



**Authority:** Item 3, Emergency & Community  
Services Committee Report 17-  
013 (CES17045)  
CM: December 8, 2017  
Ward: City Wide

**Bill No. 277**

## **CITY OF HAMILTON**

### **BY-LAW NO. 17-277**

#### **To Repeal and Replace By-Law No. 13-167, Emergency Management Program By-Law**

**WHEREAS** Council deems it necessary to enact a by-law to establish and implement an emergency management program for the City of Hamilton, so the municipality will be better able to respond to risks and emergencies and to recover from emergencies;

**WHEREAS** section 2.1 of the Emergency Management and Civil Protection Act, R. S. O. 1990, c. E.9 as amended (the Act) provides for municipal by-laws respecting the development and implementation of municipal emergency management programs, and which Act generally deals with emergency management, declaration of emergencies, and emergency planning in Ontario;

**WHEREAS** section 4 of the Act provides that the Head of Council may declare an emergency exists in the municipality and may take such action and make such orders as necessary and not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area;

**WHEREAS** an emergency management program will consist of an emergency plan, training programs and exercises for employees and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities, public education on risks to public safety and public awareness for emergencies, and other elements as may be required standards for emergency management;

**WHEREAS** the Act authorizes elected officials and employees of a municipality to respond to emergencies in accordance with the emergency plan;

**WHEREAS** section 12 of the Act provides that the municipality has a right of action to recover monies expended or costs incurred in the implementation of an emergency plan or in connection with an emergency, against the person who caused the emergency, and the City's Emergency Plan provides for tracking of such costs and expenses; and

**WHEREAS** Section 2, and Sections 8 through 10 of the Municipal Act,

S.O. 2001, Chapter 25 as amended, provide general authorities and powers for passing by-laws, for general purposes which include the provision of services

and things necessary and desirable for the public, the health, safety and well-being of persons, managing and preserving public assets of the municipality, fostering the current and future economic, social and environmental well-being of the municipality, and delivering and participating in provincial programs and initiatives.

**NOW THEREFORE** the Council of the City of Hamilton enacts as follows:

**DEFINITIONS**

1. In this By-law:

- (a) **“Act”** means the Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9;
  - (b) **“Emergency”** means 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;
  - (c) **“emergency management program”** means a program developed by or in conjunction with the City of Hamilton for management and response to emergencies, consisting of the Emergency Plan, training programs and exercise for employees and other persons in emergency response and recovery, public education on risks to safety and awareness for emergencies and such other elements as may be required standards for emergency management;
  - (d) **“Emergency Management Program Committee”** or **“EMPC”** means the committee established under section 6 of this By-law;
  - (e) **“Emergency Operations Centre Management Team”** or **“EOC Management Team”** means the municipal emergency control group established under section 5 of this By-law.
  - (f) **“Emergency Plan”** means the plan adopted by Section 2 of this By-law as amended from time to time;
  - (g) **“Head of Council”** means the Mayor, or during an absence or unavailability of the Mayor means the Deputy Mayor, also being known as the “Acting Head of Council”, whom the Council for the City of Hamilton designates or appoints on a scheduled or as-needed basis to act in place of the Mayor for the purpose of exercising the Mayor’s powers, authorities and duties;
- 1.1. For the purposes of this By-law and the Emergency Plan where a person who regularly holds the position or office is absent or unavailable to act, including due to a vacancy in the position or office, a person in that position or office in an acting capacity or as a deputy is delegated the same powers, authorities, and

duties as provided for the position or office holder in this By-law and the Emergency Plan.

2. The City of Hamilton adopts Schedule "A" attached to this By-law as its Emergency Plan.
3. The Head of Council may declare that an emergency exists in the City or in any part of the City, and may take such actions and make such orders as are considered necessary and not contrary to law to implement the Emergency Plan and to protect property and the health, safety and welfare of the municipality and inhabitants of the emergency area.
4. The Head of Council and the municipal officials provided for in the Emergency Plan are empowered to cause an emergency notification to be issued and to require designated persons to respond in accordance with the Emergency Plan, where either an emergency has been declared or where an emergency exists but has not yet been declared to exist.
5. The municipal emergency control group required by the Act and its regulation is the City's Emergency Operations Centre Management Team as appointed in subsection 5.2 below, established for the purposes of directing the municipality's response in an emergency whether or not declared and including implementing the Emergency Plan, use of the Incident Management System, seeking advice and assistance, and such other procedures as the Team shall develop to govern its responsibilities.
  - 5.1. Under the City's Emergency Plan and its adoption of the Incident Management System, the municipal officials appointed in section 5.2 may initiate operation of the Emergency Operations Centre and may carry out roles provided for other appointees until such appointees assume their own positions.
  - 5.2. The Emergency Operations Centre Management Team shall be comprised of the following positions and held by the listed officials:

<b>EOC Management Team Position</b>	<b>Municipal Official</b>
EOC Director	City Manager
Information Officer	Director of Communications and Intergovernmental Affairs
Risk Management Officer	Manager, Risk Management
Liaison Officer	Emergency Management Coordinator
Operations Section Chief	The Operations Section Chief will be chosen by the EOC Director at the time of emergency from the following designates: <ul style="list-style-type: none"> <li>• Chief of Police</li> <li>• Fire Chief</li> </ul>

	<ul style="list-style-type: none"> <li>• Paramedic Chief</li> <li>• Medical Officer of Health</li> <li>• Director, Recreation</li> <li>• Director, Engineering Services</li> </ul>
Planning Section Chief	Director, Economic Development
Logistics Section Chief	Executive Director, Human Resources
Finance and Administration Section Chief	General Manager, Corporate Services

6. The City's Emergency Management Program Committee for purposes of the Act is comprised of the following members:

- (a) Mayor;
- (b) City Manager;
- (c) Chief of Police;
- (d) Medical Officer of Health;
- (e) Fire Chief;
- (f) Paramedic Chief;
- (g) General Manager, Healthy & Safe Communities;
- (h) General Manager, Corporate Services;
- (i) General Manager, Planning & Economic Development;
- (j) General Manager, Public Works;
- (k) Executive Director, Human Resources;
- (l) Community Emergency Management Coordinators; and,
- (m) Director of Communications and Intergovernmental Affairs.

