead agency for the type of emergency presented.
- the assessment of requests for assistance and the allocation of all manpower, equipment and emergency services;
- determination of the necessity of evacuation within any area considered dangerous;
- the determination of the discontinuation of any service including public utilities without reference to other consumers where continuation of such service constitutes a hazard to life and/or property;
- the collection of information on the emergency situation and the establishment of an information and enquiry bureau to provide factual information to officials involved in the emergency operation, news media and those seeking personal information;
- the authorization of expenditures required for the mitigation of the effects of the emergency and the meals of operations personnel;
- the determination of requesting assistance from other area municipalities, volunteer organizations and the private sector, as required;
- the selection of assembly areas where resources of manpower and equipment will gather and the notification of concerned persons;
- requesting assistance, if required, from the Region of Halton;
- the provision of administrative and logistical support for Regional Services which may become involved in emergency operations;

- evaluating the need for Critical Incident Stress Management (public, staff and EOC)
- determining the requirements for a Recovery Committee
- the maintenance of a log outlining the actions taken by the Emergency Control Group during the Emergency;
- participate in the debriefing following the emergency.

When it has been decided by the Town Emergency Control Group that the emergency has terminated or is reduced to a level that is within the capability of the affected department, the Mayor will make a declaration to that effect and the Town Emergency Control Group will ensure that all personnel operating under their direction are advised of the termination.

At the time the emergency is terminated, a decision should be made whether to establish a Post Emergency Recovery Committee. This committee will co-ordinate the agencies (Social and Community Services, Health, Infrastructure Services, Planning Development & Sustainability and Information Services) required to return the community to its pre-emergency state.

### **6.3 *Individual ECG Member Responsibilities***

#### **6.3.1 The Mayor** of the Town of Halton Hills is responsible for:

**Initial notification of the Town of Halton Hills Emergency Control Group through the Emergency Notification System for the Town of Halton Hills. (refer to Appendix A) and:**

- (a) the declaration and termination of an emergency.
- (b) approve, in conjunction with the CAO and the Emergency Control Group, all decisions pertaining to the co-ordination of all emergency services required to operate in an emergency situation within the Town.
- (c) authority to authorize necessary expenditures to deal with emergencies until such time as a Special Council meeting can be convened.
- (d) notification and informing other Town of Halton Hills and neighbouring municipally elected officials as deemed appropriate.
- (e) notify the Regional Chairman, Emergency Management Ontario, and others of the declaration of an emergency and the termination of same.
- (f) seeking assistance from senior levels of government and other municipalities, where necessary.
- (g) assuming the role of primary Municipal Spokesperson.
- (h) maintaining a log to record all actions specific to the role of Mayor.

#### **6.3.2 The Chief Administrative Officer** of the Town of Halton Hills' is responsible for:

**Initial notification of the Town of Halton Hills Emergency Control Group through the Emergency Notification System for the Town of Halton Hills, (refer to Appendix A) and:**

- (a) as the Operations Officer, co-ordinates all operations within the Emergency Operations Centre, including the scheduling of regular meetings of the Emergency Control Group. The Chief Administrative Officer will chair such meetings (see Section 10 – Operations Cycle).
- (b) the designation of the location of the Emergency Operations Centre.
- (c) contacting the Manager of Purchasing, providing a briefing of the emergency situation, request the notification the Emergency Support Group if required and maintaining on-going communications to compliment the ESG activities.
- (d) the co-ordination of all operations concerned with the emergency and shall be directly responsible to the Mayor.
- (e) the authorization of necessary expenditures to deal with the emergency until such time as the Mayor or his designate is available.
- (f) the authorization of major announcements and press releases from the Emergency Control Group. The preparation of these shall be done in conjunction with the Emergency Information Officer.
- (g) maintaining a log to record all actions specific to the role of the Chief Administrative Officer.
- (h) supply, where possible, Town staff to assist the Emergency Control Group.



- (i) ensuring that a communication link is established between herself/himself and the appointed Emergency Site Manager.
- (j) liaise with other Municipal and Regional Chief Administrative Officers where deemed appropriate.

