



# EMERGENCY PLAN

**Enacted under:**

**By-law 2013-142**

**August, 2013**

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## **PART ONE – CONTEXT**

### **SECTION I – GENERAL**

#### **1.1 INTRODUCTION**

An emergency is 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. (*Emergency Management and Civil Protection Act, R.S.O., 1990, Chapter E.9, s. 1.*)

Emergencies vary in intensity and complexity depending on factors such as time of occurrence, weather conditions, and severity of impact, nature of the infrastructure and buildings, and demographics. In most instances emergencies are managed by communities, either as a matter of routine by their first responders (police, fire and ambulance) or, if not, then by implementing their emergency plan, with or without declaring an emergency.

#### **1.2 TITLE**

The City of Barrie Emergency Plan, hereinafter referred to as the “Emergency Plan”, has been adopted by City of Barrie By-law Number 2013-142 as the official emergency plan for the City of Barrie. This plan replaces the version that had previously been adopted by City of Barrie By-law Number 2007-121. Copy of By-law Number 2013-142 is provided in Emergency Management Manual Annex C.

#### **1.3 AIM**

The aim of the City of Barrie’s Emergency Plan to provide a framework for which response and recovery measures will be taken to:

- Save lives
- Protect the health and safety of responders
- Protect public health
- Protect infrastructure and property
- Protect the environment
- Reduce suffering
- Reduce economic and social loss

for the residents, businesses and visitors of the City of Barrie during and following a major emergency or disaster.

#### **1.4 SCOPE AND APPLICATION**

The Emergency Plan has been designed as a generic document that is flexible and applicable to all types of emergency situations, i.e. an all-hazards plan, by:



- (1) Assigning specific responsibilities to appropriate individuals, departments, agencies, and local boards, and
- (2) Providing concepts and procedures to be used by City staff in developing their respective emergency plans, which will augment this Emergency Plan.

The Emergency Plan is applicable to all departments of the Corporation and agencies and local boards under the jurisdiction of the City Council.

Officials who are assigned responsibilities in this Emergency Plan are responsible for familiarizing themselves and their personnel with the contents of it, and to develop procedures for carrying out their assigned responsibilities.

Development and maintenance of department, agency and local board emergency plans are the responsibility of the entity concerned.

Departments, agencies and local boards engaged in outsourcing and/or contracting-out services must include provision for emergency preparedness and response activities as part of their agreements.

Emergency plans developed by departments, agencies and local boards shall be consistent with the Emergency Plan and together with it constitute parts of the City of Barrie's Emergency Management Manual.

## **1.5 EMERGENCY MANAGEMENT MANUAL AND STRUCTURE OF PLANS**

The Emergency Management Manual describes the City's approach to managing emergencies which is to integrate the efforts and resources of all departments of the Corporation and agencies and local boards under the jurisdiction of the City Council, other governments, the private sector, and nongovernmental organizations. The Manual comprises the City of Barrie's Emergency Plan, annexes and appendices and subordinate and supplementary plans.

### **1.5.1 The Emergency Plan**

This is the master plan that describes the organization, operations procedures, preparedness guidelines, roles and responsibilities, and plan maintenance instructions. The Emergency Plan forms part of the Emergency Management By-law, and as such, requires City Council approval for change or amendment.

### **1.5.2 Annexes and Appendices**

Annexes and appendices to plans provide more detailed relevant information that may require frequent updating, be of a technical nature or is sensitive or personal information the release of which could pose a security threat or violate freedom of information or privacy legislation.

Annexes and appendices are parts of the Manual, but are not part of the By-law.

### **1.5.3 Subordinate Plans**

All departments of the Corporation and agencies and local boards under the jurisdiction of the City Council shall produce plans, according to their mandates and responsibilities to enable the City of Barrie to respond effectively to a variety of emergency situations. These plans will ensure the execution of assigned emergency responsibilities, and delivery of

critical services. The originators of these plans are responsible to up-to-date them and ensure that the CEMC has the current version.

Subordinate plans are part of the Manual, but are not part of the By-law.

#### **1.5.4 Supporting Plans**

Plans may be required to address specific hazardous situations requiring unique application of the Emergency Plan by prescribing the responsibilities and procedures by which public and private entities will engage in emergency operations. These plans shall be coordinated with the communities and response agencies involved. Supplementary plans are part of the Manual, but are not part of the By-law.

### **1.6 CONFORMITY OF PLANS**

The City of Barrie Emergency Plan conforms to Provincial legislation and emergency plans. Likewise, any subordinate and/or supplementary plans, including division and department emergency plans and City emergency contingency plans, shall conform to, and be consistent with this Plan. Implementation of a higher level plan will take precedence over any lower level plans.

### **1.7 PLAN ADMINISTRATION**

#### **1.7.1 Custodian of the Emergency Plan**

The custodian of this Emergency Plan shall be the Community Emergency Management Coordinator (CEMC) for the City of Barrie, who shall be responsible for the maintenance, updating, distribution, and review of the Emergency Plan; as well as, for coordinating recommendation of amendments to City Council for approval as appropriate. Any comments or suggestions on the Emergency Plan should be directed to:

Community Emergency Management Coordinator  
City of Barrie  
70 Collier Street P.O. Box 400,  
Barrie, Ontario L4M 4T5

#### **1.7.2 Stakeholder Responsibility**

It is the responsibility of each person, department, service and agency cited in this Plan to notify the Community Emergency Management Coordinator of any and all changes that affect its activation and/or operability.

#### **1.7.3 Plan Revision**

This Plan is considered a living document and must be revised on an ongoing basis to ensure that it remains current and can be implemented at any time.

#### **1.7.4 Annual Review / Revision**

This Plan will be reviewed annually as part of the Emergency Management Program review process which will be coordinated by the Community Emergency Management Coordinator in co-operation with the members of the Emergency Management Program Committee. In addition to the annual revision, ongoing revisions may be required to ensure the sustainability of the document.

### **1.7.5 Minor Revisions (Updates)**

Minor revisions constitute ongoing / administrative amendments to the Plan, Emergency Management Manual Annexes or Appendices as required to keep the document up to date between annual revisions. Such minor revisions are made by the Community Emergency Management Coordinator independently and will be circulated to the members of the Emergency Control Group and other holders of the Plan, all of whom will be responsible for ensuring their copies of the Plan are appropriately amended.

### **1.7.6 Major Revisions (Changes)**

Major revisions that alter the responsibilities described or the operational structures contained within this Plan will be made in co-operation with and must be approved by the Emergency Control Group.

Any major revisions that affect the provisions of the By-law Number 2013-142, Emergency Management By-law must be submitted to City Council for approval.

### **1.7.7 General Circulation**

This Emergency Plan and other parts of the Manual will be distributed in whole or in part in accordance with the Distribution List at Annex A.

### **1.7.8 Public Access**

The City of Barrie Emergency Plan, excluding other parts of the Emergency Management Manual, is considered “public information” and is available for inspection and copying during ordinary business hours at the City of Barrie City Hall, Legislative and Court Services Department or on the City of Barrie web site, in accordance with the *Emergency Management and Civil Protection Act, R.S.O., 1990, Chapter E.9, s. 1*. Plan attachments containing information of a confidential, privileged and/or personal nature will not be made available to the public

Copies of the Emergency Plan provided to the public are NOT subject to document control procedures, recipient names are not recorded and recipients are NOT informed when the Plan is revised / updated. Such copies of this Plan are only current as of their print date.

Public access to other parts of the Emergency Management Manual will be subject to the provisions of *Emergency Management and Civil Protection Act, R.S.O., 1990, Chapter E.9, s. 2.1, Municipal Freedom of Information and Protection of Privacy Act and Accessibility for Ontarians with Disability Act*.

### **1.7.9 Restricted Circulation**

Restricted copies of the Emergency Management Manual, which includes this Emergency Plan and all confidential Annexes and Appendices are numbered and subject to document control procedures.

Any information of a confidential, privileged and/or personal nature collected under the authority of this Emergency Plan shall be used solely for the purpose of planning, preparing and responding to emergencies as defined within this Emergency Plan. The release of any information under this Emergency Plan shall be made in conformity with the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Ch. M.56* as amended.

### **1.7.10 Record of Amendments**

At any time this Plan is revised, an updated Record of Amendments will be produced and circulated to all offices noted in the Distribution List.

Amendments to By-law 2013-142 and the Emergency Plan are recorded in Appendices B1 and B2.

## **1.8 GLOSSARY OF TERMS**

A number of key terms and acronyms are used throughout the Emergency Plan. These have specific meanings as defined in the Glossary of Terms which is at Emergency Management Manual Annex E.

## **SECTION 2 – LEGISLATIVE AUTHORITY AND POWERS**

### **2.1 LEGAL AUTHORITY**

The *Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9, s. 3(1)* states that:

“Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan.” (Emergency Management Manual Annex D)

Pursuant to that *Act*, the City of Barrie Emergency Plan has been:

- (1) Adopted by City Council by By-law Number 2013-142 in August, 2013: Manual Annex C
- (2) Filed with Office of the Fire Marshal and Emergency Management, Ministry of Community Safety and Correctional Services.

