

Authority: Item 7, Report 04-002
Public Health & Community
Services Committee
CM September 15, 2004

Bill No. 210

CITY OF HAMILTON

BY-LAW NO. 04-210

**Being a By-law to
Repeal By-law No. 01-007
And Enact a By-law to:
Provide for an Emergency Management Program for the City of Hamilton**

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

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

AND WHEREAS section 4 of the Emergency Management 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;

AND 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;

AND WHEREAS Sections 2, and sections 8 through 11 of the Municipal Act, S. O. 2001 Chapter 25, as amended, provide general authorities and powers for passing by-laws, with general purposes which include the provision of services and things necessary and desirable for the municipality, 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;

AND WHEREAS Section 242 of the Municipal Act, S. O. 2001 Chapter 25, as amended, provides that a member of Council may be appointed to act in place of the Head of Council during the absence or other inability of the Head of Council, and it is deemed necessary to make such appointment and designation of alternates for the purposes of this by-law;

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

DEFINITIONS AND INTERPRETATION

1. In this By-law,
 - (a) **“City”** means as the context requires, the geographic area of the City of Hamilton or the municipal corporation of that name;
 - (b) **“Community Emergency Management Coordinator”** or **“C.E.M.C.”** means the person appointed to this position and where the appointee is unavailable means the person assigned to act in that capacity under this by-law;
 - (c) **“Council”** means the council of the City of Hamilton;
 - (d) **“Director”** means the Director of Building and Licensing of the City or the Director’s designate(s);
 - (e) **“Emergency Control Group”** or **“E.C.G”** means the persons named in the Emergency Plan to be members of this group;
 - (f) **“Emergency”** means a situation or an impending situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property;
 - (g) **“Emergency Area”** means the area in which an emergency exists;
 - (h) **“Emergency Plan”** or **“E.P.”** means the emergency plan attached to and forming a part of this by-law as Schedule “A”, and such additional plans as may be adopted by the City for the purposes of the Emergency Management Act, R. S. O. 1990 c. E.9 as amended (the “Act”);

- (i) **“Emergency Management Program”** or **“E.M.P.”** means the program adopted by Council and developed under this by-law and the emergency plan pursuant to the Emergency Management Act, R. S. O. 1990 c. E.9 as amended (the “Act”);
- (j) **“Head of Council”** means the Mayor or where the Mayor is absent or unable to act means such other Member of Council designated during the absence or inability of the Mayor or other designate in Schedule “B” which schedule is attached to and forms a part of this by-law;
- (k) **“Hamilton Emergency Management Program Coordinating Committee”** or **“H.E.M.P.C.C.”** means the committee of persons with the membership described in the Emergency Plan; and
- (l) **“Member of Council”** means an elected person having a seat on Council.

2.0 **EMERGENCY MANAGEMENT STRUCTURE**

2.1 The City shall have the following emergency management structure:

- (a) the Head of Council;
- (b) the Emergency Control Group, being the members of such group appointed under this by-law and the Emergency Plan;
- (c) the Hamilton Emergency Management Program Coordinating Committee, being the members of such group appointed and acting pursuant to this by-law and the Emergency Plan; and
- (d) the Community Emergency Management Coordinator, being the person holding that position with the City from time to time.

2.2 Head of Council:

- (1) Subject to (2), the Mayor is the Head of Council for the purposes of this by-law and the City’s Emergency Management Program and Emergency Plan.
- (2) In the event the Mayor is absent or otherwise unavailable to act, the acting head is deemed to be the Member of Council indicated to be acting head of council as listed in Schedule “B” attached to this by-law until the Mayor becomes available, and where the Member of Council who would at the time be so appointed is also absent or otherwise unavailable the next such Member of Council following on the list who is available is the acting head

for the purposes of this by-law until the Mayor becomes available and the City's Emergency Management Program and Emergency Plan.