**6.3.3 The Halton Regional Police Chief** is responsible for:

**Initial notification of the Town of Halton Hills Emergency Control Group through the Emergency Notification System for the Town of Halton Hills, (refer to Appendix A) and:**

- (a) notification of necessary emergency and municipal services as required.
- (b) the establishment of a mobile command post through the deployment of the Halton Regional Police Service Mobile Communications Unit.
- (c) ensuring that a communications link is established between the Town of Halton Hills Emergency Control Group and the on-scene Command Post.
- (d) the establishment of an inner perimeter to control and disperse people and vehicles within the emergency area.
- (e) the establishment of an outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to essential emergency personnel.
- (f) the provision of traffic control to facilitate the movement of emergency vehicles from the emergency area to designated medical facilities.
- (g) notification of persons endangered by the emergency and the evacuation of buildings or areas.
- (h) the protection of life and property and the provision of law and order.
- (i) arranging for the opening and use of public and private facilities as required.
- (j) the provision of police service in evacuation centres, morgues and other facilities as required.
- (k) notifying the Coroner of fatalities.
- (l) liaising with other municipal, provincial and federal police agencies as required.
- (m) liaising with the Commissioner of Social and Community Services regarding the establishment and operation of evacuation centres.
- (n) maintaining a log to record all actions specific to the role of the Police Chief.
- (o) when required, assisting the Emergency Site Manager as appointed by the Town Emergency Control Group in fulfilling their responsibilities.
- (p) provision of an Emergency Site Manager when so directed by the Emergency Control Group.

**6.3.4 The Commissioner & Fire Chief of Halton Hills Fire Department** of the Town of Halton Hills is responsible for:

**Initial notification of the Town of Halton Hills Emergency Control Group through the Emergency Notification System for the Town of Halton Hills, (refer to Appendix A) and:**

- (a) directing all fire fighting and rescue operations;
- (b) making arrangements for required additional fire fighting assistance (Mutual Aid) with the Halton Region Fire Co-ordinator.
- (c) advising the Emergency Control Group on matters concerning fire fighting and fire prevention in areas where the emergency has or may cause increased fire risks.
- (d) maintaining a log to record all actions specific to the role of Fire Chief/Director of Halton Hills Fire Department.
- (e) when required, assisting the Emergency Site Manager as appointed by the Town Emergency Control Group in fulfilling their responsibilities.
- (f) providing an Emergency Site Manager when so directed by the Emergency Control Group.

**6.3.5 The Commissioner of Transportation and Public Works** of the Town of Halton Hills is responsible for:

- (a) the provision of engineering assistance.
- (b) the maintenance, construction and repair of local municipal roadways.
- (c) the maintenance of the Town's storm drainage system.
- (d) arranging for the demolition of unsafe structures and excavation operations where required, once approved by the Chief Building Official.
- (e) providing barricades and flashers as required.
- (f) providing municipal vehicles and equipment complete with operators as required.
- (g) liaising with the Regional Commissioner of Planning and Public Works concerning the provision of emergency potable water supplies and sanitation facilities, Regional roads and areas of mutual concern.
- (h) liaison with public utilities to disconnect any service representing a hazard and/or arranging for the provision of alternative utility services or functions.
- (i) when required, assisting the Emergency Site Manager as appointed by the Town Emergency Control Group in fulfilling their responsibilities.
- (j) providing an Emergency Site Manager when so directed by the Emergency Control Group.
- (k) ensuring the activation of the Halton Hills Public Works Contingency Plan for Spills of Fuel, Oil, or Other Hazardous Materials, and liaising with the Region of Halton relative to their Contingency Plan for Spills of Oil and Other Hazardous Materials.
- (l) liaising with the Directors of Public Works of the area municipalities as required.
- (m) liaising with the representatives of the Ministry of Transportation and Ministry of the Environment as required.
- (n) liaising with the Conservation Authorities as required.
- (o) maintaining a log to record all actions.

**6.3.6 The Town of Halton Hills' Commissioner of Recreation & Parks** is responsible for:

- (a) the provision of municipal buildings as required by the Emergency Control Group.
- (b) the provision of arenas as temporary morgues or shelters as required.
- (c) the provision of additional staffing to assist as required by the Emergency Control Group.
- (d) providing municipal vehicles and equipment complete with operators, as required.
- (e) establishing communications with the Manager of Human Resources pertaining to the need for volunteers.
- (g) maintaining a log to record all actions

**6.3.7 The Town of Halton Hills' Commissioner of Corporate Services** is responsible for:

- (a) providing information and advice on financial matters as they relate to the emergency and controlling, processing and co-ordinating all requests for financial assistance.
- (b) ensuring that technical support is provided so that the municipal switchboard is maintained open and operational.
- (c) ensuring that technical support is provided for continued corporate wide Information Services is maintained
- (d) ensuring communication support is maintained
- (d) maintaining a log to record all actions.