### **2.2 LEGAL POWERS**

#### **2.2.1 Declaration and termination of a municipal emergency**

The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he/she considers necessary and are not contrary to law to implement the City of Barrie Emergency Plan and to protect property and the health, safety and welfare of the inhabitants of the emergency area. *R.S.O., 1990, c. E.9, s.4.*

The head of council, or council, or the Premier of Ontario may at any time declare that an emergency has terminated. *R.S.O., 1990, c. E.9, s.4.*

An emergency plan shall designate one or more members of Council who may exercise the powers and perform the duties of the head of council under this Act or the emergency plan during the absence of the head of council or during his/her inability to act. *R.S.O., 1990, c. E.9, s.9.; 2002, c. 14, s. 13.*

The Mayor or Acting Mayor, as Head of Council, may in accordance with the provisions of the Emergency Management and Civil Protection Act declare that an emergency exists in the City area. *By-law 2013-142, s.9.*

The Mayor or Acting Mayor or City Council, may declare the termination of an emergency at any time. *By-law 2013-142, s.6.1.*

#### **2.2.2 Declaring / terminating a provincial emergency**

Subject to subsection (3), the Lieutenant Governor in Council or the Premier, if in the Premier’s opinion the urgency of the situation requires that an order be made immediately, may by order declare that an emergency exists throughout Ontario or in any part of Ontario; *R.S.O., 1990, c. E.9, s.7.0.1; 2006, c. 13, s. 1 (4).*

A provincial emergency is terminated at the end of the 14<sup>th</sup> day following its declaration unless the Lieutenant Governor by order declares it to be terminated at an earlier date or extends an emergency before it is terminated for one further period of no more than 14 days. *R.S.O., 1990, c. E.9, s.7.0.1; 2006, c. 13, s. 1 (4)*

### **2.2.3 Powers of the Premier, municipal powers**

If an order is made under section 7.0.1 and the emergency area or any part of it is within the jurisdiction of a municipality, the Premier, where he or she considers it necessary, may by order made under this section;

- (a) direct and control the administration, facilities and equipment of the municipality in the emergency area, and, without restricting the generality of the foregoing, the exercise by the municipality of its powers and duties in the emergency area, whether under an emergency plan or otherwise, is subject to the direction and control of the Premier; and
- (b) require any municipality to provide such assistance as he or she considers necessary to an emergency area or any part of the emergency area that is not within the jurisdiction of the municipality and direct and control the provision of such assistance. *R.S.O., 1990, c. E.9, s.7.0.3; 2006, c. 13, s. 1 (4)*

### **2.2.4 Municipal By-law not required**

Despite subsection 5 (3) of the *Municipal Act, 2001*, a municipality is authorized to exercise a municipal power in response to an order of the Premier or his or her delegate made under subsection (2) without a by-law. *R.S.O., 1990, c. E.9, s.7.0.3; 2006, c. 13, s. 1 (4)*.

### **2.2.5 Action Prior to Declaration of Emergency**

Employees of the Corporation are authorized to take such action in accordance with the Emergency Plan as is reasonable and necessary where an emergency exists but has not yet been declared to exist. *By-law 2013-142, s 7.5*.

## **2.3 CONFORMITY WITH LEGISLATION**

This plan and actions taken under it shall comply with provincial legislation, as well as accepted standards and practices in emergency and risk management including:

*Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9 – see Appendix D1*

*Ontario Regulation 380/04 – see Appendix D2*

*Accessibility for Ontarians with Disabilities Act*

*Ambulance Act*

*Building Code Act, 1992*

*Coroner's Act*

*Criminal Code*

*Employment Standards Act, 2000 – see Appendix D3*

*Environmental Protection Act*

*Endangered Species Act*

*Conservation Authorities Act*

*Fire Protection and Prevention Act*

*Health Protection and Promotion Act, R.S.O. 1197, Chapter H7 – see Appendix D4*

*Highway Traffic Act*

*Municipal Act*

*Occupational Health and Safety Act*

*Ontario Works Act – see Appendix D5*

*Police Services Act*

*Vital Statistics Act*

*Workplace Safety and Insurance Act – see Appendix D6*

*Canadian Standards Association CAN/CSA-Z1600-2013: Emergency Management and Business Continuity*

## **SECTION 3 - PLANNING CONSIDERATIONS**

### **3.1 PLANNING ASSUMPTIONS**

Disaster can occur with little or no warning and cause an extreme emergency in any area of the city.

Effective emergency management is accomplished through the execution of specific multi-disciplined actions that are similar irrespective of the hazard involved and, in many cases, parallel to the normal day-to-day responsibilities and functions of departments and agencies.

Plans and procedures are based on conducting initial response operations using local resources, as well as those arranged by mutual aid and/or prior agreements.

Persons governed by emergency plans can begin responding immediately, without having to wait for a formal declaration of an emergency.

Resources and expertise may be requested from the Province to satisfy emergency needs that are beyond the City's capabilities.

Provincial assistance will be supplemental, and not be a substitute for local resources.

Provincial assistance is not dependent upon a formal declaration of emergency by the City of Barrie.

### **3.2 CITY OF BARRIE ENVIRONMENT**

The City of Barrie has a population of 141,000 and is situated around the head of Kempenfelt Bay on the west shore of Lake Simcoe 30 kilometres east of Georgian Bay and 70 kilometres north of the City of Toronto in Central Ontario. It occupies some 100 square kilometres and includes 11 kilometres of shoreline. It boasts comprehensive economic and social infrastructure comparable to that found in any modern city.

The City and surrounding area are dissected by various small rivers and creeks that flow into Lake Simcoe. The main lines of communication through the area are susceptible to being cut in the most severe weather events. Highway 400, especially with its high volume of traffic, is susceptible to accidents involving multiple vehicles and/or trucks carrying hazardous material.

The City's climate is characterized by the combination of uniform precipitation amounts year-round, delayed spring and autumn and moderated temperatures in winter and summer; although periodic severe storms are the norm throughout the year.

The geography, climate and proximity to resort areas make the City of Barrie a premier tourist destination and centre for sporting and cultural activities.

### **3.3 HAZARDS AND RISKS**

While a variety of emergencies could occur within the City of Barrie, those most likely to occur are:

The climate-induced events include:

- Severe winter storms (high winds, heavy snow and freezing rain),



- Extreme cold spells,
- Severe summer storms (high winds, heavy rain, lightning, damaging hail, tornado),
- Extreme heat waves.

The city is also vulnerable to non-natural emergencies that can befall any modern urban centre, such as

- Interruptions to lifelines and utilities (especially power),
- Structure fires,
- Major transport and/or industrial accidents which may involve hazardous materials,
- Marihuana Grow Operations and Clandestine Drug Operations.

Because of its profile for recreation and tourism, the City is also conscious of the threats of human health emergencies (communicable diseases and epidemics) and of vandalism and terrorism.

The hazards and risks to the City of Barrie are treated in detail in the Hazard Identification and Risk Assessment at **Emergency Management Manual Annex K**.

## **CRITICAL INFRASTRUCTURE**

Critical infrastructure is the physical resources, services, information technology facilities, networks and assets which, if interrupted or destroyed, would have a serious impact on life/health, safety, security, social or economic well-being of the community. The City's critical infrastructure is identified at **Emergency Management Manual Annex L**.

### **3.4 GENERAL CONCEPT**

Disaster can occur with little or no warning and cause an extreme emergency in any area of the city.

Effective emergency management is accomplished through the execution of specific multi-disciplined actions that are similar irrespective of the hazard involved and, in many cases, parallel to the normal day-to-day responsibilities and functions of departments and agencies.

Plans and procedures are based on conducting initial response operations using local resources, as well as those arranged by mutual aid and/or prior agreements.

Persons governed by emergency plans can begin responding immediately, without having to wait for a formal declaration of an emergency.

Resources and expertise may be requested from the Province to satisfy emergency needs that are beyond the City's capabilities.

Provincial assistance will be supplemental, and not be a substitute for local resources.

Provincial assistance is not dependent upon a formal declaration of emergency by the City of Barrie.

### **3.5 OPERATIONAL PRIORITIES**

Priorities when conducting emergency response operations are:

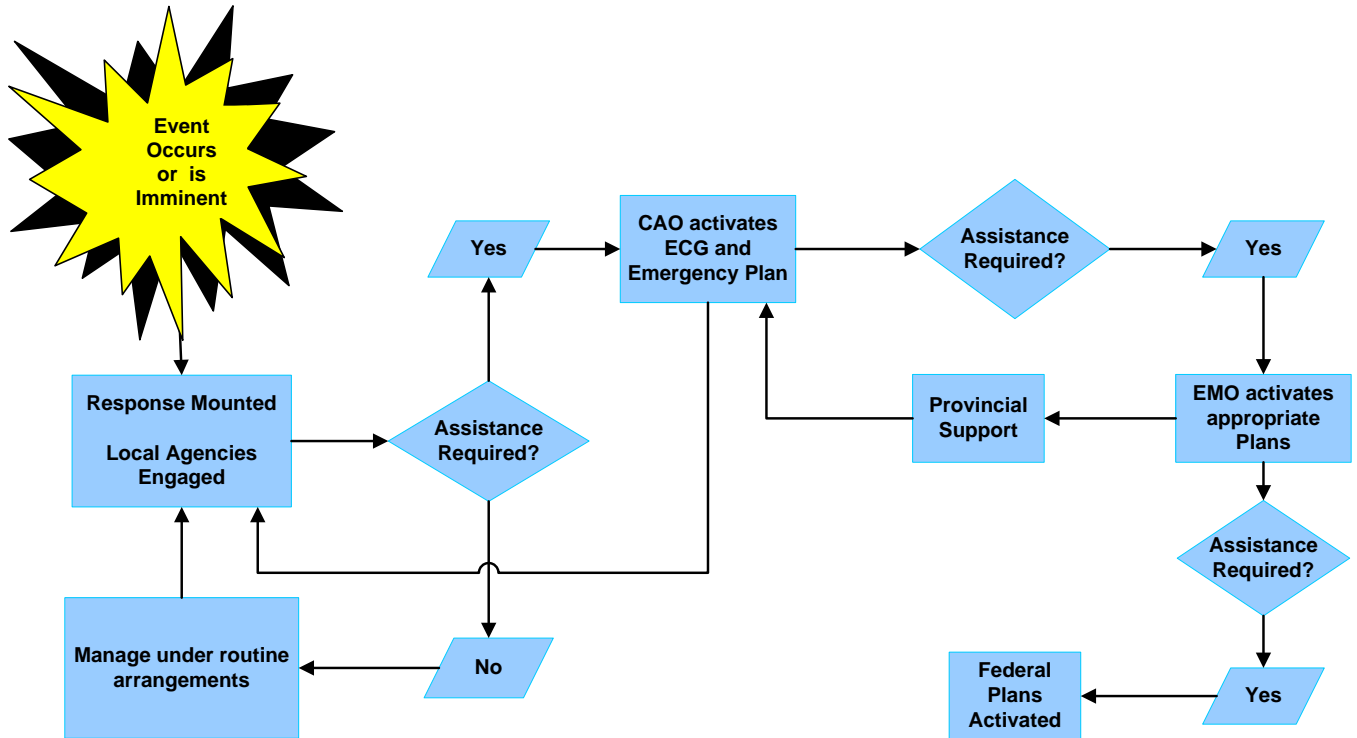
- Meet people's immediate needs, i.e. rescue, medical care, food, shelter, and clothing;
- Saving lives, and protecting property and the environment;
- Temporarily restoring facilities, publicly and privately owned, that are essential to the health, safety, and welfare of people (e.g. medial, sanitation, water, electricity, and emergency road repair); and,
- Mitigating hazards that pose further threat to life, property, the economy and/or the environment