6.2. The Chair of the Emergency Management Program Committee is the City Manager.

6.3. The role of the Emergency Management Program Committee is to advise Council on the development and implementation of the emergency management program, and to conduct an annual review of the City's emergency management program and if necessary shall make recommendations for revisions of the program.

7. The City of Hamilton's Emergency Management Coordinators are designated as the emergency management program coordinators for the purposes of the Act, and assigned the role of coordinating the development and implementation of the City's emergency management program, including particularly the annual, training and educational requirements necessary for the City's compliance with the Act, and for co-ordination of the meetings of the Emergency Management Program Committee.

8. The City's emergency information officer shall be the Director of Communications and Intergovernmental Affairs.

## REPEAL AND REPLACEMENT

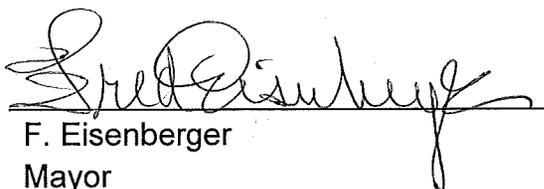
9. City of Hamilton By-law No. 13-167 as may be amended, is hereby repealed.

10. This By-law shall come into force on the date of its enactment.

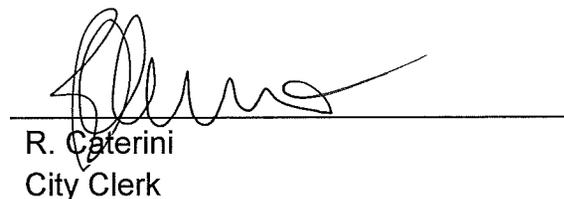
**SHORT TITLE**

11. This By-law may be cited as the "Emergency Management Program By-law, 2017".

**PASSED** this 8<sup>th</sup> day of December, 2017.



F. Eisenberger  
Mayor



R. Caterini  
City Clerk



Hamilton

# **CITY OF HAMILTON EMERGENCY PLAN**

**Enacted Under:  
Emergency Management Program By-law, 2017**

**REVISED: October 27, 2017**





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**Appendix 1: EOC Activation Procedure**





## 1. Introduction

The City of Hamilton Emergency Plan, known throughout this document as the Emergency Plan establishes a framework for responding to incidents or emergencies that may occur in the City. Developed with key officials, agencies and departments, it is a guideline that outlines collective and individual roles and responsibilities in responding to and recovering from an emergency.

The Emergency Plan describes the framework of how the City of Hamilton will respond to, recover from, and mitigate the impact of an emergency. It describes the legal authorities, plan concept of operations, functional responsibilities of the EOC Management Team, and notification procedures.

A number of procedures and guidelines (listed in Section 4) exist as supporting documents and emergency response plans for the Emergency Plan. These documents outline an integrated response for responding to and recovering from emergencies. They can be stand-alone documents or grouped depending on the nature of the emergency and response required.

### 1.1. Purpose

The aim of the Emergency Plan is to make provision for the efficient administration, coordination, and implementation of extraordinary arrangements and response measures taken by the City of Hamilton to protect the health, safety, and welfare of the residents of Hamilton during any emergency by:

- Identifying the governance structure for emergency response within the City of Hamilton;
- Identifying the Incident Management System (IMS) roles and responsibilities required to respond and recover from emergencies and disasters;
- Identifying standard response goals for emergency response operations and decision making; and
- Providing for a coordinated response by the municipality and partner agencies in managing emergencies.

### 1.2. Legal Authorities

The legislation under which the municipality and its employees are authorized to respond to an emergency are:

- The *Emergency Management and Civil Protection Act*, RSO 1990, c.E.9, as amended (the “Act”); and



- The City of Hamilton Emergency Management Program By-Law 2017

The *Act* requires municipalities to develop, implement, and maintain an emergency management program, and adopt it with a by-law. An emergency management program must consist of:

- An emergency plan;
- Training programs and exercises for employees of municipalities and other persons with respect to the provision of required services and procedures to be followed in emergency response and recovery activities;
- Public education on risks to public safety and on public preparedness for emergencies; and
- Any other element required for municipalities in standards of emergency management programs that may be developed by the Minister of Community Safety and Correctional Services.

Ontario Regulation 380/04 describes emergency management standards for municipal emergency management programs. There are a number of required elements including:

- Development of an emergency response plan which includes a municipal control group to direct the municipal response to an emergency;
- Implementation of an Emergency Operations Centre with appropriate communications systems;
- Designation of an Emergency Information Officer; and
- Designation of an Emergency Management Program Coordinator.

The City of Hamilton Emergency Management Program By-Law approves the enactment of the City of Hamilton Emergency Plan and other requirements for the City's Emergency Management Program.

The Emergency Information Officer is the City's Director of Communications and Intergovernmental Affairs, or designated alternate.

The Emergency Management Program Coordinator(s) are the City's Emergency Management Coordinators.

The Senior Official for the purposes of the City's Emergency Management Program Committee is the City Manager, or designated alternate.

### **1.3. Definition of an Emergency**

Emergencies are distinct from the normal daily operations carried out by municipal first response agencies and City departments.

The *Act* defines an emergency as:

‘A situation or 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.’

### **1.4. Hazard Identification Risk Assessment**

The Emergency Management Program has identified realistic hazards that may occur in Hamilton and assessed them in terms of probability, frequency of occurrence, magnitude of consequence or impact, and changing risk. Results of the Hazard Identification and Risk Assessment (HIRA) assist the Emergency Management Program in developing training and exercise scenarios, and may initiate the development of hazard-specific plans or procedures in the event of an emergency.