2.3 Emergency Control Group:

- (1) Subject to this section, the Emergency Control Group shall be comprised of the following standard membership:
 - (a) Mayor;
 - (b) City Manager;
 - (c) Chief of Hamilton Police Service;
 - (d) General Manager, Emergency Services/Fire Chief;
 - (e) Medical Officer of Health;
 - (f) General Manager, Public Health and Community Services;
 - (g) General Manager, Corporate Services;
 - (h) General Manager, Public Works;
 - (i) General Manager, Human Resources;
 - (j) General Manager, Planning and Development;
 - (k) Manager of Communications for the City;
 - (l) the Community Emergency Management Coordinator; and
 - (m) the representative of Hamilton Utilities Corporation.
- (2) The Emergency Plan may specify additional or other members of the Emergency Control Group for particular plans or emergencies.
- (3) Members of the Emergency Control Group established in subsections (1) and (2) shall provide the Community Emergency Management Coordinator with a list of alternate subordinates in the event of their unavailability.
- (4) The Head of Council may request additional attendance by persons as necessary or desired for an emergency or meeting.
- (5) Members of the Emergency Control Group shall assemble as soon as reasonably practical when notified to attend by the Head of Council, another member of the Emergency Control Group or the Community Emergency Management Coordinator.
- (6) The Emergency Control Group shall have the following duties:
 - (a) under the direction of the Head of Council, the Emergency Control Group shall implement the Head of Council's orders and establish the necessary administrative practices and procedures to carry out those decisions;

- (b) control all necessary City operations during an emergency;
- (c) undertake research and provide information and advice to the Head of Council in respect of the declaration of emergencies, and the issuing of orders or directives by the Head of Council;
- (d) to carry out the other duties assigned by the Emergency Plan; and
- (e) individually, each member of the Emergency Control Group may appoint the respective representative or representatives from their organization, department, office or division for that member of the Hamilton Emergency Management Program Coordinating Committee.

2.4 Hamilton Emergency Management Program Coordinating Committee:

- (1) The Hamilton Emergency Management Program Coordinating Committee shall be comprised of representatives of the following:
 - (a) Hamilton Police Service;
 - (b) Hamilton Emergency Services Department;
 - (c) Hamilton Public Health and Community Services Department;
 - (d) Hamilton Community Services Department;
 - (e) Hamilton Public Works Department;
 - (f) Hamilton Human Resources Department;
 - (g) Hamilton Corporate Communications Division;
 - (h) Hamilton Emergency Management Coordinator;
 - (i) A representative of Hamilton Utilities Corporation;
 - (j) A representative of Hamilton Port Authority;
 - (k) A representative of the Hamilton-Wentworth District School Board;
 - (l) A representative of the Hamilton-Wentworth Catholic School Board;
 - (m) A representative of Hamilton International Airport;
 - (n) A representative of the Community Awareness and Emergency Response organization;
 - (o) Representatives of such hospitals as may be invited the Emergency Control Group or Council; and
 - (p) Representatives of such industrial operations as may be invited by the Emergency Control Group or Council.
- (2) The role of the Hamilton Emergency Management Program Coordinating Committee is to review the state of emergency management in the City of Hamilton and provide policy advice regarding emergency management so as to facilitate the coordination of planning between the various jurisdictions in the City of Hamilton, subject to the directions of Council.

- (3) The Hamilton Emergency Management Program Coordinating Committee may as it deems necessary for its function establish sub-committees and working groups.
- (4) The Hamilton Emergency Management Program Coordinating Committee shall report to the City management team.

2.5 Community Emergency Management Coordinator:

- (1) The General Manager of Emergency Services/Fire Chief shall assign an employee to the position of Community Emergency Management Coordinator and such deputies and assistants as may be required for effective emergency response.
- (2) Duties: The Community Emergency Management Coordinator shall:
 - (a) coordinate the development, implementation and maintenance of the Emergency Management Program and Emergency Plan, including the review and development of supporting plans;
 - (b) coordinate the effective preparedness, response and recovery to emergencies in the City of Hamilton;
 - (c) coordinate the Emergency Plan of the City as necessary with agencies carrying out operations locally;
 - (d) develop and conduct emergency management training programs and training exercises with the participation of City of Hamilton employees and such other persons, authorities or agencies as may agree to participate sufficient to ensure readiness to act under the Emergency Plan;
 - (e) develop and implement public awareness and education programs;
 - (f) during an emergency provide advice and information to the Head of Council and Emergency Control Group and assist in carrying out the orders and directions of the Head of Council and other duties as may be assigned by the Emergency Plan; and
 - (g) supply copies of the Emergency Plan and any revisions to the Chief, Emergency Management Ontario so that the Chief has at any time the most current version of the Emergency Plan.

Emergency Management Program

- 3.1 The emergency management program for the City of Hamilton shall be developed, implemented, reviewed, published and updated in accordance with the Act and any regulation under the Act.
- 3.2 Without limiting the foregoing:
- (a) the emergency management program shall include a community hazard and risk assessment analysis, an emergency plan, training programs and exercises for employees and others, and public education on risks, safety and preparedness, having regard to the standards published by Emergency Management Ontario; and
 - (b) the Emergency Plan is intended to govern the provision of necessary services during an emergency and the procedures under and the manner in which employees and other persons will respond to an emergency.