### **3.6 WHEN THE EMERGENCY PLAN MAY BE IMPLEMENTED**

The City of Barrie Emergency Plan is effective upon receipt for planning and operational purposes to assure effective response in circumstances when:

- An actual or imminent emergency, which requires a coordinated response within the City area, requiring arrangements and procedures distinct from the normal daily operations by emergency services, whether or not an emergency has been declared to exist including but not limited to:
  - Large area is threatened
  - Area evacuation is required
  - City facilities are affected and/or threatened
  - Extraordinary actions and/or expenditures are required
  - City boundaries are crossed
  - Premier of Ontario implements the Provincial Plan, with or without declaring an emergency
- Mayor or Acting Mayor declares that an emergency exists within the City area
- An emergency is declared by the Premier, or his or her designate
- An emergency is declared by the federal government

### 3.7 EMERGENCY PLANS IMPLEMENTATION FLOW



## **SECTION 4 – EMERGENCY PREPAREDNESS**

### **4.1 EMERGENCY PREPAREDNESS**

The Emergency Plan is not effective on its own, but must be accompanied by testing of the Plan, staff training and public education.

Emergency planning is a continuous process involving routinely updating information and revision of the Plan to respond to changes and to improve its effectiveness. All aspects of the Plan must be tested periodically to ensure that the Plan is practical, workable and effective in guiding emergency response.

The Community Emergency Management Coordinator (CEMC), in coordination with the Emergency Management Program Committee, is responsible to maintain / improve the Emergency Plan and the level of emergency preparedness in the City through:

- Design and implementation of an emergency management program to meet the requirements of the provincial legislation and regulations and maintain and improve emergency preparedness.
- Review, revision, updating and maintaining the Emergency Management Manual – Emergency Plan, Emergency Management Manual Annexes, appendices, sub-plans, support plans, Hazard Identification Risk Assessment, Commercial/Industrial Inventory, etc. at least annually or as otherwise required to maintain their relevancy and currency,
- Review and revision of all contact lists regularly (emergency notification lists, resource lists, letters of agreement, staff shifts and schedules)
- Train City staff to ensure their readiness to act under the Emergency Plan, including Emergency Control Group members and alternates, Emergency Support Group members and alternates and first responders
- Conduct annual exercises to test the Emergency Plan and various parts thereof (i.e., emergency facilities, telecommunications, notification, power, security, etc.)
- Provide community education and awareness programs on the risks to public safety and on public preparedness for emergencies
- Maintain up-to-date maps and data resources in electronic and hard copy versions.
- Review the need for training, equipment, supplies and resources, etc. and budget for necessary purchases, including applying for provincial and federal grants as appropriate.
- Emergency Management Manual Annex P provides details on how the Emergency Plan and the level of emergency preparedness will be maintained by the City.

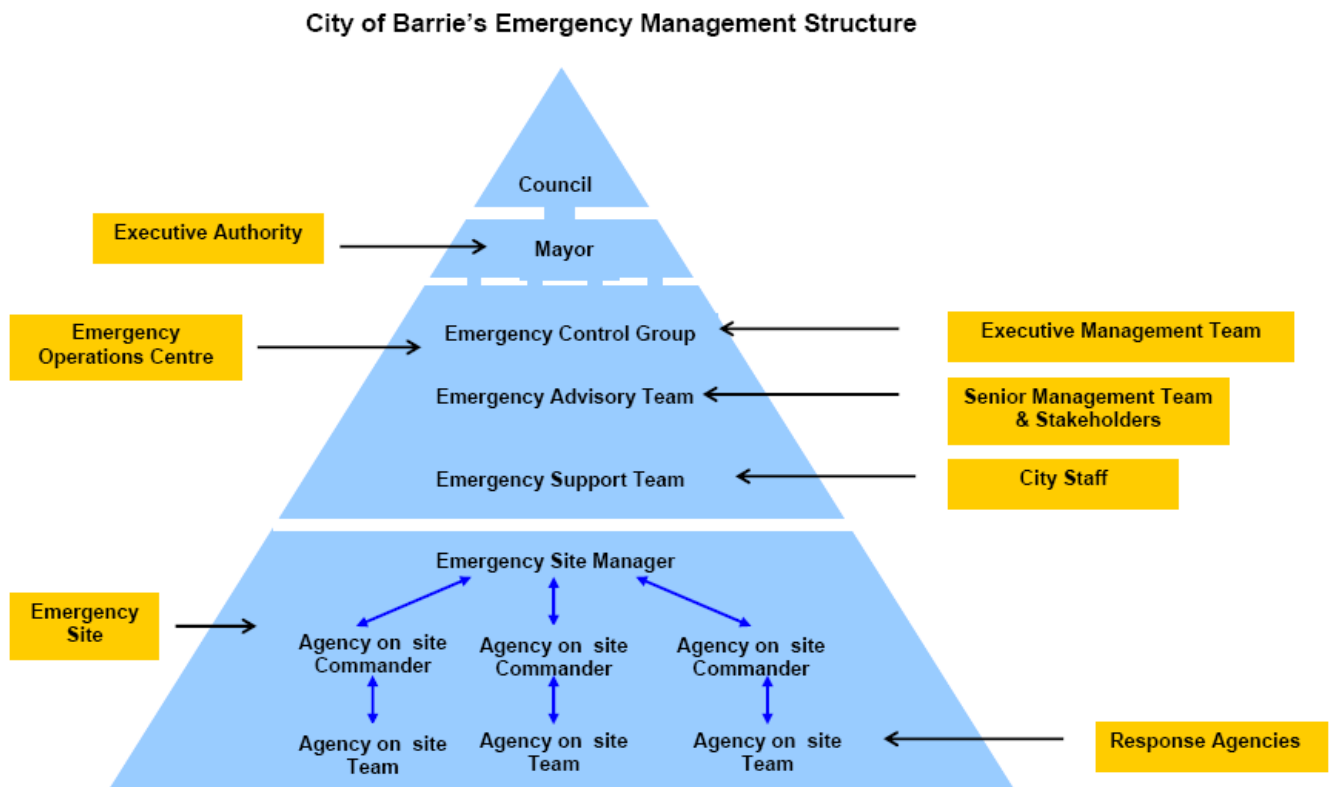
## PART TWO – MANAGEMENT OF EMERGENCIES

### SECTION 5 – DUTIES AND POWERS

#### 5.1 INTRODUCTION

Emergencies are situations which, by their nature or magnitude, require a co-ordinated response from multiple agencies, governmental and non-governmental, under the direction of the appropriate officials. These officials comprise the municipal emergency management structure

Barrie's Emergency Management Structure is intended to address incidents or events that may cause damage of sufficient severity and magnitude to warrant activation of the Emergency Operations Centre. It is not intended to address emergencies that are normally handled at the scene by first response agencies. The basic structure acknowledges international best practices in incident management adapted to meet the circumstances and needs of the City of Barrie and builds, to the extent possible, on the established management structure of the Corporation.



In the event of a major emergency arising, the City of Barrie must satisfy two potentially competing demands: containment and resolution of the emergency situation and continued delivery of necessary services to the part of the municipality not affected directly by the emergency event. Thus, when the Emergency Plan is implemented, each division and department in the City of Barrie may have a role to play. The emergency management team comprises:

- Members of Council represent and consider the well-being and interests of the public and may be called upon to assist in keeping the public informed.
- The Mayor is the executive authority under which extraordinary actions may be taken during an emergency.

- The City of Barrie Emergency Control Group provides advice to the Head of Council and strategic direction to the implementation of the Emergency Plan.
- Emergency Advisory & Support Teams provide advice to the Emergency Control Group and through implementation of its directions support the Emergency Site Team.
- Emergency Site Team makes decisions on mitigation strategies and tactics to limit the threat to people, property, and the environment at the emergency site.
- The Emergency Control Group and Emergency Advisory & Support Team will assemble at the Emergency Operations Centre to support the Emergency Site Team and make decisions for the overall municipal emergency response.
- Agencies external to the City of Barrie may be requested to provide expertise and resources to support the City, as required.

## **5.2 COUNCIL**

Council shall adopt by by-law an emergency management program which conforms to the *Emergency Management and Civil Protection Act, R.S.O., 1990, Chapter E.9, s. 2.1*, as amended and the standards set thereunder.