**6.3.8 The Manager of Corporate Communication of the Town of Halton Hills** acts as the **Emergency Information Officer** and is responsible for:

- (a) Ensuring the prompt dissemination of accurate information to the news media and the public.
- (b) Establishing a communication link with the On-Scene Media Coordinator, the Police Public Relations Officer, the Citizen Inquiry Supervisor and any other media coordinator(s) to ensure a coordinated flow of information.
- (c) Providing communications advice and obtaining appropriate information to be disseminated to the public.
- (d) Organizing and facilitating news conferences, and briefing senior officials, as required.
- (e) Coordinating with the On-Scene Media Coordinator regarding visits of news media to the emergency site.
- (f) Activating the Town of Halton Hills's "Emergency Public Information Plan" (Appendix F).
- (g) maintaining a log to record all actions.

**6.3.9 The Community Emergency Management Co-ordinator** (not a voting member of the Town of Halton Hills Emergency Control Group) is responsible for:

- (a) ensuring the Primary Emergency Operations Centre is set up and operational and establishing security if required.
- (b) acting in a resource and advisory capacity to the Emergency Control Group and other emergency and support staff, as required.
- (c) providing guidance and assistance to various groups and departments involved in the management of the emergency, as required.
- (d) assisting with the post-emergency report and/or debriefing process, as required.
- (e) liaising with the Halton Region Emergency Management Co-ordinator as deemed appropriate.
- (f) liaising with representatives of Emergency Management Ontario as deemed appropriate.
- (g) liaising with other agencies as required by the Municipal Emergency Control Group.
- (h) when required, assisting the Emergency Site Manager as appointed by the Municipal Emergency Control Group in fulfilling their responsibilities.
- (i) maintaining a log specific to the role of the Community Emergency Management Co-ordinator.

**6.3.10 The Halton Region Emergency Management Co-ordinator** (not a voting member of the Town of Halton Hills Emergency Control Group) is responsible for:

- (a) assisting the Community Emergency Management Co-ordinator when requested.
- (b) acting in a resource liason and advisory capacity to the Halton Hills Emergency Control Group and other emergency and support staff, as required.
- (c) maintaining a communication link with the Halton Regional Emergency Control Group concerning the Town of Halton Hills emergency.
- (d) assisting in and directing the set up of the Secondary Emergency Operations Centre as required.
- (e) liaising with other Regional Departments and agencies as required by the Municipal Emergency Control Group.

## **Section 7: Emergency Support Group (ESG)**

### **7.1 Composition**

The Emergency Support Group may be composed of persons or the designated alternates holding the following positions:

- Chief Librarian
- Manager of Human Resources
- Manager of Finance
- Superintendent of Public Works
- Commissioner of Planning & Sustainability
- Halton Hills Hydro Manager of Engineering and Operations
- Halton District School Boards' Representative(s)
- Other personnel or representatives of specialist agencies or organizations may be added to this group as the situation dictates.
- Manager of Building Services & Chief Building Official
- Manager of Information Services
- Manager of Purchasing

The Emergency Support Group may function with only a limited number of persons depending on the emergency. The Emergency Support Group may not require the presence of all as listed on the Emergency Support Group. This shall not preclude notification of all members of the Emergency Support Group.

### **7.2 Location**

The Emergency Support Group will gather and operate at the location set out in Appendix E.

### **7.3 Collective Responsibilities**

The Emergency Support Group is directly responsible for the provision of all logistical and technical support to the Emergency Control Group related to their specific area of expertise under the control of the Manager of Purchasing.

### **7.4 Individual ESG Member Responsibilities**

**7.4.1. The Town of Halton Hills' Superintendent of Public Works** is responsible for:

- (a) Provide assistance regarding Public Works responsibilities to Commissioner of Transportation and Public Works
- (b) Implement strategies developed by ECG regarding Public Work areas of responsibilities
- (c) \co-ordinate with the On-scene Media Coordinator regarding visits of news media to the emergency site. (Such visits normally involve escorting media to the site, in which case transport can be arranged through the Transportation Coordinator)
- (d) arranging for the transportation of Re-deployed Staff and Community Volunteers, through the Transportation Coordinator (Manager of Public Works);
- (e) maintaining a log to record all actions.