Declaration of an Emergency

- 4.1 Subject to 4.2 and 4.4, 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 inhabitants of the emergency area.
- 4.2 The Head of Council may at any time declare that an emergency has terminated.
- 4.3 The Head of Council shall ensure that the Solicitor General is notified forthwith of a declaration made under sections 4.1 or 4.2, and the Head of Council may as necessary delegate such task to the Community Emergency Management Coordinator, any member of the Emergency Control Group or a municipal employee.
- 4.4 Notwithstanding the other provisions of this by-law, the Premier of Ontario may at any time:
- (a) declare that an emergency has terminated;
 - (b) in respect of the Premier's own declaration of an emergency, where the emergency area includes the whole or part of the municipality, the Premier may where necessary direct and control the administration, facilities and equipment of the City to ensure the

provision of necessary services in the emergency area, and, without restricting the generality of the foregoing, direct and control the exercise by the City of any of its powers and duties in the emergency area whether under an emergency plan or otherwise; and;

- (c) may require the City to provide such assistance as is considered necessary to an emergency area or part thereof that is not within the City, and may direct and control the provision of such assistance.

4.5 Subject to section 4.6, upon the declaration of an emergency the employees of the City of Hamilton may be called out and assigned responsibilities for the implementation of the Emergency Plan, and the orders and directions of the Head of Council.

4.6 Nothing in section 4.5 shall be deemed to prevent the assignment of employees of the City of Hamilton outside the period of a declared emergency for the purposes of emergency mitigation, prevention, preparations, response and recovery, or for the purpose of implementing contents of the Emergency Plan intended to further those purposes.

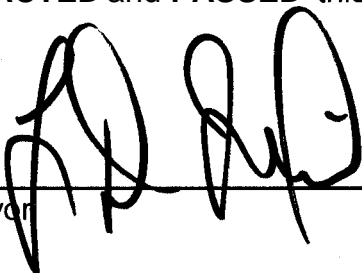
REPEAL AND ENACTMENT

- 5. City of Hamilton By-law No. 01-007 as may be amended, is hereby repealed.
- 6. This by-law comes into force and effect upon the date of enactment.

SHORT TITLE

- 7. This By-law may be cited as the "Emergency Management Program By-law".

ENACTED and PASSED this 15th day of September , A.D. 2004



Mayor



Clerk

Schedule "a" To the Emergency Management Program By-Law, No. 04-210

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Section 1: Overview

Executive Summary

The Emergency Management Program of the City of Hamilton is comprised of the following components:

- Emergency Plan
- Hazard, Risk and Vulnerability Assessment
- Identification of Critical Infrastructure
- Internal Training Program
- Public Awareness Campaign
- JEPP Grant Applications

This document will examine a component of the Emergency Management Program: The City of Hamilton Emergency Plan. This emergency plan has been prepared to provide key officials, agencies and departments, within the City of Hamilton a general guideline for responding to emergencies, and an overview of their collective as well as individual roles and responsibilities during an emergency. The focus of this Emergency Plan centres on the provision of appropriate and co-ordinated emergency response efforts from city departments.

For this Emergency Plan to be effective, all participating agencies and departments must be familiar with its provisions and contents.

As municipal officials, departments and corporate structures may change over time, the information contained within this plan should be reviewed and maintained on a regular basis in order for it to remain effective, appropriate and up to date.

Legislation

The *Emergency Management Act* is the legal authority for this plan.

The *Emergency Management Act* **requires** each municipality to develop, implement, and maintain an emergency management program.

The *Emergency Management Act* states that:

“The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are 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.” [Section 4 (1)]

The *Emergency Management Act* specifically requires a municipality to have an emergency response plan. Emergency Management Ontario considers a “plan” approved once two conditions have been met:

1. A by-law is passed authorizing the community’s emergency response plan; and
2. The plan’s content is approved by members of the community’s emergency management committee.

In this plan the community’s emergency management committee is referred to as the Emergency Control Group (ECG).

Regular exercise and assessment will be conducted to ensure the arrangements embodied in this plan are kept current, that all personnel are kept familiar with its provisions and that the content reflects international best practices. City of Hamilton, General Managers should likewise develop, implement, and maintain emergency management programs that define departmental procedures and arrangements for responding to a municipal emergency.

Plan Definition

The "plan" means a plan formulated pursuant to City of Hamilton Emergency Management Program By-Law; governing the provision of necessary services during an emergency and the procedures under and manner in which employees of the City of Hamilton and other persons will respond to an emergency.

Format

This plan identifies the membership, roles and responsibilities of the City of Hamilton *Emergency Control Group (ECG)* and *Emergency Support Group (ESG)* and the authority and manner under which this body plans to respond to an emergency in the municipality.