Council shall adopt by by-law the City of Barrie Emergency Plan which governs the provision of necessary services in an emergency and the procedures under and the manner in which employees of the City of Barrie and others will respond to the emergency.

Council may at any time declare that an emergency has terminated.

## **5.3 MAYOR**

Under the direction of the Emergency Control Group (ECG), the Mayor will declare or terminate an emergency in all, or in any part of the City of Barrie.

The Mayor will act as a spokesperson on behalf of the City of Barrie during an emergency under the direction of the Emergency Control Group (ECG) and with the assistance of Access Barrie.

In the absence of the Mayor, the Acting Mayor will assume the full responsibilities and powers herein assigned to the Mayor.

## 5.4 EMERGENCY CONTROL GROUP

The City of Barrie Emergency Control Group shall provide strategic direction to the City's response in an emergency, including implementation of the Emergency Plan.

The CAO shall be the Manager of the Emergency Control Group and in that capacity also act as Manager of the Emergency Operations Centre overseeing all emergency response activities.

Depending on the type and extent of the emergency, the Emergency Control Group may consist of persons filling the following appointments:

- Chief Administrative Officer
- General Manager of Community and Corporate Services (First Alternate Emergency Operations Centre Manager)
- General Manager of Infrastructure and Growth Management (Second Alternate Emergency Operations Centre Manager)
- City Clerk
- Executive Director Access Barrie (Emergency Information Officer)
- Executive Director Innovate Barrie
- Executive Director of Invest Barrie
- Chief of Barrie Fire and Emergency Service
- Chief of Barrie Police Service
- Community Emergency Management Coordinator
- Any others that the ECG Manager may deem appropriate to the current emergency.

Each member of the Emergency Control Group will designate at least one alternate who, in their absence, will have the knowledge and authority to make decisions and exercise the full responsibilities assigned to the Emergency Control Group member.

Responsibilities of the ECG and its members are outlined in **Confidential Annex X Roles, Responsibilities and Duties**.

## SECTION 6 – EXTERNAL SUPPORT GROUP

The Emergency Control Group may invite additional representatives to participate, with the consent of their agency, board, commission, corporation or organization, either as members of the Emergency Control Group or as consultants in the Emergency Operations Centre to provide expertise in specialized areas, as required. The additional representation may include, but is not limited to:

- Power Stream
- Simcoe County Paramedic Services (i.e., large number injured)
- Simcoe Muskoka Medical Officer of Health (i.e., epidemic, health related),
- Royal Victoria Regional Health Centre (i.e., large number injured, health related),
- Simcoe County Social Services (i.e., evacuation),
- Canadian Red Cross (i.e., evacuation),
- Salvation Army
- St John Ambulance
- School Boards (i.e., evacuation),
- Amateur Radio Emergency Service (ARES) (i.e., back-up communication).
- Emergency Management Ontario
- Ontario Provincial Police
- Federal and/or Provincial Ministries



## **PART THREE – EMERGENCY OPERATIONS**

### **SECTION 7 - EMERGENCY NOTIFICATION SYSTEM**

#### **7.1 WHO CAN ACTIVATE THE EMERGENCY NOTIFICATION SYSTEM**

Notification is the process to inform the authorities and stakeholders of a real or potential emergency.

Activation is the actions taken to put an entity in a state of readiness; to place designated employees on stand-by; to prepare the necessary equipment, facilities and other resources for use or to implement a plan or procedure

Authority to request the emergency notification system, the ECG, and/or Emergency Plan be activated rests solely with the individual members of the ECG. Management of the ECG activation process is the responsibility of the Chief Administrative Officer, through the Community Emergency Management Coordinator (CEMC), unless otherwise designated.

#### **7.2 CONSIDERATIONS FOR ACTIVATING THE EMERGENCY PLAN**

Any member of the ECG may be the first to become aware of an actual or potential emergency situation as a result of personal observation or information provided by City of Barrie response agencies, other response agencies, City employees, the media, or the general public. In considering the need to activate the ECG, a positive response to one or more of the following criteria may indicate a situation, whether actual or anticipated, that requires the ECG and/or an emergency plan be activated:

- The situation poses an imminent threat of major proportions to the health, safety or well-being of the people or environment within the City of Barrie.
- The situation poses an imminent threat of major proportions or is causing wide spread disruption to the conduct of normal business within the Corporation.
- The situation requires a response that exceeds, or threatens to exceed the normal capabilities of the City of Barrie response agencies for either resources or personnel.
- The situation has the potential to expand beyond the City of Barrie area.
- The situation poses a widespread threat to the City of Barrie's municipal infrastructure needed for the delivery of business critical services.
- The current level of multi-agency response is of such duration that the widespread replacement of human resources or other resources has or will become an ongoing situation.
- The situation, actual, anticipated or perceived, is leading to large-scale public anxiety.
- The situation is likely to require extraordinary emergency spending outside of current budgetary approvals as a result of damage to property and infrastructure.
- The provincial government has declared a provincial emergency, which has an impact on Ontario as the result of a catastrophic event or situation.

## 7.3 RESPONSE LEVELS

### 7.3.1 Routine Operations

This will be the norm, whereby departmental standard operating procedures for regular and current operations, including utilizing standing mutual assistance agreements, will be followed. Incidents or threats of an incident for which local response agencies are able to respond and normalize the situation will be addressed.

### 7.3.2 Stand by

The initial alert level, which allows for the notification and alert of appropriate stakeholders about the occurrence of an abnormal situation that could potentially develop into an emergency situation. Under “Stand by” either all or selected members of the ECG, the EAG and the support staff are contacted and instructed to “Standby” for further information. This level of alert may be used if there is an emergency situation developing or the threat of an emergency occurring which does not merit assembling the members of the above groups.

### 7.3.3 Activation

All or selected members of the ECG, the Emergency Support Group, and the Emergency Advisory Group are contacted and instructed to respond to the Emergency Operations Centre (EOC) at a given time. The balance of the members will be advised to “Stand by”. These situations typically call for some specialized external response capabilities and require more support from management. They may even require coordination of all available internal and external resources in city wide emergency operations.

## 7.4 NOTIFICATION ARRANGEMENTS AND PROTOCOL

It is important that members of the ECG are notified promptly in the event of an emergency. Early recognition of a developing emergency, and fast and complete response, depends on an effective notification system. ECG members shall advise the CEMC at the earliest opportunity of changes in their contact information, such as telephone numbers, e-mail address or Blackberry PIN, or times when they will be unavailable to respond, such as business away trips or vacations.

The notification procedure will be that each member of the ECG will be contacted by the two most appropriate means of the telephone or cellular telephone and e-mail via the City system or text message for receipt by mobile device. If the primary member cannot be reached, their alternate will be called. An e-mail or text messaging notification will be sent to all primary and alternate members of the ECG.

A pre-scripted message is part of the notification protocol to ensure that all persons being notified receive accurate instructions. The message will briefly describe the situation, advise ECG members of required actions, and provide initial contact instructions.

**Emergency Management Manual Annexes F and G** provide internal and external contact numbers respectively, and is intended to remain confidential. **Annex H: SOP 100-2** provides a detailed notification procedure to be followed during notifications of an alert or declared emergency.

## **7.5 PROVINCIAL ON-CALL REQUIREMENT**

Office of the Fire Marshal and Emergency Management (OFMEM) requires that a designated contact be available at all times. If Provincial Emergency Operations Centre (PEOC) staff cannot reach the primary contact, then an alternate must be available to respond.

Normally the PEOC primary point of contact will be the Community Emergency Management Coordinator, after which will be the first alternate, and then the second alternate.

## **SECTION 8 - EMERGENCY OPERATIONS CENTRE**

### **8.1 EMERGENCY OPERATIONS CENTRE (EOC)**

In the event of an emergency in the City of Barrie, an Emergency Operations Centre will be established. The Emergency Control Group, Advisory and Support Teams and other support agencies will work together at the Emergency Operations Centre to make decisions, share information and provide support as required to mitigate the effects of the emergency. The primary and alternate EOC locations are described in Emergency Management Manual Annex H: SOP 100

The Chief Administrative Officer may direct that an alternate EOC be activated if the primary site cannot be used for reasons such as:

- the primary EOC is in or is expected to be in the danger zone of the emergency,
- the primary EOC is not available, or,
- the circumstances indicate that the alternate EOC is more appropriate.

The Chief Administrative Officer, as the Manager of the EOC, assisted by the CEMC, will oversee that the EOC, when set-up, has the necessary equipment, supplies, resources and telecommunications to permit the ECG to function effectively.

The Director of Facilities is responsible for security, back-up power and setting up and maintaining/repairing furnishings and equipment for the EOC.

The Director of Information Technology (IT) is responsible for setting up and maintaining/repairing telecommunications at the EOC.

#### **8.1.1 Emergency Control Group Room**

The Emergency Control Group requires a secure and quiet meeting room adjacent to the Operations Room. To promote an effective emergency meeting, this room requires:

- Maps of suitable scale, depicting up-to-date information related to the emergency
- A visual board depicting up-to-date status information on the emergency
- Television
- Radio

- Internet access
- Telephones for outgoing calls only
- Computers and network access.
- Such software applications and information as deemed necessary by the ECG at the time of the incident.

### **8.1.2 Operations Room**

While the Emergency Control Group is engaged in meetings they will require assistants to take messages and convey their decisions. Therefore, a separate operations room must be established in close proximity to the Emergency Control Group room.