As a result of the HIRA process, risks in the City of Hamilton listed below represent major incidents involving multiple locations or having a significant impact on City facilities, infrastructure, operations, or the public.

- Hazardous Materials Incident/Spills – Fixed Site Incident
- Flooding
- Hazardous Materials Incident/Spills –Transportation Incident
- Human Health Emergency
- Energy Emergency (Supply)
- Extreme Ice Storm
- Explosion & Fire
- Transportation Emergency – Rail
- Critical Infrastructure – Telecommunications
- Active Shooter / Violent Situation



### 1.5. Emergency Management Program Committee

The Emergency Management Program Committee (EMPC) as required by the *Act* consists of representatives from City departments and agencies, or designated alternates.

- Mayor
- City Manager
- Chief of Police
- Medical Officer of Health
- Fire Chief
- Paramedic Chief
- General Manager, Healthy & Safe Communities
- General Manager, Corporate Services
- General Manager, Planning & Economic Development
- General Manager, Public Works
- Executive Director, Human Resources
- Community Emergency Management Coordinators
- Director of Communications and Intergovernmental Affairs

The City Manager, or designated alternate, is the chair of the EMPC.

This committee reviews the Emergency Management Program for the purpose of legislated compliance and implementation of program initiatives including the review and updating of the Emergency Plan. The EMPC is not activated during an emergency.

### 1.6. Emergency Operations Centre Management Team

In the City of Hamilton, the Emergency Operations Centre Management Team (EOC Management Team) (see Section 3.2) acts as the municipal control group as defined by Ontario Regulation 380/04. The EOC Management Team will be composed of the following municipal officials, or their designated alternates, holding the following appointments:

<b>EOC Management Team Position</b>	<b>Municipal Official</b>
EOC Director	City Manager

Information Officer	Director of Communications and Intergovernmental Affairs
Risk Management Officer	Manager, Risk Management
Liaison Officer	Emergency Management Coordinator
Operations Section Chief	<p>The Operations Section Chief will be chosen by the EOC Director at the time of emergency from the following designates:</p> <ul style="list-style-type: none"> <li>• Chief of Police</li> <li>• Fire Chief</li> <li>• Paramedic Chief</li> <li>• Medical Officer of Health</li> <li>• Director, Recreation</li> <li>• Director, Engineering Services</li> </ul>
Planning Section Chief	Director, Economic Development
Logistics Section Chief	Executive Director, Human Resources
Finance and Administration Section Chief	General Manager, Corporate Services

## 2. Concept of Operations

There are multiple response levels to any emergency situation within the City of Hamilton.

Site Response: The emergency responders at the site(s) of the emergency provide tactical response to the emergency as they attempt to mitigate its effects and bring the emergency under control.

Departmental Response: Departments that require local support to their operations may establish a Department Operations Centre (DOC). A DOC is primarily concerned with coordinating the department's activities in support of the department responsibilities and commitment to the emergency response. DOCs requiring further support to their response will activate the City EOC. DOCs will then interact with the City EOC, and their agency representatives or senior personnel at the scene. A DOC will focus on issues such as obtaining,

coordinating and directing the department resources to respond to the emergency.

#### Corporate Response:

The Emergency Operations Centre (EOC) is a physical location where the leadership of the City of Hamilton can gather to collectively and collaboratively support emergency response, and manage the consequences of an emergency. The EOC is utilized, where necessary, to centralize and coordinate efforts occurring at the site and any activated DOC's.

The EOC Management Team provides for the overall management and coordination of site support activities and consequence management. The EOC Management Team acts as the City's emergency control group under the *Act*. During an emergency, the EOC Management Team are notified and asked to respond to the EOC. The EOC Management Team has responsibility for:

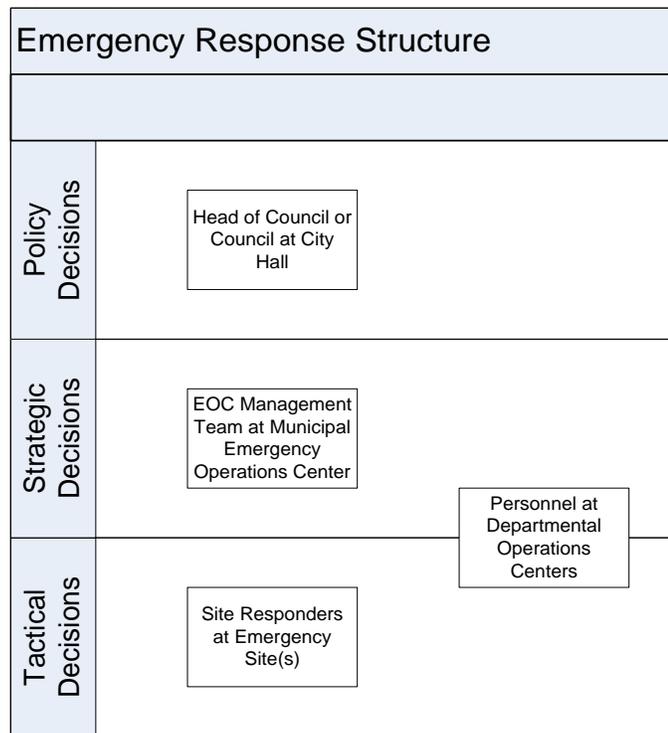
- Notifying response agencies and coordinating the activities of the various departments and organizations which are needed to effectively respond to and recover from the emergency;
- Providing strategic direction and support to the Incident Commander and site personnel;
- Collecting as much information as possible on the status of the emergency and vetting the information, prioritizing it, evaluating it, summarizing it, disseminating/displaying it and acting upon required needs;
- Establishing priorities based on all the information gathered and developing EOC Action Plans that complement and enhance the response taken at the site and departmental levels;
- Obtaining, coordinating and managing payment of any additional resources (both personnel and equipment) needed to support site and departmental activities;
- Coordinating all internal and external information and communicating advisories, warnings, and emergency information to the general public.