This plan also identifies the following:

- risk assessment process,
- declaration and termination of an emergency,
- public information plan and
- plan maintenance and testing.

Amending Formula

This 'plan' may only be amended by members of the Emergency Control Group and is done in coordination with the Community Emergency Management Coordinator.

Section 2: Introduction

Aim

The aim of this plan is to make provision for the efficient administration, co-ordination and implementation of the 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.

Primary Responsibility

Whenever an emergency occurs or threatens, the initial primary responsibility for providing immediate assistance and control rests with the responding emergency services organization or municipal service department.

Definition of an Emergency

Emergencies are distinct from the normal daily operations carried out by municipal first response agencies/departments such as fire, police, emergency medical services, health, etc.

The *Emergency Management Act* defines an emergency as:

“An emergency means a situation or an impending situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property.”

Activation of the Emergency Plan

This Plan is implemented upon activation of the Emergency Notification Procedure (Annex 1). Activation and implementation of the Emergency Plan does not, in itself, constitute an Emergency Declaration.

Risk Identification

Emergency Management Ontario (2003) define ‘risk’ as:

“A chance or possibility of danger, loss, injury, or other adverse consequences.”

This plan has been developed based on a comprehensive risk assessment conducted by the Emergency Management Program in consultation with internal (city) and external (community) stakeholders. A risk assessment is defined as:

“Identification of risks to public safety, public health, the environment, property, critical infrastructure and economic stability from natural, human-caused, and technological sources/activities, and evaluation of the importance of the activity to the continued operation of the community.”

In conducting the risk assessment the vulnerability of the City of Hamilton was factored into this process. Vulnerability is defined as:

“The degree of susceptibility and resilience of the community and environment to hazards, the characteristics of a community or system in terms of its capacity to anticipate, cope with and recover from events.”

Potential hazards are measured against the threat they present to the city. The higher the probability of a specific hazard occurring and/or the greater the resulting impact or consequence, the higher the risk the hazard presents to the City of Hamilton.

Risk Assessment Process

Risk is determined by multiplying probability by consequence.

$$\text{Risk} = \text{Probability} \times \text{Consequence}$$

Where as **probability** will be given the following values based on frequency of the hazard.

- 1 (No incident in the last 15 years)
- 2 (Last incident 5-15 years ago)
- 3 (One incident in the last 5 years)
- 4 (Multiple incidents in the last 5 years)

Where as **consequence** will be given the following values based on repercussion of such a hazard.

- 1 (Negligible)
- 2 (Limited)
- 3 (Substantial)
- 4 (High)

Potential Risks

The City of Hamilton might encounter the following types of hazards:

Hazard Group	Hazard
Accidents	Air Crashes, Marine/Motor/Rail Accidents
Atmosphere	Snow Storms, Blizzards, Ice Storms, Fog, Hailstorms, Lightning, Hurricanes, Tornadoes, Hurricanes
Dam Failure	Dam incidents and failure
Diseases/Epidemics	Human/Animal/Plant Diseases, Pest Infestations
Explosions/Emissions	Well Fire, Well/Pipeline Explosion, Pipeline Leak – Sour Gas, Mine Explosion, Industrial
Geological	Avalanches, Debris Avalanche, Debris Flows, Landslides, Submarine Slides, Land Subsidence
Hazardous Materials	Hazardous Spills, Radiation Leak, Biohazardous Materials
Hydrological	Drought, Erosion, Accretion, Flooding, Ice Jam, Storm Surges
Power Outage	Electrical Power Outages
Riots	Riots, Public disorder
Seismic	Earthquake
Space Object	Space Object Crash
Structural	Structural Collapse
Terrorism	Hostile Act Against Government
Wildfire	Wildfires (including interface fires, Urban Interface Fires)

Section 3: Emergency Notification Procedure

Reporting an Emergency

An emergency is usually reported or discovered by the Fire, Police or Emergency Medical Services (EMS). These organizations will be among the first on scene of a potential emergency. A Fire Chief, a Police or EMS Duty Officer or a Public Works Manager or their designate should personally assume control at the site of an emergency or arrange for someone on-site to take charge immediately until an *Emergency Site Co-ordinator (ESC)* is appointed.

Depending upon the situation, the senior on-site official may make the decision to alert the *Emergency Control Group* in accordance with the procedure outlined in **Annex 1: “This is Real” Emergency Notification Procedure**. On receipt of an official message from a member of the *Emergency Control Group* the Hamilton Police Communications Staff will implement the procedure by notifying members in the order they appear in **Appendix 2: Emergency Notification List**.