**7.4.2 The Town of Halton Hills' Manager of Building Services and Chief Building Official** is responsible for:

- (a) provision of staff to perform damage assessments in order to ensure any lack of structural integrity of buildings does not cause a public safety hazard.
- (b) liaising with Public Works personnel to arrange for the damage assessments of critical infrastructure, to ensure continuity of service.
- (c) Provide advice to the Emergency Control Group to assist in decision-making regarding re-entry of the public in evacuated or damaged areas.
- (d) Issue necessary permits and orders such as those related to demolition.
- (e) Assist the Infrastructure Sub-Committee during the Post-Emergency Recovery Phase of the incident.
- (f) maintaining a log to record all actions.

**7.4.3 The Town of Halton Hills' Commissioner of Planning** is responsible for:

- (a) alternate and assistant to the CAO as required and will assign staff to perform the following duties if required.
- (b) the provision of planning and support information with respect to mapping and planning support contingencies.
- (c) maintaining a log to record all actions.

**7.4.4 The Town of Halton Hills' Clerk** is responsible for:

- (a) The establishment and operation of a Citizens Inquiry Bureau to provide factual information including liaison with the Emergency Information Officer for information from the Emergency Control Group, and with the local Red Cross Headquarters concerning evacuee Registration and Inquiry.
- (c) maintaining a log to record all actions.

**7.4.5 The Town of Halton Hills' Manager of Information Services** is responsible for:

- (a) the provision and support of phone networks, computer systems, and software applications inherent to Emergency Response Plan operations and Business and Computer continuity applications.
- (b) provision of GIS support to the Community Control and Support Groups as needed.
- (c) maintaining a log to record all actions.

**7.4.6 The Town of Halton Hills' Manager of Human Resources** is responsible for:

- (a) co-ordinating and processing requests for human resources and appeals for volunteers.
- (b) selecting the most appropriate site for the registration of human resources and ensuring records of human resources and administrative detail that may involve financial liability are completed.
- (c) when volunteers are involved ensuring that the Volunteer Registration Form (see Appendix G ) is completed and a copy is retained for records retention. All forms should remain part of the records in control of the Manager or Human Resources and/or delegated persons.
- (d) ensuring identification cards are issued to volunteers and temporary employees, where practical.
- (e) co-ordinating the provision of training of volunteers as required.
- (f) maintaining a log to record all actions.

**7.4.7 The Town of Halton Hills' Manager of Purchasing** is responsible for:

- (a) upon being briefed by the CAO on the emergency situation, the notification of the members of the Emergency Support Group, the designated meeting point and maintaining on-going communications with the CAO on matters related to the Emergency Support Group requirements.
- (b) the provision and securing of all external equipment and supplies which may be required to mitigate the effect of the emergency
- (c) acting as an additional resource to the Emergency Control Group as required
- (d) maintaining a log to record all actions.

**7.4.8. The Chief Librarian for the Halton Hills Public Library** is responsible for:

- (a) the provision of comprehensive information services as deemed necessary due to the circumstances.
- (b) maintaining a log to record all actions.

**7.4.9 The Halton District School Board(s) representative(s)** is/are responsible for:

- (a) assisting in the provision of necessary emergency shelter.
- (b) maintaining a log to record all actions.



**7.4.10 The Halton Hills Hydro Manager of Engineering and Operations** is responsible for:

- (a) the provision of support and hydro utility technology required to sustain applicable business and emergency service continuity within the Municipality.
- (b) maintaining a log to record all actions.

**7.4.11 Manager of Accounting and Town Treasurer** is responsible for:

- (a) the provision of information and advice on financial matters as they relate to the emergency and control processing and coordinating all requests for financial assistance.
- (b) maintaining a log to record all actions

## **Section 8: Emergency Site Manager**

### **8.1 Appointment**

The Emergency Site Manager will be **appointed** by the Town Emergency Control Group from the lead agency involved in the specific type of emergency.