The Head of Council is the Mayor during an undeclared or declared emergency, though may be the Acting Head of Council for relief of the Mayor in an extended emergency or during any period of absence, inability or refusal of the Mayor to act as Head of Council or where the Office of the Mayor is vacant. The Head of Council would have all the powers set out in the *Act* and Emergency Plan for purposes of an emergency situation and declared emergency.



The Policy Group is comprised of the Head of Council in their assigned role and authority during an emergency, or the Mayor and members of Council sitting as City Council at any regular or special meeting called during an emergency situation. The Policy Group may be established to receive information or reports during an emergency situation, and to provide any necessary policy direction to the EOCMT. The Policy Group does not have responsibility for emergency management during an emergency situation, but they do have power under the Act to end a declared emergency.

Diagram 1 – Emergency Response Structure



### 2.1. Reporting an Emergency

A responding agency or municipal department is likely to be the first on site authority to an emergency. First responders will assume control at the site and assign a lead agency. If, in the judgment of the lead agency, the situation requires more support resources, or there are consequences to the community at large, the lead agency will contact their senior departmental staff to activate the EOCMT.

### 2.2. Emergency Notifications

When an emergency exists, but has not yet been declared to exist, municipal employees are authorized to take such action(s) as detailed or authorized under the Emergency Plan.

The following City of Hamilton staff or designated alternates have the authority to activate the Emergency Notification Procedure and EOC by contacting Hamilton Fire Department Communications and requesting a Level 1 or Level 2 activation;

- Head of Council
- City Manager
- Chief of Police
- Medical Officer of Health
- Fire Chief
- Paramedic Chief
- General Manager, Healthy & Safe Communities
- General Manager, Corporate Services
- General Manager, Planning & Economic Development
- General Manager, Public Works
- Executive Director, Human Resources
- Emergency Management Coordinators
- Director of Communications and Intergovernmental Affairs

Once notified, the Hamilton Fire Department Communications staff will activate the Emergency Response Management System (ERMS) to contact EOC responders on the Level 1 or Level 2 Notification List and instruct them respond to the EOC.

A Level 1 Activation involves the EOC Director, Information Officer, Liaison Officer, the full Operations Section, the News/Social Media Monitor, Information Issues Coordinator, Customer Contact Centre Coordinator, IT Branch, and select members of the Planning Section.

A Level 2 Activation involves all EOC personnel and is generally used for a large scale disaster.

### **2.3. Declaration of Emergency**

Only the Head of Council or Acting Head of Council has the authority to make a declaration of an emergency within the boundaries of the municipality. The decision to declare an emergency will be made by the Head of Council in consultation with the EOC Management Team.

Upon making an Emergency Declaration the Head of Council will ensure the following are notified:

- City of Hamilton Council members
- Solicitor General for Ontario

The following may also be notified of a declaration of emergency:

- Local Member(s) of Provincial Parliament (MPPs)
- Local Member(s) of Federal Parliament (MPs)
- Local media, and
- The public

## **2.4. Termination of Emergency**

Termination of an Emergency Declaration usually comes as the result of a significant reduction in the severity of the emergency situation and/or the impact on the community.

The Head of Council, Council, or the Premier of Ontario have the authority to declare that an emergency has terminated.

## **2.5. Requests for Assistance**

It is possible that assistance from other levels of government, or external partner agencies with specialized knowledge or expertise, may be required by the City of Hamilton to help successfully respond to an emergency situation.

Depending on the nature of the emergency and the assistance required, these agencies may be requested to attend the emergency site(s) and/or the EOC to provide assistance, or provide information and advice to the EOCMT through the Liaison Officer.

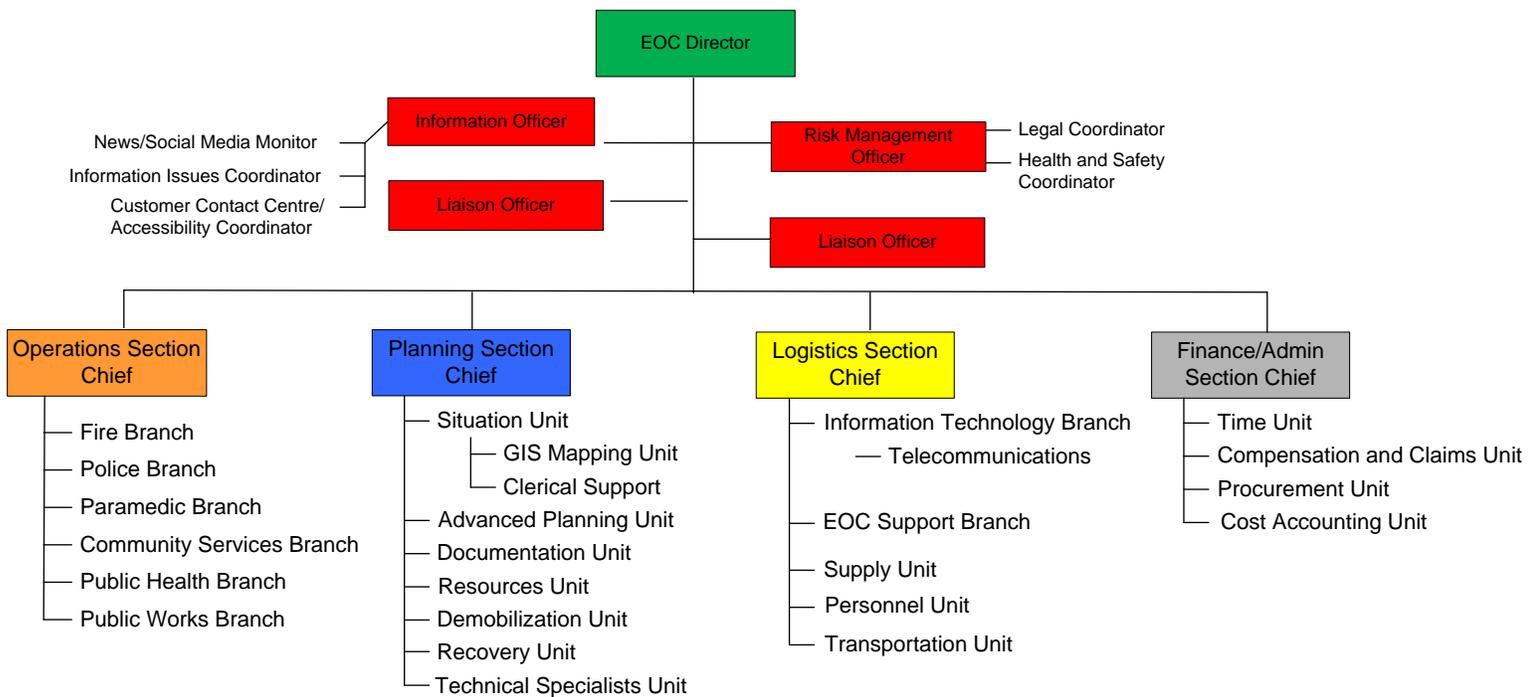
Where provincial assistance is required, which is outside of the normal departmental or service working agreements, the request will be made to the Provincial Emergency Operations Centre (PEOC) through the Liaison Officer.