If an emergency occurs or is likely to occur within the boundaries of the City of Hamilton, that requires a controlled and co-ordinated response from multiple City departments, agencies or services, the Emergency Notification Procedure will be activated and emergency personnel will be instructed to respond to the Emergency Operations Centre or to “Stand-By” for further information.

Activation Authority

Any member of the Emergency Control Group (ECG) has the authority to activate the Emergency Notification Procedure (Annex 1) by contacting the Hamilton Police Communications Staff Supervisor.

Administration of the Emergency Notification Procedure

Hamilton Police Communications Staff is responsible for initially notifying members of the Emergency Control Group (ECG) and members of the Emergency Support Group (ESG), and instructing them to respond to the Emergency Operations Centre (EOC) or to “Stand-By” for further information.

Emergency Notification Procedure

Emergency notifications are conducted essentially by telephone and co-ordinated by Police Communications Staff.

All Emergency Control Group members and a member of their Emergency Support Group members will be contacted according to **Annex 1** to this Plan.

- The list of contact names and numbers for both the ECG and ESG are attached as **Appendix 2: Emergency Notification List** to this plan.
- **IT IS THE RESPONSIBILITY OF EACH DEPARTMENT TO NOTIFY THE COMMUNITY EMERGENCY MANAGEMENT CO-ORDINATOR OF ANY CHANGES TO THEIR PERSONNEL OR DEPARTMENT THAT AFFECTS THIS EMERGENCY PLAN.**

Internal Department Procedure

All internal departmental notification procedures should be followed in accordance with your own departmental notification procedure. Each department shall insert their own internal department notification procedure in **Annex 6** of this plan.

This notification procedure must include any external stakeholders with whom the department has established links related to preparedness, response and recovery from an emergency.

Emergency Notification Levels

The threat of an emergency situation developing or the potential for such a situation to change or develop in severity may require different levels of Emergency Notification. The three Emergency Notification Levels at which emergency personnel can be alerted are:

Full Notification

When the Police Communications Supervisor is directed to carry out a “**Full Notification**”, all members of the Emergency Control Group and their respective members of the Emergency Support Group will be contacted and **instructed to respond to the Emergency Operations Centre** at a given time.

Partial Notification

In a “**Partial Notification**”, only **selected members** of the Emergency Control Group and/or members of the Emergency Support Group are **contacted** by the Police Communications Staff and **instructed to respond to the Emergency Operations Centre** at a given time.

Alert Notification

In an “**Alert Notification**” all, or selected members, of the Emergency Control Group and/or the Emergency Support Group, as designated by the Emergency Control Group Member are contacted by the Police Communications Staff. An **Alert Notification** may be used if there is an emergency situation developing or the threat of an emergency occurring which does not yet merit assembling members of the above groups.

Section 4: Emergency Operations Centre

The Emergency Operations Centre (EOC) is where the Emergency Control Group, the Emergency Support Group and other support personnel assemble to share information, evaluate options and make decisions regarding the administration of the emergency, and provide support to the emergency site.

The City Manager is responsible for co-ordinating all operations within the Emergency Operations Centre.

The **Emergency Operations Centre** has the following amenities:

- a meeting room for the Emergency Control Group with network capabilities;
- a meeting room for the Emergency Support Group with appropriate voice radios, phones, faxes, access to a photocopier, cable television, printers and computers connected to the corporate network;
- appropriate comfort facilities including washrooms, quiet areas, kitchen facilities and showers;
- adequate parking for all staff;
- access to an appropriate Media Information Centre with Press Conference area; and,
- an adequate back-up power supply permitting the EOC to fully function without a municipal power supply.

Emergency Control Group Meeting Room

The Emergency Control Group has a quiet meeting room located close to Emergency Support Group Meeting Room.

The Emergency Control Group Meeting Room contains the following amenities:

- sufficient tables and chairs for all present;
- an accurate clock, synchronized with all other EOC clocks;
- maps of suitable scale for depicting and updating emergency operations;
- a visual board for logging emergency operations status, key decisions and other information;
- devices for recording the Emergency Control Group Meetings;
- a computer and LCD projector to display emergency log information;
- a television and VCR for media updates for the Manager of Corporate Communications;

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- a computer for taking minutes of the Emergency Control Group meetings;
- GIS capabilities, (including laptop and LCD projector):
- EOC.Net
- whiteboard;
- maps;
- printer and,
- all necessary stationary requirements and office supplies for those present to take notes and record information.