To be effective the Operations Room requires:

- Maps of suitable scale depicting up-to-date information related to the emergency.
- A visual board depicting up-to-date status information on the emergency.
- A chronological log of all significant communications and events related to the emergency.
- Sufficient outside telephone lines for all Emergency Control Group members. In the event that there are not enough telephones available, the use of cellular phones with batteries and/or back-up generators should be considered.
- Television
- Radio
- Fax machine
- Photocopier
- Internet access
- Agencies with radio communications equipment may utilize this equipment in the Operations Room.
- Computers and network access
- Such software applications and information as deemed necessary by the ECG at the time of the incident

### **8.1.3 Operations Staff**

Each member of the Emergency Control Group should designate sufficient personnel, depending upon the nature and scope of the emergency, to handle in-coming and out-going communications or assist as otherwise required.

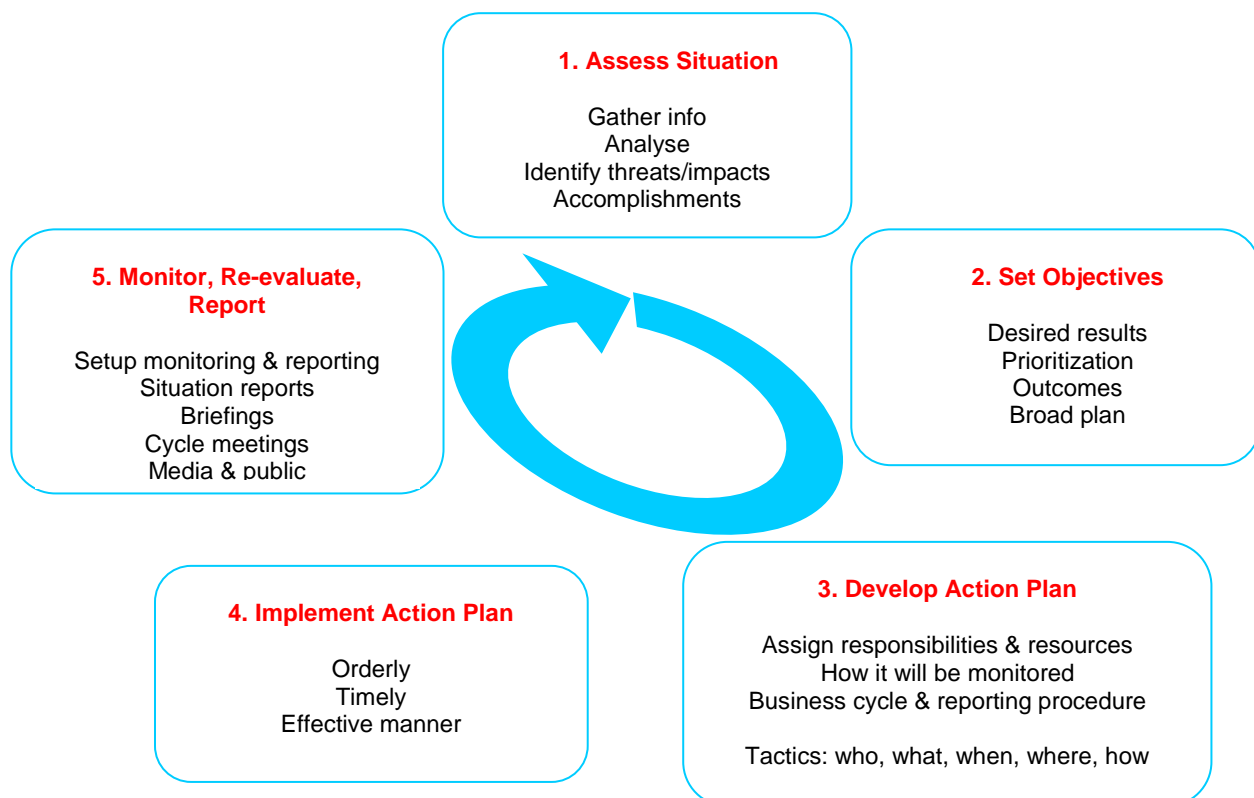
This staff will be responsible for operating computers, telephones and radios within the Operations Room and relaying messages between their respective representatives on the Emergency Control Group and other key locations.

## 8.2 OPERATIONS CYCLE

The EOC has been designed and equipped to facilitate effective communications / co-ordination between emergency control / support staff, an emergency site (or sites) and with any other persons / agencies not located within the EOC facility. It is the responsibility of the CAO to manage the overall business operations within the EOC. He/she is assisted in this capacity by the City of Barrie Community Emergency Management Coordinator and other support staff as needed.

The principal means employed by the CAO. to structure co-ordination and information sharing is a schedule of regular meetings of the ECG, which are called Operations Cycle meetings. These meetings will be kept brief and informal, thus allowing individual members to carry out their respective duties. At the Operations Cycle meetings, the ECG members will:

- inform each other of actions taken (briefings);
- evaluate the status of the emergency and any changes in status;
- identify problems;
- make decisions, plan actions and strategies required by each member/agency;
- coordinate expertise, personnel, equipment and supplies; and
- request assistance from other agencies where necessary.



## **8.3 LOGS OF MAJOR EVENTS, DECISIONS AND ACTIVITIES**

### **8.3.1 Personal Activity Log**

All ECG members and response staff will maintain their own personal logbook of major events, decisions, actions and instructions (see Appendix I1, or Division Sub-Plans for personal log template). ECG members may request assistants/scribes to maintain their personal logs on their behalf.

### **8.3.2 Main Event Log**

The City Clerk will:

- Arrange ECG meetings and record minutes.
- Manage record keeping for the ECG and EOC
- Open and maintain a Main Event Log of all events for the ECG and EOC. A Main Event Log template is available in Appendix I2 and in the Corporate Services Division Sub-Plan.

## **SECTION 9 - ON-SITE RESPONSE**

### **9.1 EMERGENCY SITE MANAGEMENT TEAM**

During an emergency, emergency service personnel will meet at the scene and work together to mitigate the situation. Emergency operations of each agency represented at the emergency scene will be performed within their respective chain of command structure, with the senior ranking officials from each agency establishing an agency Command Posts at each emergency site. However, an Emergency Site Management Team must coordinate all operations at the emergency site in order to ensure that emergency site operations are conducted in a well-organized and efficient manner. This requires the addition of a unified command location.

The Emergency Site Management Team generally consists of persons holding the following positions or their appropriate representatives:

- Emergency Site Coordinator when appointed by the Emergency Control Group
- Alternate Emergency Site Coordinator, if required.
- Agency On-Scene Commander or “Officer in Charge” from all agencies and departments present at the scene
- On-Site Media Spokesperson

Additional person added to the Emergency Site Management Team may include any other officials, experts or representatives deemed necessary by the Emergency Site Manager in consultation with the Emergency Control Group.

The ESM will designate one Command Post as the primary communications centre, from which he/she will operate to coordinate the response, in co-operation with various agency’s OSC. All

interagency communication will be channelled through this Command Post and a direct link (radio and/or telephone) will be established with the ECG at the EOC.

Upon notification that the Emergency plan is to be implemented, members of the Emergency Site Management Team shall:

- Assemble at the Command Post or as near to the site of the emergency as is feasible.
- Direct the response of members of their own respective services subject to any direction given by the Emergency Site Manager who will lead the Emergency Site Management Team.
- Assist the Emergency Site Manager as appointed by the Emergency Control group in fulfilling his/her responsibilities when required.

## **9.2 EMERGENCY SITE MANAGER**

The Emergency Site Manager is appointed by the Emergency Control Group, and is usually the Senior Officer from the lead agency responding to the emergency.

Examples might be a fire incident, which would have Fire Services as lead agency, or evacuation, which would have Police Service as lead agency.

If the Emergency Control Group has yet to appoint an Emergency Site Manager, as soon as there is enough information to determine the lead agency for the type of emergency, the agencies on site should appoint one to be confirmed later by the Emergency Control Group for the duration of the emergency and/or their appointment.

Once appointed, the Emergency Site Manager assumes responsibility for overall co-ordination of all operations at the emergency site, and will no longer be responsible for the operations or command of his/her own agency. The ESM shall report directly to the Manager of the Emergency Control Group.

The Emergency Site Manager has authorities and responsibilities that are outlined in Annex X Roles, Responsibilities and Duties.

## **9.3 AGENCY ON-SCENE COMMANDER**

Each emergency response organization will have their own Commander or "Officer in Charge" at the emergency site, who will then liaise with the Emergency Site Manager as a member of the "Emergency Site Management Team."

The Emergency Site Manager has authorities and responsibilities that are outlined in Annex X Roles, Responsibilities and Duties.

## **9.4 ON-SITE MEDIA PERSON**

The On Site Media Spokesperson will be confirmed by the Emergency Site Manager in consultation with the Emergency Control Group. The On-Site Media Spokesperson will collaborate closely with

the Emergency Information Officer. The On-Site Media Spokesperson has specific responsibilities that are outlined in Annex X Roles, Responsibilities and Duties.

### 9.5 EMERGENCY SITE SET-UP

The emergency site is the location containing and immediately surrounding the danger/hazard. In consultation with the ESM, the ECG will confirm and/or decide the parameters of the emergency site(s) and emergency area(s). As depicted in the following illustration, inner and outer perimeters, staging areas, on-site Media Centre, etc. will normally be established by the agency having primary jurisdiction and Police Service, which will take steps to control access to the emergency area and ensure traffic and crowd control to, from and within the emergency area (and beyond if required).