Requests for personnel or resources from the Federal Government are requested through the PEOC who in turn liaises with the Federal Government Operations Centre.

### 3. Incident Management System

The City’s Emergency Plan adopts the principles of the Incident Management System (IMS) based on five key functions (command, operations, logistics, planning and finance/admin) that must occur during any emergency situation. IMS can be used for any size or type of emergency to manage response personnel, facilities, and equipment. Principles of the IMS include the use of common terminology, modular organization, integrated communications, unified command structure, action planning, manageable span of control, and comprehensive resource management.

Diagram 2 – IMS Organizational Structure



#### 3.1. Response Goals

The following response goals are applied to all emergency situations. The EOC Management Team will prioritize response objectives based on these goals. In order of priority:

1. Provide for the health and safety of all responders
2. Save lives
3. Reduce suffering
4. Protect public health



5. Protect critical infrastructure
6. Protect property
7. Protect the environment
8. Reduce economic and social losses

### **3.2. Roles and Responsibilities**

#### **Policy Group**

Responsibilities of the Policy Group include:

- Provides overall policy direction
- Changes/amends bylaws or policies
- Requests for Municipal level assistance
- Declares State of Local Emergency (Head of Council)
- Declares termination of State of Local Emergency
- Acts as an official spokesperson

#### **EOC Management Team**

The primary responsibility of the EOC Management Team is to provide for the overall management and coordination of site support activities and consequence management. It is the responsibility of the EOC Management Team to ensure that response priorities are established, and that planning and response activities are coordinated, both within the EOC (i.e. between sections) and between sites, DOCs and other EOCs.

During the initial stages of an EOC activation, responding staff already holding one appointment may briefly take on the role of EOC Management Team appointees pending their arrival. This is consistent with the Incident Management System principles and Provincial Incident Management System Doctrine.

The EOC Management Team consists of the following positions:

- EOC Director
- Information Officer
- Risk Management Officer
- Liaison Officer
- Operations Section Chief

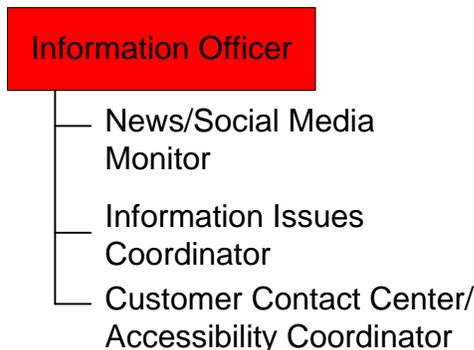


- Planning Section Chief
- Logistics Section Chief
- Finance and Administration Section Chief

**EOC Director**

- Overall authority and responsibility for activities in the EOC.
- Ensures organizational effectiveness.
- Establishes staffing levels.
- Sets EOC priorities and objectives for each operational period and ensures objectives are carried out.
- Liaises with the Policy Group and Senior Leadership Team.
- Approves emergency information releases.

**Information Officer**



- Staffs and manages the Information Section ensuring the appropriate personnel, equipment, and supplies.
- Prepares for and participates in EOC Management Team meetings.
- Establishes a team of staff to oversee media updates, and coordinate interviews and media briefings, monitor social media, establish communication strategies, manage internal communications, and develop public information materials.
- Determines the need and obtains approval for an Emergency Information Centre.
- Liaises with other Information Officers.



- Obtains EOC Director approval for all internal and external messages.
- Ensures public communications is provided in accessible formats, as required.

**News/Social Media Monitor Coordinator**

- Collects and verifies relevant information on the emergency from news reports and social media.
- Implements social media response to the emergency event including developing proactive messages.
- Monitors and develops relevant hashtags on all social media platforms.

**Information Issues Coordinator**

- Develops messaging and external communication strategies.
- Develops public information materials.
- Develops news releases.
- Liaises and coordinates messages with other Information Officers.

**Customer Contact Centre/Accessibility Coordinator**

- Collects, processes, evaluates and shares situational information from Customer Contact Centre staff.
- Disseminates approved emergency information to the Customer Contact Centre staff for public inquiries.
- Provides expertise on the Accessibility for Ontarians with Disabilities Act and accesses tools and resources for communicating with special populations.

**Risk Management Officer**



- Assesses damage and financial loss resulting from the incident.