Emergency Support Group Meeting Room

While the Emergency Control Group is engaged in meetings, they will require “Support Staff” to collect information, relay information, conduct office support functions and convey decisions/actions taken by the Emergency Control Group members. Therefore, the Emergency Support Group Meeting Room must be in close proximity to the Emergency Control Group Meeting Room.

The Emergency Support Group Meeting Room contains the following:

- sufficient tables and chairs for all present;
- an accurate clock, synchronized with all other EOC clocks;
- maps of suitable scale for depicting and updating emergency operations;
- all necessary phones, portable voice radios, fax machines, printers and computers connected to the corporate network required to communicate with others outside the Emergency Operations Centre, at the Emergency Site or elsewhere;
- televisions and a VCR for media monitoring;
- extra portable radios:
- Amateur Radio;
- whiteboards;
- LCD projector and screens;
- network connectivity; and,
- all necessary stationery requirements and office supplies for those present to take notes and record information.

Support Staff

Each member of the Emergency Control Group will designate any required “Support Staff” from within their own department, agency or service, to support their Emergency Control Group member as required from within the Emergency Support Group Meeting Room. Other Emergency Support Group staff will be alerted according to their own internal departmental alerting procedure.

Support staff are responsible for operating the telephones, voice radios, faxes, computers and relaying information to and from their Emergency Control Group member to key personnel outside the Emergency Operations Centre.

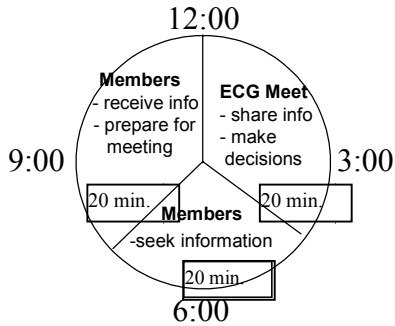
Meeting Cycle

A meeting cycle is a regularly scheduled meeting that is held throughout an emergency to ensure that information is being exchanged, and that the action plan items are being implemented.

An Example – 1 Hour Duration

A regular meeting cycle will be an hour long. At the top of the hour the entire Emergency Control Group will meet to discuss the situation, share information and make decisions. This should take approximately 20 minutes then the meeting is adjourned. Members of the Emergency Control Group then consult with the Emergency Support Group and/or external agency to see if any new information has come up. This again lasts approximately 20 minutes. The final 20 minutes are used by the individual members of the Emergency Control Group to condense the information and prepare for the next meeting at the top of the hour. This meeting cycle is then repeated as many times as necessary. The amount of time scheduled between each formal meeting may vary according to the severity of the emergency and needs/requirements of the Emergency Control Group.

Figure 4.1 Meeting Cycle Diagram



Emergency Control Group Meetings

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

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

Emergency Operations Centre Location

It is possible that the Emergency Operations Centre could be adversely affected by the emergency situation. Therefore, an Alternate Emergency Operations Centre is also available. The Primary Emergency Operations Centre will always be the preferred location.

The **Primary Emergency Operations Centre** is located at Hamilton City Hall, 71 Main Street West, Hamilton.

- Emergency Control Group – Room #110
- Emergency Support Group – Council Chambers

The **Alternate Emergency Operations Centre** is located at 777 Highway # 8, Stoney Creek.

- Emergency Control Group – Council Chambers
- Emergency Support Group – SaltFleet Room

Section 5: Emergency Control Group

Composition

The Emergency Control Group (ECG) will be composed of the following municipal officials, or their designated alternates, holding the following appointments:

- Mayor
- City Manager
- Chief of Police Service
- General Manager Emergency Services / Fire Chief
- Medical Officer of Health
- General Manager, Public Health & Community Services
- General Manager, Corporate Services
- General Manager, Public Works
- General Manager, Human Resources
- General Manager, Planning & Development
- Manager of Corporate Communications
- Community Emergency Management Co-ordinator
- Hamilton Utilities Corporation

Group Responsibilities

The Emergency Control Group is responsible for advising the Head of Council on all actions taken to support emergency workers at the emergency site, evacuation centres or any other location where staff, people, or volunteers are working to respond to an emergency.

These actions include informing the public regarding issues of concern, issuing authoritative messages to the public through the media, providing the co-ordination and support necessary to respond to and mitigate the emergency situation, and ensuring that adequate emergency resources are maintained outside of and apart from the emergency site.

The primary role of the Emergency Control Group is to co-ordinate **the administration** of emergency resources out of the **Emergency Operations Centre**.