#### 9.5.1 Agencies that could respond to emergencies.

Type of Emergency	First Responders
Natural Disasters (floods, tornadoes, blizzards, earthquakes)	<ul style="list-style-type: none"> <li>• Roads, Parks &amp; Fleet</li> <li>• Facilities</li> <li>• Fire Service (rescue) (co-lead)</li> <li>• Paramedic Services</li> <li>• Police</li> <li>• Conservation Authorities and Ministry of Natural Resource (if flood)</li> <li>• Simcoe County Social Services and Red Cross (if evacuation)</li> </ul>
Dangerous Goods Incident, Spills, Pesticides	<ul style="list-style-type: none"> <li>• Roads, Parks &amp; Fleet</li> <li>• Environmental Services</li> <li>• Fire Service</li> <li>• Police</li> <li>• Paramedic Services</li> </ul>



Type of Emergency	First Responders
	<ul style="list-style-type: none"> <li>• MOE Spills Action Centre</li> <li>• Canadian Transportation Emergency Center (CANUTEC)</li> <li>• Private sector response units</li> </ul>
Air/Train/Car/Truck Crash	<ul style="list-style-type: none"> <li>• Police</li> <li>• Fire Service (* if fire, hazmat, trapped people)</li> <li>• Paramedic Services (* if large number of injuries)</li> <li>• Transport Canada (if civilian air crash)</li> <li>• Rail (if train derailment)</li> <li>• Roads, Parks, Fleet</li> <li>• Hospitals</li> <li>• Private sector response units</li> </ul>
Death or Injury	<ul style="list-style-type: none"> <li>• Coroner</li> <li>• Police</li> <li>• Fire Service</li> <li>• Paramedic Services</li> </ul>
Fire	<ul style="list-style-type: none"> <li>• Fire Service</li> <li>• Police</li> <li>• Paramedic Services</li> </ul>
Evacuation	<ul style="list-style-type: none"> <li>• Police</li> <li>• Fire Service</li> <li>• Facilities and Transit</li> <li>• Paramedic Services</li> <li>• BACTS and other transportation providers</li> </ul>
Care of Evacuees	<ul style="list-style-type: none"> <li>• Simcoe County Social Services</li> <li>• Red Cross</li> <li>• Volunteer Agencies</li> <li>• Simcoe Muskoka District Health Unit</li> <li>• Facilities and Transit</li> </ul>
Explosives	<ul style="list-style-type: none"> <li>• Police</li> <li>• Fire Service</li> <li>• Paramedic Services</li> </ul>
Communicable Disease Outbreak	<ul style="list-style-type: none"> <li>• Simcoe Muskoka District Health Unit/Medical Officer of Health</li> <li>• Hospitals</li> <li>• Paramedic Services</li> <li>• Fire Service</li> </ul>
Water-body Emergencies (i.e., off shore)	<ul style="list-style-type: none"> <li>• Police</li> <li>• Fire Service</li> <li>• Private contractors (if spill)</li> </ul>
Power Blackouts	<ul style="list-style-type: none"> <li>• Local Utilities</li> <li>• Police</li> <li>• Fire Service</li> <li>• Paramedic Services</li> </ul>
Terrorist Acts	<ul style="list-style-type: none"> <li>• Police (local, Provincial and Federal)</li> <li>• Fire Service</li> <li>• Paramedic Services</li> </ul>

**Note:** Office of the Fire Marshal and Emergency Management may be called for assistance at any time.

## **SECTION 10 - EMERGENCY COMMUNICATIONS**

### **10.1 TELECOMMUNICATIONS**

Links will be established as required between the:

- Emergency Operations Centre (EOC) / Emergency Control Group (ECG)
- Emergency Site Manager (ESM)
- On-Scene Commanders (OSC)
- Site Media Spokesperson
- City Departments
- Non-Municipal response agencies
- Media Centre
- Public Inquiry Call Centre (PICC)
- Evacuation Centre(s)
- Red Cross Registration and Inquiry Service

The following means of communication will be used:

- The primary means of communication will be:
  - land-based telephones
  - radio communication system (Police, Fire, Paramedics)
  - digital cell phones
- Back-up communication may be established as required, including:
  - Amateur Radio Emergency Service (A.R.E.S). amateur/ham radio network
  - e-mail, fax
  - scanners/multi-frequency radios for communication and monitoring
  - couriers, runners to deliver messages.

Sensitive or classified information will be transmitted where possible via secured means (i.e., land based telephone, digital cell phones, encrypted cellular or fax, or Police radio communications).

## **SECTION 11 - DECLARATION AND TERMINATION OF AN EMERGENCY**

### **11.1 ACTION PRIOR TO DECLARATION**

When an emergency exists but has not yet been declared to exist by the Mayor, municipal employees may take action under this Emergency Plan as may be required to protect lives and property in the City of Barrie. It is not necessary for the City to declare an emergency to implement the necessary actions.

If immediate implementation of a protective measure is required, the Emergency Site Manager or Agency On-Scene Commander, if an ESM has not been designated / appointed, is authorized to take such reasonable action as considered necessary under the circumstances until the Emergency Control Group has assembled and assumed control.

### **11.2 DECLARATION OF A MUNICIPAL EMERGENCY**

The Mayor or Acting Mayor of the City of Barrie, as the Head of Council, is empowered to declare that a municipal emergency exists.

The decision to declare an emergency will be made at the direction of the Emergency Control Group, which will refer to the Checklist in Consideration of a Declaration of Emergency at Emergency Management Manual Annex J as a guide to determining whether an emergency should be declared.

The pro forma municipal declaration of emergency is at Emergency Management Manual Annex J.

### **11.3 NOTIFICATION OF DECLARATION AND SUBSEQUENT ACTION**

The Mayor, Acting Mayor or appropriate representative of the Mayor shall notify the following:

- The Solicitor General of Ontario via Office of the Fire Marshal and Emergency Management (416) 314-3723
- The City of Barrie Council
- The Simcoe County Warden, as appropriate
- The public
- Neighboring municipal officials, as required
- Area M.P.P. and area M.P.

The Mayor or Acting Mayor shall call a special meeting of Council within 72 hours of the declaration made under the Act, or as soon thereafter as practicable, for the purposes of providing informational reports, unless the emergency has been terminated prior to that time.

Where the Mayor or Acting Mayor has made a declaration of emergency, control of all resources required to counteract the emergency will be transferred to the Emergency Control Group (ECG).

#### **11.4 TERMINATION OF A MUNICIPAL EMERGENCY**

A municipal emergency may be declared terminated at any time by the Mayor or Acting Mayor or Barrie City Council.

#### **11.5 NOTIFICATION OF TERMINATION**

The Mayor, Acting Mayor or appropriate representative of the Mayor shall notify the following:

- The Solicitor General of Ontario via Office of the Fire Marshal and Emergency Management (416) 314-3723
- The City of Barrie Council
- The Simcoe County Warden, as appropriate
- The public
- Neighboring municipal officials, as required
- Area M.P.P. and Area M.P.

## **SECTION 12 – EMERGENCY INFORMATION AND THE MEDIA**

### **12.1 EMERGENCY INFORMATION**

Emergency situations quickly become the centre of local, national and international attention and often achieve significant media status.

Upon implementation of this Plan, it will be necessary for the City of Barrie to communicate with its residents directly / through the media concerning any aspects of the emergency: the actions being taken by the City of Barrie and/or required of residents.

The collection, distribution and use of emergency information must abide by the Freedom of Information and Protection of Privacy Act.

No persons, except for the following, are authorized to release information to the media and/or public on the emergency unless authorized by the ECG:

- Emergency Information Officer (EIO)
- Site Media Spokesperson
- Emergency Public Inquiry Coordinator (PIC)
- Registration and Inquiry Service

### **12.2 EMERGENCY INFORMATION CENTRES**

Depending on the emergency there will be a need to establish one or more emergency information centres. The responsibilities of the Emergency Information Officer, the Emergency Public Inquiry Information Coordinator, and the Emergency On-Site Media Spokesperson are listed in Annex X Roles, Responsibilities and Duties.

#### **12.2.1 Media Information Centre**

A Media Centre will be established during an emergency to provide a venue for City representatives to speak to the media, to relay current and pertinent information about the emergency and to provide instructions to the public via the media. All authorized information on the emergency will be released from the Media Centre. The On-Site Media Spokesperson may establish a second media centre at the emergency site, and may release information approved by the Emergency Information Officer (EIO). The Media Centre will be equipped to prepare press releases, to monitor media broadcasts and to present information to the media.

The Executive Director of Access Barrie, as the EIO, is responsible for overseeing the set-up and operation of the Media Centre. The Director Facilities is responsible for security, back-up power and setting up and maintaining/repairing furnishings and equipment for the Media Centre. The Director of Information Technology (ICT) is responsible for setting up and maintaining/repairing telecommunications at the Media Centre.

#### **12.2.2 Public Inquiry Centre (PIC)**

There is potential for a large number of telephone calls to be made to the City from the public inquiring about the emergency. If the City Hall switchboard cannot handle the number of incoming calls, or there is expected to be a large number of calls to City Hall, a Public Inquiry Call Centre (PICC) will be established. It will have a number of incoming telephone lines/phones, and will be staffed according to the volume of calls.

The Executive Director of Access Barrie, as the Emergency Public Inquiry Coordinator, is responsible for overseeing the set-up and operation of the PICC. The Director Facilities is responsible for security, back-up power and setting up and maintaining/repairing furnishings and equipment for the PICC. The Director of Information Technology (IT) is responsible for setting up and maintaining/repairing telecommunications at the PICC.

### **12.2.3 On-Site Media Centre**

The on-site media centre will be located at the direction of the Emergency Site Manager.

## **12.3 REGISTRATION AND INQUIRY SERVICE**

As directed by the EIO, in collaboration with Red Cross and other support agencies, Central Registry and Registration and Inquiry Centres at Evacuation Centres provide information to the public on Evacuation Centres and the safety and whereabouts of registered evacuees.

Redirect public inquiries to the appropriate emergency service as required.