- Identifies and analyzes personnel, property and liability loss exposures.
- Evaluates situations and advise the EOC Director of any conditions and actions that might result in liability.
- Advises members of response organizations regarding options for risk control during EOC Management Team meetings or upon request.
- Provides risk/liability analysis where appropriate on any operations within or outside the scope of the EOC Action Plan.
- Identifies potential claimants and the scope of their needs and concerns.
- Gathers and organizes evidence that may assist in legal defense if required.
- Conducts interviews and takes statements that address major risk management issues.
- Assists the EOC Director in reviewing press releases, public alerts and warnings, and public information materials.
- Organizes and prepares records for final audit.

#### **Legal Coordinator**

- Provides advice and assistance on matters related to law and how they may be applicable to the actions of the City Of Hamilton during the emergency.

#### **Health and Safety Coordinator**

- Liaises and provides advice to site Safety Officer regarding health and safety issues for site personnel, as required.
- Provides advice and assistance on matters related to occupational health and safety regulations for EOC personnel.

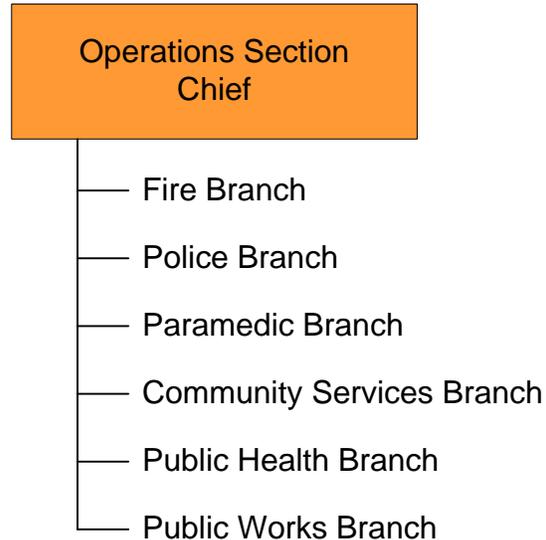
#### **Liaison Officer**

- Invites required or requested agencies to the EOC, as identified by the EOC Director and EOC Management Team.
- Liaises with the Provincial Emergency Operations Centre and Emergency Management Ontario Field Officer.
- Maintains contact with external agencies and other EOCs.

## **Operations Section**

The Operations Section communicates directly with emergency site(s), field personnel, activated Departmental EOCs and Command Centres. The function of the Operations Section is to gather situational information from site and share it with the Planning Section and other members of the EOC Management Team. The Operations Section also coordinates any resource requests from the site, supports site operations and coordinates multi-agency or multi-department support to the site. The Operations Chief will also direct deployment of all EOC issued resources to the Incident Commander(s) at the site.

The Operations Section Chief will be designated at the time of the emergency in the EOC.



### **Operations Section Chief**

- Staffs and manages the Operations Section ensuring the appropriate personnel, equipment, and supplies.
- Prepares for and participates in EOC Management Team meetings.

### **Branch Coordinators**

Branch Coordinators oversee the operations of a particular City department, division, section or outside agency. A Branch Coordinator is responsible for coordinating the activities of their department/agency site personnel, dispatch centre (if one exists) and DOC (if one has been activated) with other Branches in

the Operations Section. Additional Branch staff may be needed, dependent on the size of the emergency event and the support required.

Branch Coordinators may include, but are not limited to:

### **Fire Branch Coordinator**

- Liaises with the Fire Incident Commander and Fire Dispatch regarding fire suppression, hazardous materials response, rope rescue, vehicle extrication, and any other site response initiated by Fire.
- Provides site support and coordinates Fire resource requests such as arranging for mutual aid and additional equipment.
- Liaises with the Office of the Fire Marshall and Emergency Management, as required.

### **Police Branch Coordinator**

- Liaises with the Police Incident Commander and Police Dispatch regarding law enforcement, traffic control, perimeter control, access/egress of emergency vehicles, evacuations, emergency notifications, search and rescue, CBRNE, and any other site response initiated by Police.
- Provides site support and coordinates Police resource requests such as arranging for mutual aid and additional equipment.
- Liaises with federal, provincial and other municipal police agencies, as required.
- Liaises with the Coroner, as required.

### **Paramedic Branch Coordinator**

- Liaises with the Paramedic Incident Commander and Central Ambulance Communication Centre regarding the triage, treatment, and transportation of victims, and any other site response initiated by the Paramedic service.
- Provides site support and coordinates Paramedic resource requests such as arranging for mutual aid and additional equipment.
- Liaises with hospitals regarding the number of casualties.

### **Community Services Branch Coordinator**

- Liaises with the Community and Emergency Services Department Operations Centre (CESDOC) regarding the delivery of emergency social services (food, shelter, clothing, registration and inquiry, personal services), and any other site response initiated by the CESDOC.
- Provides site support and coordinates CESDOC resource requests such as facilities, security, volunteers, equipment, evacuee support, transportation, mutual aid, etc.
- Liaises with community partner agencies to support emergency social services response, as required.
- Coordinates with the CESDOC to arrange for Critical Incident Stress Debriefing for affected citizens.

### **Public Health Branch Coordinator**

- Liaises with the Public Health Department Operations Centre (PHDOC) regarding the provision of public health measures including immunization programs, food safety inspections, drinking and recreational water quality, indoor air quality testing and monitoring, communicable disease and infection control, and any other site response initiated by the PHDOC.
- Provides site support and coordinates PHDOC resource requests such as arranging for mutual aid and additional equipment.
- Liaises with other Public Health Units, the Ministry of Health and Long Term Care, and the Ministry of the Environment.
- Collaborates with the Health Sector Emergency Management Committee for the support of health services, and the activation of assessment centres and the Emergency Medical Assistance Team (EMAT), as required.