Examples:      Fire incident = Fire Emergency Site Manager  
                     Evacuation = Police Emergency Site Manager  
                     Mass Casualty Incident = EMS Site Manager  
                     Flood Emergency = Infrastructure Services

The agency appointed as Emergency Site Manager may change during the course of the incident. For instance, during a major fire incident in the initial rescue and fire suppression phase, Fire could be the Emergency Site Manager. As the incident is brought under control and moves into the criminal investigation phase, Police could now become the Emergency Site Manager, as decided by the Emergency Control Group.

Once appointed as Emergency Site Manager, this individual will no longer be responsible for the operations or command of their agency but will be responsible for the overall co-ordination of all agencies involved in the incident.

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

- availability and approval of their agency;
- training and field experience;
- knowledge of responding agencies responsibilities and resources.

### **8.2 Authority and Responsibilities**

The Emergency Site Manager upon appointment by the Town Emergency Control Group has the **authority** to:

- call meetings of the responding agency commanders for information sharing, establishing objectives in the site management, prioritizing limited resources where applicable,
- mediate conflicts between agencies and to contact the Chief Administrative Officer at the Town Emergency Control Group should they be unable to resolve the matter, and
- request assistance from responding agencies for communications and other emergency site management tools.

The Emergency Site Manager in conjunction with the responding agencies is **responsible** to:

- ensure that priorities, tasks and tactics have been established to contain the problem,
- ensure that responding agencies are aware of human and material resources that are available to mitigate the emergency,
- assign the duties of On-Site Media Co-ordinator to a person appropriate to fill that role,
- ensure agencies address the needs of their staff with regards to stress, fatigue, food, shelter, and relief,
- maintain a communication link with the Chief Administrative Officer at the Town Emergency Control Group for the flow of accurate information and assistance in management of the emergency,
- ensure that responding agencies meet to update/exchange information and/or re-evaluate on a regular basis,
- monitor the operation of the site management and make suggestions where appropriate,
- exercise foresight as to future events in the management of the emergency such as resource requirements, weather, lighting, etc. and
- where possible conserve resources should the emergency heighten or lengthen in time, understanding that outside the emergency area the Town Emergency Control Group is managing the day-to-day Town operations in our community.

### **Section 9: Requests for Provincial Assistance**

Under certain circumstances, departments or agencies responding in accordance with the Municipal or Regional Emergency Response Plan may be required to request assistance of a Ministry(ies) or Agency(ies) of the Province of Ontario. For example, the Ministry of the Environment (through its Spills Action Centre) often becomes involved in response to a spill. The requesting of such provincial assistance shall not be deemed to be a request that the Government of the Province of Ontario assume authority and control of the emergency.

Emergency Management Ontario (EMO – an agency of the Ministry of Community Safety and Correctional Services) can also provide guidance and assistance in emergency circumstances. Once an emergency is declared, EMO is notified through the Provincial Operations Centre and, under most circumstances, will dispatch a liaison officer. EMO should also be advised of a threat of an emergency, and the activation of an emergency plan prior to an emergency declaration.

Emergency Management Ontario can co-ordinate assistance from a number of Provincial agencies and ministries and the Federal government, including Military Aid to the Civil Authority.

Under certain circumstances and/or when the combined resources of the Regional Municipality of Halton and the four Local Municipalities are deemed insufficient, the Regional Chairman may formally request assistance from the Premier of Ontario. This may be done through the Provincial Operations Centre.

## **Section 10: Emergency Operations Centre (EOC)**

### **10.1 Primary and Alternate EOC's**

- Please refer to Appendix “E” for information pertaining to the locations and set-up of the primary and/or alternate Emergency Operations Centres.
- When it is determined some or all the Emergency Control Group will be brought together to deal with an emergency situation, the Community Emergency Management Co-ordinator will contact the staff members listed on the Confidential EOC auxiliary staff contact list (Appendix “B”) and have the EOC prepared for operation.
- The EOC will be set up as described and illustrated in Appendix E of the Town of Halton Hills Emergency Response Plan.

### **10.2 Operations Cycle – Emergency Control Group Meetings**

It is essential that the Emergency Control Group members meet on a regular basis to share information, identify actions, and set priorities. These meetings are scheduled by the EOC Operations Officer (the CAO) on a regular rotation, allowing time between meetings for the Emergency Control Group members to deal with their individual responsibilities, complete “action items” and gather information for the next meeting. This meeting schedule is called the “Operations Cycle”.

Operations Cycle meetings are ideally held away from the main EOC room(s) where work may need to continue in the management of the emergency.