## **12.4 BARRIE POLICE SERVICE**

In the event of fatalities, coordinate with the Coroner to notify the next-of-kin and on approval of the Coroner release information on deaths to the media/public.

## **12.5 EMERGENCY INFORMATION SPOKESPERSONS**

In order to ensure information is provided to the public through the media, the following persons are designated as spokespersons for the City of Barrie, each with their own respective area of responsibility.

### **12.5.1 Mayor - Municipal Spokesperson**

The Mayor serves as the voice of Council during emergency operations. The Mayor will attend all media briefings (where practical) to present general information about the emergency situation, emergency operations or explain any “extra-ordinary” measures requested of City residents, (for example why an evacuation has been ordered). The Mayor is supported in this role by the Chief Administrative Officer and other Emergency Control Group members with department/service specific information.

### **12.5.2 Chief Administrative Officer - Administration Spokesperson**

The Chief Administrative Officer serves as the voice of the Emergency Control Group during emergency operations. The Chief Administrative Officer will attend all media briefings (where practical) to present general information regarding emergency efforts including the participation of City staff or other “non-government” partners in emergency operations. The Chief Administrative Officer is supported in this role by the Emergency Control Group members with department/service specific information.

### **12.5.3 Subject Specific Spokespersons**

Other Emergency Control Group members serve as subject matter experts during emergency operations. These persons will attend media briefings as needed to support the Mayor and Chief Administrative Officer by presenting specific information relative to the actions of their department / service staff and area of specific responsibility / expertise.

## **SECTION 13 - EVACUATION**

During an emergency, it may become necessary for the public to be temporarily evacuated from their homes or an emergency area due to a concern for their welfare and safety. In such an event, people will be instructed to evacuate the area via designated evacuation routes, and to relocate to a friend, relative, hotel/motel or designated evacuation centre. The circumstances necessitating evacuation could be of an urgent nature brought on by an immediate hazard, and decided upon by first responders at the site or a less immediate but larger scale evacuation decided upon by the ECG as a precaution. Irrespective of the cause, the aim in any such evacuation operation will be to care for the evacuated persons, to bring families together, and to re-establish residents in their homes. Additionally, the Medical Officer of Health will be consulted where health matters are involved.

When the On-Site authorities decide that an immediate and urgent evacuation is necessary, they will attempt to arrange for a nearby facility such as a community centre or other public or private facility to be used as a Reception Centre to provide for the essential needs of those adversely affected by the event. The Emergency Site Manager will notify the Chief Administrative Officer or ECG of the initial actions taken. Any further arrangements to evacuate people from the area or for the welfare of evacuees while accommodated at a temporary shelter facilities will be the responsibility of the General Manager of Community and Corporate Services, in conjunction, as necessary, with Simcoe County Social Services Department, and if possible with volunteer agencies such as St John Ambulance and the Canadian Red Cross Society.

In a situation where evacuation of an area is decided on by the ECG, evacuation centres will be identified by the ECG, in coordination with the Simcoe County Social Services Department. .

In the event the City accepts a commitment to provide temporary shelter and welfare requirements for a group of evacuees from another community in Ontario, the CAO will direct responsibilities of municipal agencies for management of the commitment.

### **13.1 RECEPTION AND EVACUATION CENTRES**

While the number of people being evacuated and the location and type of emergency will determine the number, type and location of the evacuation centres to be established, the following facilities throughout the City have been pre-identified as being potential Reception and /or Evacuation Centres in the event of an emergency:

- Allandale
- Barrie Molson Centre
- East Bayfield
- Holly

## 13.2 DUTIES IN AN EVACUATION

WHO	ACTIVITY
ECG, ESM, OSC	Determine if evacuation needed
ECG, ESM, OSC	Determine area to be evacuated
Director of Facilities and Transit, Director of Recreation	Close, evacuate and secure City facilities in evacuation area
EIO  Barrie Police Service	Notify the public to evacuate the evacuation area <ul style="list-style-type: none"> <li>notify and instruct public via door-to-door/public address systems as time/resources allow</li> <li>provide instructions to the public via the media, and notify high risk facilities by telephone immediately (schools, hospitals, nursing homes, child care centres, recreation centres)</li> </ul>
Simcoe County Health Department and Community Care Access Centre (CCAC)  Barrie Police Service, Barrie Fire & Emergency Services and Facilities & Transit	People who need assistance to evacuate <ul style="list-style-type: none"> <li>identify those pre-determined as requiring help</li> <li>assist to identify those needing help</li> </ul>
Executive Director of Access Barrie	Arrange for transportation for those who need assistance to evacuate: Ambulance, Transit, BACTS, GO Transit, snowmobile clubs, boat clubs
Barrie Police Service  Roads, Parks & Fleet	Traffic control and movement <ul style="list-style-type: none"> <li>provide traffic control to evacuate people and allow emergency vehicles access to the emergency site(s)</li> <li>assist Police with traffic control/movement by blocking/closing/clearing roads as required</li> </ul>
Barrie Police Service	Provide security and access control for evacuated areas
Simcoe County Social Services: Canadian Red Cross Society EIO  A.R.E.S.  Simcoe Muskoka District Health Department	Open and coordinate Evacuation Centres (EC) <ul style="list-style-type: none"> <li>coordinate Evacuation Centres</li> <li>manage Evacuation Centres</li> <li>inform public of location of Evacuation Centres via media</li> <li>provide back-up communication</li> <li>ensure Evacuation Centres meet Public Health requirements</li> </ul>
PIO and Canadian Red Cross	Establish Registration and Inquiry



WHO	ACTIVITY
Society	
Emergency Information Officer  Red Cross Executive Director of Access Barrie Barrie Police Service	Re-entry of evacuees at the termination of the emergency <ul style="list-style-type: none"> <li>• inform via media that evacuees can return to their homes</li> <li>• discharge evacuees from Evacuation Centres</li> <li>• arrange transportation for evacuees back home as required</li> <li>• ensure orderly and safe re-entry to evacuated areas</li> </ul>
EIO in collaboration with ECG and ESM	Sheltering in Place vs. Evacuation  provide instructions, via the media, for the public to shelter in place if evacuation would impose undue risk

## **SECTION 14 - EMERGENCY ASSISTANCE / RESOURCES**

### **14.1 GENERAL**

During emergency operations the Emergency Control Group determines the allocation of City resources to support emergency sites, municipal emergency operations or other functions within the City boundaries. The City of Barrie may request assistance to augment existing resources or provide specialized expertise at any time, without any loss of control or authority of the emergency, from any person or agency including, without limitation, the following:

- public sector (i.e., neighbouring municipalities, Simcoe County, adjacent counties, Provincial Government, Federal Government)
- volunteer agency sector
- private sector

Where reciprocal agreements with another municipality, private sector agency, or any person for the provision of any personnel, service, equipment or material during an emergency are in place, they may be invoked in accordance with their terms.

The City of Barrie may incur charges for any services requested.

Where money has been expended or cost has been incurred by the City in implementing the emergency plan or in connection with an emergency, the City has a right of action against any person who caused the emergency for the recovery of such money or cost may seek reimbursement for all or part of the costs or via a request to the Province. The Mayor or alternate may make formal requests for assistance at any time.

Depending on the emergency, the City may also co-ordinate provision of emergency assistance with neighbouring municipalities and/or the provincial government. Regardless of the request, the Provincial Emergency Operations Center (PEOC) and the County EOC should be notified of the request to ensure that resource allocations are monitored.

Requests for emergency assistance made by the City of Barrie to another jurisdiction / from another jurisdiction should be made by:

- Head of Council to Head of Council
- Chief Administrative Officer to Chief Administrative Officer
- Fire Chief to Fire Chief
- Police Chief to Police Chief.

### **14.2 ASSISTANCE TO NEIGHBOURING MUNICIPALITIES**

It is possible that neighbouring municipalities may request emergency assistance from the City while dealing with an emergency situation within their boundaries. Any requests for emergency assistance made by the City of Barrie to a neighbouring municipality / from a neighbouring

municipality to the City of Barrie should be made, through normal channels of communication, by either:

- Head of Council to Head of Council
- Chief Administrative Officer to Chief Administrative Officer
- Fire Chief to Fire Chief
- Police Chief to Police Chief.

Once a request for emergency assistance is received, the City will determine its capability to assist. The PEOC and County EOC should be informed about the request to ensure that resource allocations are monitored.

If the request for emergency assistance is made after an activation of this Plan, the Emergency Control Group will evaluate the request and make recommendations regarding the capability of the City to assist. All requests for assistance from the City will be initiated through the ECG and communicated to other municipalities through the CAO as the head of the ECG. This task can be delegated to support staff.

#### **14.3 ASSISTANCE FROM SIMCOE COUNTY**

When this Plan is activated, certain agencies or departments of Simcoe County may be involved in emergency operations. These agencies are expected to provide representation as part of the Emergency Control/Support Structure as required. These regional stakeholders could include but are not limited to:

- Simcoe Muskoka District Health Unit (SMDHU)
- Emergency Social Services Department
- Simcoe County Paramedic Services

The representatives of the above agencies in cooperation and consultation with the County EOC and/or County CEMC are responsible for co-ordination of County assistance to the City at the Emergency Operations Centre.

#### **14.4 ASSISTANCE FROM THE PROVINCIAL GOVERNMENT**

When Provincial assistance is required, which is outside of normal departmental or service working arrangements requests will be made by contacting Office of the Fire Marshal and Emergency Management, Provincial Emergency Operations Centre (PEOC) Duty Officer at 1-416-314-0472/0473 or 1-866-314-0472 or through the Duty Officer at O.P.P. General H.Q. (24 hours) 705-329-6950.

Office of the Fire Marshal and Emergency Management will communicate with the appropriate Provincial agencies, determine the capability to provide assistance and report the outcome to the City of Barrie.