### **Public Works Branch Coordinator**

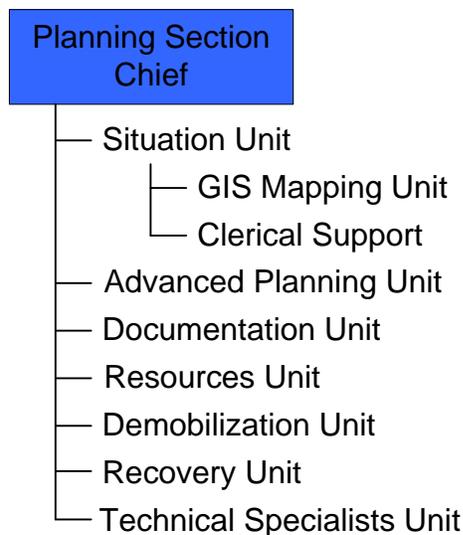
- Liaises with the Public Works Site Commander and Public Works Department Operations Centre (PWDOC) regarding facilities and infrastructure systems (roads, bridges and water systems), water for fire-fighting, road barriers, debris management, and any other site response initiated by Public Works.

- Provides site support and coordinates Public Works resource requests such as arranging for mutual aid and additional equipment.
- Liaises with the Ministry of the Environment, Conservation Authority, and utilities to coordinate the Public Works response, as required.

### **Planning Section**

The Planning section is responsible for collecting evaluating, and disseminating information; developing the EOC Action Plans in coordination with other functions; maintaining all EOC documentation, and anticipating the long-range planning needs of the emergency.

The Planning Section works closely with the EOC Management Team to ensure that information is shared effectively and results in an efficient planning process to meet the needs of the incident.



### **Planning Section Chief**

- Staffs and manages the Planning Section ensuring the appropriate personnel, equipment, and supplies.
- Prepares for and participates in EOC Management Team meetings.
- Prepares and distributes the EOC Action Plan.

**Situation Unit**

- Oversees the collection, organization, validation and analysis of disaster situation information.
- Assists in the development of the EOC Action Plan.
- Monitors the completion status of EOC Action Plan objectives and tasks.
- Oversees the GIS Mapping Unit that is responsible to ensure all maps contain current and accurate information.
- Oversees the Clerical Support Unit which is responsible for ensuring the event board, status boards, and other display information contain current and accurate information.

**Advance Planning Unit**

- Reviews and assesses information sources to anticipate potential future impacts of an incident.
- Develops plans consisting of possible response and recovery related issues that are likely to occur beyond the next operational period.

**Resource Unit**

- Coordinates resource tracking with the Operations and Logistics Sections.
- Tracks resources on a resource status board or other tracking or display system.

**Documentation Unit**

- Collects, organizes, reproduces, distributes and files all completed incident-related forms including EOC Position Logs, EOC Action Plans, etc.

**Demobilization Unit**

- Reviews pertinent EOC documentation and develops the Demobilization Plans for the EOC

**Recovery Unit**

- Oversees the transition from response to recovery.

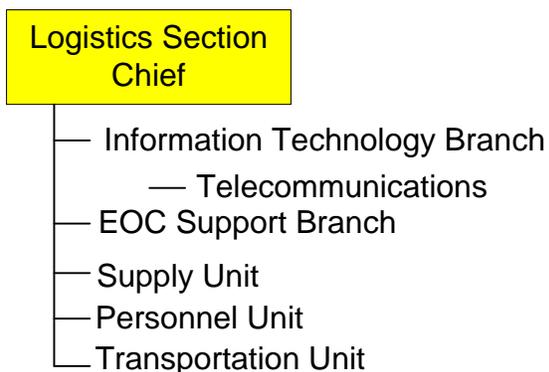
- Assesses the requirements for community and individual recovery.
- Identifies immediate short-term relief efforts that will initiate and speed recovery for an affected area.
- Identifies long-term actions to restore local services to pre-incident conditions.

### **Technical Specialists Unit**

- Obtains and manages and technical specialists required for specialized, technical observations and recommendations within the EOC.

### **Logistics Section**

The Logistics section is responsible for ensuring that the EOC is operational; and providing facilities, services, personnel, equipment and materials.



### **Logistics Section Chief**

- Staffs and manages the Logistics Section ensuring the appropriate personnel, equipment, and supplies.
- Prepares for and participates in EOC Management Team meetings.

### **Information and Technology Unit**

- Ensures communications and computer systems are provided, supported and maintained within the EOC and at other facilities utilized for emergency response activities.

- Oversees the Telecommunications Unit that is responsible for the use of radio telecommunications at the EOC and other emergency sites/locations.

### **EOC Support Unit**

- Ensures that the EOC and other facilities have required resources during the response effort.
- Secures access to facilities and provides the staff, furniture, supplies and materials necessary to configure the facilities in a manner adequate to accomplish the EOC Action Plan objectives.
- Provides food and refreshments for EOC personnel.

### **Supply Unit**

- Oversees the acquisition and allocation of supplies, materials or equipment not normally provided through mutual aid or normal department/agency channels.
- Clarifies and verifies requests to ensure accuracy and efficiency, communicating directly with suppliers/vendors and coordinating shipping/delivery arrangements.

### **Personnel Unit**

- Coordinates staffing arrangements and tracks staffing assignments.
- Oversees worker care, feeding, credentialing (verification and identification) for volunteers, temporary employees, contractors, etc.
- Manages requested and convergent volunteers.

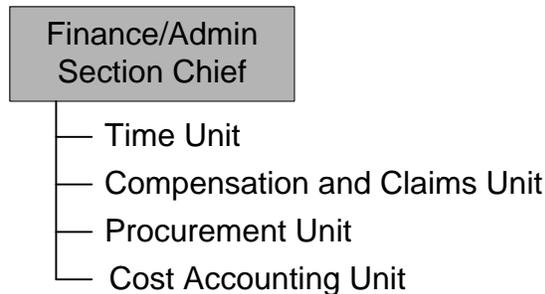
### **Transportation Unit**

- Acquires and arranges resources for the transportation of personnel, evacuees and goods.