When the Emergency Control Group meets according to the Operations Cycle, there will be no interruptions (unless urgent) until the meeting is concluded. When a meeting commences, all Emergency Control Group members will come to the table and each member will briefly update the group on the actions of their respective agency, identifying issues needing resolution and seeking input from the group as a whole with the CAO chairing each meeting. Meetings serve as an opportunity for agency updates and provide a forum for discussion between the Emergency Control Group as a whole. All Emergency Control Group members must be present at each meeting to hear reports from, and give reports to the group as a whole.

During the Operations Cycle meetings, all members will provide advice and make recommendations as required. When decisions are made, all members must collectively support the decisions, whether opposed to those decisions at the discussion level or not.

Emergency Control Group meetings serve as the essential forum for group decision making, keeping all group members up to date regarding the actions of each agency, and the emergency situation as a whole.

A recording secretary will record the decisions of the Group, any specific actions to be taken and who will be responsible for those action items. The action items list will be maintained and reviewed/revised at each Operations Cycle meeting. Specific actions items may also be posted on an “Emergency Operations” log.

At the conclusion of the Operations Cycle meeting, the Director of Corporate Services and Treasurer shall update and brief the Emergency Support Group as required and identify any action items that require follow-up by any specific Support Group members.

## **Section 11: Plan Maintenance, Revision, Testing, and Departmental Responsibilities**

### **11.1 Plan Maintenance and Revision**

The Town of Halton Hills Emergency Response Plan will be maintained and distributed by the Community Emergency Management Coordinator.

This plan will be reviewed annually and, where necessary, revised under the authority of the Emergency Management Program Committee. This will be facilitated by the Community Emergency Management Coordinator.

Major changes to the Emergency Response Plan require approval by Town Council through the passing of a revised Enabling By-law, however, revisions to the appendices and minor administrative changes may be made by the Community Emergency Management Coordinator.

It is the responsibility of each person, agency, service or department named within this Emergency Response Plan to notify the Community Emergency Management Coordinator of any revisions to the plan, changes to appendices, or administrative changes.

### **11.2 Testing of the Plan**

A regular exercise shall be conducted in order to test the overall effectiveness of this Emergency Plan and to provide training to the Emergency Control Group. Revisions to this plan shall incorporate recommendations stemming from such exercises.

Both the review of the Emergency Response Plan and testing / exercising are mandated to be done at least once per year under the requirements of the Emergency Management and Civil Protection Act and Regulations.

### **11.3 Departmental Internal Procedures**

Each Town of Halton Hills department or service involved with this Emergency Response Plan shall prepare functional alerting systems and emergency procedures or guidelines outlining how it will fulfill its responsibilities during an emergency. These will be maintained as Appendix C in this document.

Each department or service shall designate a member of its staff to maintain, and co-ordinate revision of, its own emergency procedures or guidelines. The Community Emergency Management Coordinator is available to facilitate the development of departmental plans and procedures.

A copy of each department's internal emergency procedures, guidelines and alerting systems, as well as any functional updates, is to be forwarded to the Community Emergency Management Coordinator for review and inclusion in this document.



## **Section 12: Glossary, Definitions, and Acronyms**

**Short Title:** This Emergency plan may be cited as the “**Town Emergency Response Plan**”

<b>Chief Administrative Officer</b>	The Chief Administrative Officer of the Corporation of the Town of Halton Hills or designate.
<b>Manager of Building Services &amp; Chief Building Officer</b>	The Chief Building Officer of the Corporation of the Town of Halton Hills or designate.
<b>Citizen Enquiry Service</b>	A service established to respond to and redirect inquiries and reports from the public.
<b>Community Emergency Management Co-ordinator</b>	The person designated by the Fire Chief responsible for the maintenance, revision and distribution of this plan and the co-ordination of emergency exercises. This person will also act as the liaison with the Region Emergency Management Coordinator
<b>Clerk</b>	The <b>Clerk</b> for the Corporation of the Town of Halton Hills or designate will assume the role of Citizen Inquiry Supervisor.
<b>Designated Senior Municipal Official</b>	A Senior Municipal Official designated in the Town Emergency Plan to be a member of the Emergency Control Group.
<b>Commissioner of Corporate Services</b>	The Commissioner of Corporate Services for the Corporation of the Town of Halton Hills or designate and also as fulfilling the alternate role of Designated Senior Municipal Official as required.
<b>Commissioner of Transportation and Public Works</b>	The <b>Commissioner of Transportation and Public Works</b> of the Corporation of the Town of Halton Hills or designate. <b>Commissioner of Transportation and Public Works</b> will also fulfil the role of Designated Senior Municipal Official when required.
<b>Chief Librarian</b>	The Director of Libraries of the Halton Hills Public Library or designate.
<b>Commissioner of Planning</b>	The Commissioner of Planning of the Corporation of the Town of Halton Hills or designate. The Commissioner of Planning will also fulfil the role of Designated Senior Municipal Official when required.
<b>Commissioner of Recreation and Parks</b>	The Commissioner of Recreation and Parks of the Corporation of the Town of Halton Hills or designate and