Some ministries of the Ontario Government have been assigned special responsibilities by Order-in-Council for monitoring the state of emergency preparedness in Ontario and for reviewing at regular intervals the state of emergency planning within their own ministries. The following lists ministries and their respective special responsibilities.

- Agriculture, Food and Rural Affairs – Farm animal disease, food contamination, agricultural plant disease and infestation
- Attorney General – related to the administration of justice including the operations of the courts, and provision of legal services to government in any emergency
- Community and Social Services – emergency shelter, clothing and food, victim registration and inquiry services and personal services
- Community Safety and Correctional Services – the coordination of provincial emergency management; nuclear and radiological, severe weather, building and structural collapse, explosions and structural fire, space object crash, terrorism, civil disorder, war and international emergencies
- Energy – energy supply matters
- Environment – spills of pollutants to the natural environment including fixed site and transportation spills
- Health and Long Term Care – human health diseases and epidemics, health services during emergency
- Labour – emergencies that affects worker health and safety
- Government Services – emergencies that requires the continuity of provincial government services
- Municipal Affairs and Housing – coordination of extraordinary provincial expenditures for emergencies
- Natural Resources – forest fires, floods, draught/low water, dam failure, crude oil and natural gas exploration and production, natural gas and hydrocarbon underground storage and salt solution mining, erosion, soil and bedrock stability
- Northern Development and Mines – abandoned mines hazards and support of provincial emergency management in Northern Ontario
- Transportation – highway and other transportation services

When emergencies occur, municipal officials should avail themselves of the expertise and resources that can be provided by the local offices of the Ministries that have special responsibilities. All provincial agencies can be contacted through Office of the Fire Marshal and Emergency Management via the Provincial Operations Centre.

#### **14.5 ASSISTANCE FROM FEDERAL AGENCIES**

Federal Assistance, including that of the Department of National Defence, cannot be obtained directly by a municipality but must be requested through the Office of the Fire Marshal and Emergency Management, Provincial Emergency Operations Centre.

#### 14.5.1 **Department Of National Defence (DND)**

The Department of National Defense is responsible for all matters relating to national defense, including Aid to Civil Power. Request for information or assistance are to be made via Office of the Fire Marshal and Emergency Management. Possible DND assistance could include:

- Airlifts, medical evacuations and disaster assistance.
- Large quantities of equipment and personnel for fire purposes.

#### 14.6 **ASSITANCE FROM VOLUNTEER AND OTHER AGENCIES**

Depending on the specific emergency, assistance may be required from various designated volunteer emergency support agencies such as the Canadian Red Cross / Salvation Army /etc. Any request for assistance from volunteer agencies / other agencies will be at the direction of the Emergency Control Group and coordinated by Director Human Resources.

##### 14.6.1 **Protection of Registered Volunteers**

An emergency declaration protects registered volunteer emergency workers under the provisions of the Workplace Safety and Insurance Act, 1997, as amended. According to Workplace Safety Insurance Board (WSIB) Operational Policy Document # 01-02-03 a municipal worker includes:

- "A person who assists in connection with an emergency that has been declared to exist by the head of council of a municipality or the Premier of Ontario."
- If an emergency situation requires the use of volunteers, an emergency declaration may be considered for the above reason. Also, if volunteers are required to assist with emergency recovery operations it may be advisable to keep an emergency declaration in force until volunteer services are no longer needed.

##### 14.6.2 **Appeals for General Volunteer Assistance**

Under rare circumstances it may be necessary to issue appeals to the public for volunteers with specific skills to assist with emergency operations. This should not be done until all available municipal personnel with similar skills have been committed, and under the authority of the ECG.

The Emergency Control Group is responsible for determining the number of volunteers required, skills required, clothing to be worn, tools to be brought, instructions as to assembly point where volunteers are to report

At the direction of the ECG, the Director of Human Resources will coordinate and process appeals for temporary workers and community volunteers, including:

- Request the EIO to broadcast an appeal for temporary workers and community volunteers
- Set up a registration site

- Arrange for volunteers to be registered using the Volunteer Registration Form and issued proper identification documents
- Provide volunteers with a copy of insurance coverage at the time of registration
- Coordinate with the Director of Facilities and Transit to arrange for transportation for temporary workers and community volunteers as required
- Request the EIO to cancel the broadcast appeal when the required number of temporary workers and community volunteers has been enrolled.

#### **14.7 EMERGENCY RESOURCES DIRECTORY**

Since emergency resources can take the form of people with special skills and/or special equipment with trained operators, all departments / emergency services of the City of Barrie shall maintain an Emergency Resource Directory.

#### **14.8 EMPLOYEE ASSISTANCE AND CRITICAL INCIDENT STRESS COUNSELLING**

The Director of Human Resources will assist and coordinate, as required, through support agencies the provision of Employee Assistance and Critical Incident Stress Counseling programs. Counseling and psychological support (assessment and referral) will be arranged for staff as well as emergency volunteers and evacuees, as required, during and after the emergency, for mental health disorders, emotional trauma and shock suffered as a result of the emergency.

### **SECTION 15 - POST EMERGENCY RECOVERY**

The last phase of an *Emergency*, but certainly not the least is the Recovery Phase. It is often the most crucial and almost always the most demanding in terms of manpower and resources. At that time the focus of emergency operations shifts from dealing with the emergency itself to dealing with the aftermath of the emergency. The recovery will focus initially on the immediate and short-term needs of the disaster victims and the rapid and orderly restoration of critical infrastructure and essential public services. Later in the recovery process, efforts will focus on the longer-term needs of the disaster victims and the restoration of all infrastructure, public facilities and services.

#### **15.1 EMERGENCY RECOVERY PLAN**

The Emergency Recovery Plan is at Emergency Management Manual Annex O, Appendix 1. This plan outlines procedures for the City of Barrie to recover from a major emergency to return the City functions and the community to the pre-emergency state as much as possible.

#### **15.2 IMPLEMENTATION OF EMERGENCY RECOVERY PLAN**

Implementation of the City of Barrie – Emergency Recovery Plan will depend on the existing emergency situation. Once implemented, the Emergency Recovery Plan will remain activated until all recovery operations are completed and the Recovery Committee is disbanded.

#### **15.3 ACTION PRIOR TO IMPLEMENTATION**

Under certain circumstances, Recovery actions may be implemented before an Emergency Declaration has been terminated. It is possible to be undertaking *Emergency* response and recovery measures simultaneously, and it can be difficult to precisely define where one begins and

where one ends. Recovery actions may be taken by emergency responders at an emergency site or at the direction of the Emergency Control Group prior to official implementation of the Emergency Recovery Plan.

#### **15.4 POST-EMERGENCY RECOVERY COMMITTEE**

This committee will be composed of municipal and other officials representing legal, health, social services, utilities, planning and public works' service sectors. It will provide direction and coordinate activities addressing the recovery needs of all residents in the City of Barrie. The Committee's role will vary according to the nature and intensity of the *Emergency*. On a short-term basis, its aim is that of restoring minimum services to the population. On a long-term basis, this committee will work at returning the community and its citizens to its pre-emergency state as much as possible.

Among other tasks, they will be responsible for:

- Assessing damages
- Clearing debris
- Restoring shelter and utilities
- Rebuilding
- Redeveloping the community
- Implementing mitigation measures
- Providing Critical Incident Stress Debriefing
- Providing Social Services Support as required to residents, staff, responders, and volunteers.
- Evaluating and Reporting

The Post-Emergency Recovery Committee will set up Sub-Committees or Recovery Teams to address distinct response areas such as:

- Human Needs
- Infrastructure
- Any other sub-committees as appropriate.

In order to ensure continuity between the emergency and the recovery operations, the Chief Administrative Officer is a member of both the Emergency Control Group and the Post-Emergency Recovery Committee. Further membership of the Post-Emergency Recovery Committee and other post-emergency recovery committees, sub-committees and teams will be addressed in the City of Barrie Recovery Plan.

#### **15.5 DISASTER RELIEF**

The Ministry of Municipal Affairs and Housing administers the Disaster Recovery Assistance Program which:

- Provides financial assistance to municipalities, through the Municipal Disaster Recovery Assistance program, that are unable to manage costs due to the magnitude and frequency of natural disasters
- Assists individuals, small businesses and non-profit organizations, through the Disaster Recovery Assistance for Ontarians program, that do not have insurance and are unable to bear, on their own, the unexpected costs to return to normalcy, in a timely manner.

Disaster Recovery Assistance Program guidelines are at Emergency Management Manual Annex Q, Appendix 2



**RECORD OF EMERGENCY MANAGEMENT BY-LAW AMENDMENTS**

No	By-law Change		Plan Amendment		Section/ Pages Amended	Date Entered	Update Completed By (Signature)
	Number	Date	Number	Date			
1			AL1	28 May 07		28 May 07	Community Emergency Planner
2	2008-207	01 Dec 08	AL2	01 Dec 08	Plan version: October 2008	01 Dec 08	Community Emergency Planner
3			AL3	19 Jan 09	Cover, distribution list, all pages	19 Jan 09	Community Emergency Planner
4	2013-142	26 Aug 13	AL4	27Aug 13	Organization changes	27 Aug 13	Fire Chief/CEMC
5			AL5		Organizational changes	23 Nov. 16	CEMC
6			AL6		Wording corrections and updates	23 Nov. 16	CEMC
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**NOTE:**

1. When a change or addition is made to the Plan, those persons in possession of Official copies of the Plan will receive the revised pages and/or additions.
2. The amendment number will be in the lower right corner of each page. The date of the change will be below this.
3. The person entering the new pages into the Plan must fill out this form for each update that is received.



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