Note: Transportation Unit duties will normally be fulfilled by the Public Works DOC and/or Public Works Branch in the EOC. If required, this function can take place at the EOC.

## **Finance and Administration Section**

The Finance and Administration section is responsible for financial activities and other administrative functions.



### **Finance & Administration Section Chief**

- Staffs and manages the Finance and Administration Section ensuring the appropriate personnel, equipment, and supplies.
- Prepares for and participates in EOC Management Team meetings.

#### **Time Unit**

- Tracks and reports personnel hours worked.
- Prepares forms, reports and statistical data for worker time.

#### **Procurement Unit**

- Develops service agreements and/or contracts and oversees the purchasing processes.

#### **Compensation & Claims Unit**

- Ensures all documentation related to worker injuries are completed correctly and forwarded within designated timelines.
- Coordinates the investigation and review of property/equipment damage or loss claims arising from the event.

#### **Cost Unit**

- Collects all cost information, reviews invoices, statements and other vendor documents, and reports on consolidated cost estimates.

## **4. Emergency Plan Supporting Documents**

### **4.1. Emergency Notification Procedure**

The Emergency Notification Procedure is a Hamilton Fire Department policy that outlines the process for Fire Communications to notify EOC personnel to place them on alert or request that they respond to the EOC.

### **4.2. Emergency Information Plan**

This document outlines the flow of emergency communications from City departments and agencies to media outlets, City employees, businesses and residents. This includes the release of information to the media and public, issuing directives to the public, responding to requests for information, and monitoring media outlets and other sources of information. Methods of internal communications with City staff are also outlined.

If required, in the event of a major emergency requiring a response from other levels of government, or other municipalities, communications from the City of Hamilton will be coordinated with those entities.

### **4.3. Emergency Information Centre Plan**

This document outlines how the municipality would open a facility to coordinate the release of information to the media, facilitate media scrums/briefings, organize and host press conferences, and potentially even provide the media with a functional work area at an Emergency Information Centre (EIC).

This plan details the activation, concept of operations, roles and responsibilities of EOC and EIC personnel, and facility requirements for an EIC.

### **4.4. Emergency Operations Centre and IMS Standard Operating Guideline**

This document outlines the procedures involved in activation and operation of the EOC facility. This includes details on the facility setup, activation and notification of EOC responders, guiding principles, managing information and resources, and the implementation of the Incident Management System. It also further defines the roles of EOC positions in position checklists. As a supplement to the City of Hamilton Emergency Plan, it provides detailed information to enable EOC responders to fulfill their key responsibilities in managing an emergency situation.

### **4.5. Evacuation Standard Operating Guideline**

This document deals with planning and preparing for a decision to evacuate an area within the City of Hamilton as a result of an emergency, impending or

occurring. In order to provide guidance to ensure the safety and security of the community during an evacuation, it includes the responsibilities and procedures for staff and agencies to notify persons, move them out of an evacuation zone, and re-entry of the population once the affected area is deemed safe.

#### **4.6. Emergency Social Services Plan**

The aim of the Emergency Social Services (ESS) Plan is to make provision for the efficient administration, coordination and implementation of the extraordinary arrangements and measures taken to protect the health, safety and welfare of the residents of Hamilton during any emergency once they are outside of immediate danger as a result of an emergency or disaster. This response includes both City staff and external partner agencies that work to provide services including, but not limited to, shelter, food, clothing, emergency first aid, registration and inquiry, personal services, and financial assistance.

#### **4.7. Reception Centre Plan**

This plan outlines how an emergency reception centre will be opened, set up and operated in the City of Hamilton. It establishes operational responsibilities and reporting structures for City staff and community partner agencies in operating an emergency reception centre in order to deliver emergency social services.

#### **4.8. Public Health Emergency Plan**

The purpose of this plan is to make provisions for the efficient administration, coordination and implementation of response measures by Public Health Services. This plan, executed correctly will protect the health, safety and environment of the residents of Hamilton during an emergency by identifying a governance structure, roles and responsibilities, standard response goals, and coordinating the emergency response with partner agencies.

#### **4.9. Mass Casualty Incident Response Plan**

This document provides a general overview of roles and responsibilities of City departments and support agencies in response to mass casualties. The purpose of this MCI Response Plan is to provide a plan of action for an efficient activation and response of agencies to a Mass Casualty Incident (MCI) where the number of patients or victims involved exceeds available resources, equipment, and facilities.

#### **4.10. Reunification Phone Line Procedure**

The aim of the Reunification Phone Line Procedure is to provide friends/family of emergency casualties with a phone line to report information on missing persons. This information will be recorded in order to facilitate the exchange of information between health care facilities, Police Services and friends/family.

### **5. Emergency Plan Review and Maintenance**

The Emergency Management Coordinators are responsible to develop and implement the Emergency Management Program. A function of this is to coordinate, facilitate, implement and test the Emergency Plan based on the recommendations and direction of the EMPC.

The Emergency Plan will be reviewed on an annual basis. Any proposed changes to this Emergency Plan will be submitted to the Emergency Management Coordinators. Any proposed major revisions to the Emergency Plan must be presented to the EMPC upon whose recommendation it may be presented to Council for final approval. Minor revisions may be approved by the EMPC Chair

#### **5.1. Plan Training**

The Emergency Management Coordinators will provide annual training on the implementation of the Emergency Plan to municipal employees.

#### **5.2. Plan Testing**

The Emergency Plan will be tested a minimum of once annually through an exercise coordinated by the Emergency Management Coordinators.

#### **5.3. Plan Distribution**

Copies of the Emergency Plan will be provided to EMPC, EOC responders, partner organizations and agencies, the Province, and bordering municipalities and regions that may have a role to play in responding to or providing assistance for emergencies in Hamilton.