	also as fulfilling the alternate role of Designated Senior Municipal Official as required.
<b>Duty Inspector</b>	The Duty Inspector is a member of the Halton Regional Police Service and is responsible on a 24 hour basis to the Deputy Chief of Police for the general operations of the Halton Regional Police.
<b>Emergency</b>	A situation or impending situation which by its nature or magnitude affects the health, safety, welfare and property of the community and <i>requires a controlled and co-ordinated response</i> .
<b>Emergency Control Group (ECG)</b>	That group of individuals that direct those services necessary for mitigating the effects of the emergency. The Chief Administrative Officer is responsible for coordinating the actions of the Group.
<b>Emergency Site Manager (ESM)</b>	Appointed by the Town Emergency Control Group to ensure the agencies responding to the site of the emergency are coordinated in their response. The E.S.M. communicates directly with the Chief Administrative Officer at the Town Emergency Control Group.
<b>Emergency Support Group (ESG)</b>	That group of individuals that provide assistance of an informational and logistical nature in an effect to assist the Control Group in the making of informed decisions.
<b>Evacuation Centre</b>	An evacuation centre is a facility used to register and provide care/shelter to persons displaced by the emergency.
<b>Commissioner and Fire Chief of Halton Hills Fire Department</b>	The <b>Commissioner and Fire Chief</b> of Halton Hills Fire Department or designate.
<b>Halton District School Board(s) Representatives</b>	A designated person who represents the Halton District School Board and a designated person who represents the Halton Catholic District School Board.
<b>Manager of Engineering and Operations Halton Hills Hydro</b>	The <b>Manager of Engineering and Operations</b> for Halton Hills Hydro or designate.
<b>Inner Perimeter</b>	A restricted area in the immediate vicinity of the emergency scene as established by the Chief of Police in conjunction with the other responding emergency services. Access to the inner perimeter is restricted to those essential emergency personnel actively involved in the incident.
<b>Manager of Human Resources</b>	The Manager of Human Resources for the Corporation of the Town of Halton Hills or designate.

<b>Manager of Information Services</b>	The Manager of Information Services for the Corporation of the Town of Halton Hills or designate.
<b>Manager of Purchasing</b>	The Manager of Purchasing for the Corporation of the Town of Halton Hills or designate.
<b>Mayor</b>	The Mayor as Head of the Council of the Corporation of the Town of Halton Hills or designate.
<b>On-Scene Commander</b>	The person in charge of an essential emergency service (police, fire, ambulance) at the scene of the incident.
<b>On-scene Media Co-ordinator</b>	The 'On Scene Media Co-ordinator' will be appointed by the 'Emergency Site Manager' at the time of the emergency. It is their responsibility to co-ordinate the accurate dissemination of information to the media and ensure the information given the media is also provided to the Emergency Control Group.
<b>Outer Perimeter</b>	The geographic area surrounding the inner perimeter. This area will serve as a co-ordination and assembly point for essential emergency personnel. Access to the outer perimeter is restricted to essential emergency personnel as determined by the Emergency Site Co-ordinator.
<b>Regional Chief of Police</b>	The Chief of Police of the Regional Municipality of Halton or designate.
<b>Regional Emergency Management Co-ordinator</b>	The Regional Emergency Management Coordinator performing the Community Emergency Management function for the Regional Municipality of Halton.
<b>Manager of Corporate Communications</b>	The <b>Manager of Corporate Communications</b> for the Corporation of the Town of Halton Hills or designate shall be the Emergency Information Officer and responsible for all press releases from the Emergency Control Group, and will deal with citizen inquiries.