The collective responsibilities of the Emergency Control Group include, but are not limited to the following:

- **Activating the Emergency Notification Procedure through Police Communications, as required.**
- **Co-ordinating all emergency support operations** during and post incident.
- Calling out and/or **mobilizing any agency/department/emergency responders** as required.
- Co-ordinating and directing agency/department service providers, and **ensuring that all actions taken to mitigate the emergency are conducted, and are not contrary to law.**
- Ensuring **adequate emergency service provisions are maintained** outside and separate from those responding at the Emergency Site.
- **Appointing an Emergency Site Co-ordinator** or multiple Emergency Site Co-ordinators from the lead emergency response agencies.
- Ensuring that the Emergency Site Team **establishes an inner and outer perimeter** around the emergency site.
- **Advising the Head of Council regarding making an emergency declaration** if warranted and ensuring that all required are informed of any emergency declaration made by the Head of Council.
- Ensuring the Emergency Site Team **disperse and/or remove any people not involved in emergency operations**, who are in danger, or whose presence hinders emergency operations being carried out by the Emergency Site Team.

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- Deciding whether to **evacuate** any area within the Municipality and coordinating such evacuation.
- Ensuring the **discontinuation of any service or utility** without reference to any consumer, where continuation of such service constitutes a hazard to emergency operations or public safety.
- **Collecting and disseminating information on the emergency** and providing factual information to officials involved in emergency operations, the news media and the general public through the establishment of a Public Inquiry Bureau conducted through the Customer Contact Centre.
- **Authorizing any expenditure** required for emergency operations, emergency humanitarian aid and the preservation of the life, health and safety of anyone involved in or adversely affected by the emergency.
- **Requesting assistance** from other governmental departments/agencies, volunteer organizations, the private sector or the general public.
- Ensuring that support staff **maintain a record of actions** taken and decisions made by the Emergency Control Group during the emergency.
- Advising the **Head of Council when and why to terminate an emergency declaration**, and ensuring that all required are informed of the termination of any emergency declaration.
- Before emergency response efforts have been completed, **determining if an Emergency Recovery Committee needs to be established**, and if so, determining the chair and composition of that committee, along with its reporting structure.
- **Maintaining a log outlining communications and actions** taken by their agency, participating in a post emergency debriefing and providing necessary information to assist the Community Emergency Management Co-ordinator in the preparation of a report on the emergency, upon request.
- **Unanimously decide to terminate the emergency and develop an action plan to terminate all operations related to the emergency and the Emergency Operations Centre.**

Individual Responsibilities

Mayor

The Mayor as Head of Council, is ultimately responsible for all decisions and actions made by the Emergency Control Group. The Mayor is also responsible for:

- Activating the Emergency Notification Procedure through Police Communications, as required.
- Declaring an emergency to exist within the Municipality.
- Terminating any emergency declaration made.
- Ensuring that the media, the public and neighbouring municipal officials are kept apprised of the emergency situation, any emergency declaration made by the Municipality, and the termination of any emergency declaration made by the Municipality, in co-ordination with the Emergency Public Information Co-ordinator, and the City Manager.
- Fulfilling the role of Primary Municipal Spokesperson and conducting Media Briefings, as arranged by the Emergency Public Information Co-ordinator in consultation with the City Manager.
- Attending all Emergency Control Group meetings in accordance with the “Meeting Cycle”.

City Manager

The City Manager is the Chair of the Emergency Control Group in the Emergency Operations Centre. The City Manager is also responsible for:

- Activating the Emergency Notification Procedure through Police Communications, as required.
- Advising the Mayor and ECG members on issues regarding Municipal policies and procedures as required.
- Ensuring that a record of issues and problems identified, resolved and yet to be resolved, is maintained throughout the emergency, through the Municipal Clerk.
- Maintaining communications with the appointed Emergency Site Co-ordinator(s).
- Approving media releases in co-operation with the Emergency Public Information Co-ordinator and the Head of Council.

Chief of Police Service

The Chief of Police, (or Acting Chief of Police), is responsible for advising the Emergency Control Group regarding the protection of life, property, the provision of law and order, and advising, consulting and conducting evacuations relative to the Police Services jurisdiction. The Chief of Police is also responsible for:

- Activating the Emergency Notification Procedure through Police Communications, as required.
- Appointing a Police Incident Commander or “Officer in Charge”.
- Establishing ongoing communications with the Police Commander at the emergency site, with the assistance of a support person operating out of the Emergency Support Group Meeting Room.
- Liaising with Emergency Medical Services and providing an estimated number of casualties where required.
- Notifying the Coroner regarding fatalities.
- Co-ordinating all policing functions in support of the emergency site.
- Advising the Emergency Control Group regarding the most effective use of police resources in support of the emergency response at the emergency site and external to the emergency site.
- Advising and providing consultation to the Emergency Control Group on the issue of evacuation relative to the jurisdiction of the Chief of Police, as required.
- Advising and providing consultation to the Emergency Control Group on the issue of re-population relative to the jurisdiction of the Chief of Police, as required.
- Ensuring the provision of traffic control measures to facilitate the movement of emergency vehicles.
- Recommending and establishing safe evacuation routes in co-ordination with the Police On-Site Commander, and other members of the Emergency Control Group.
- Ensuring the alerting of persons endangered by the emergency and co-ordinating evacuation procedures in co-operation with the Emergency Control Group.
- Liaising with other municipal, provincial and federal police agencies as necessary.
- Providing an Emergency Site Co-ordinator if directed by the Emergency Control Group.
- Attending all Emergency Control Group meetings in accordance with the “Meeting Cycle”.

General Manager Emergency Services / Fire Chief

The General Manager of Emergency Services / Fire Chief is responsible for providing the Emergency Control Group with information and advice regarding all operations associated with fire suppression, fire prevention, hazardous materials response, fire search and rescue, fire communication, fire prevention and fire equipment, the efficient and effective use of Emergency Medical Services fleet services, city emergency planning and city trunked radio resources. The General Manager of Emergency Services / Fire Chief is also responsible for:

- Activating the Emergency Notification Procedure through Police Communications, as required.
- Appointing a Fire Incident Commander or “Officer in Charge”.
- Establishing ongoing communications with the Fire Incident Commander at the emergency site, with the assistance of a support person operating out of the Emergency Support Group Meeting Room.
- Liaising with Emergency Medical Services, and providing an estimated number of casualties where required.
- Arranging for all additional fire assistance with the Fire Marshal of Ontario and co-ordinating all mutual aid requirements.
- Determining the need for any special equipment or resources and making these needs known to the Emergency Control Group.
- Ensuring the provision of emergency resuscitation equipment, together with trained operators.
- Advising the Emergency Control Group regarding the need to evacuate buildings, areas, or the demolition of structures, which present a danger.
- Advising and providing consultation to the Emergency Control Group on the issue of evacuation relative to the number of citizens involved, and/or the size of the geographical area involved, which falls under the jurisdiction of the Fire Service.
- Advising and providing consultation to the Emergency Control Group on the issue of re-population relative to the jurisdiction of the Fire Service, as required.
- Liaising with other fire authorities, as required, and co-ordinating the participation of any other fire authorities.
- Providing an Emergency Site Co-ordinator if directed by the Emergency Control Group.
- Ensuring a Telecommunications Co-ordinator is present to co-ordinate all voice radio communication functions from within the Emergency Operations Centre.
- Advising the Emergency Control Group on all matters related to emergency telecommunications and the Trunked Radio System.
- Advising the Emergency Control Group on all matters related to Emergency Medical Services (EMS) and EMS Communications.

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- Ensuring that Community Emergency Management Co-ordinator is available at the Emergency Operations Centre.
- Co-ordinating the activities of municipal Emergency Management Co-ordinator.
- Providing an Emergency Site Co-ordinator if directed by the Emergency Control Group.
- Ensuring the appointment of an on-site Emergency Medical Services Commander.
- Liaising with the Medical Officer of Health and the General Manager, Public Health & Community Services regarding the organization and transportation of persons in hospitals, health care facilities, long term care facilities, and any other medically fragile persons as required.
- Attending all Emergency Control Group meetings in accordance with the “Meeting Cycle”.

Medical Officer of Health

The Medical Officer of Health is responsible for providing the Emergency Control Group with information and advice on all areas of public health. The Medical Officer of Health is also responsible for:

- Activating the Emergency Notification Procedure through Police Communications, as required.
- Providing a senior Public Health Representative as part of the Site Management Team, as required.
- Providing an Emergency Site Co-ordinator if directed by the Emergency Control Group.
- Advising and providing consultation to the Emergency Control Group on the issue of evacuation relative to the jurisdiction of the Medical Officer of Health, as required.
- Advising and providing consultation to the Emergency Control Group on the issue of re-population relative to the jurisdiction of the Medical Officer of Health, as required.
- Consulting, as appropriate, with the Ministries of Health and Long-Term Care, Labour, and Environment, and with toxicologists to provide the Emergency Control Group with additional information that may impact on the perimeters of the established evacuation zone.
- Liaising with the General Manager, Public Health & Community Services and the General Manager of Emergency Services / Fire Chief regarding the organization and transportation of persons in hospitals, health care facilities, long term care facilities, and any other medically fragile persons as required.
- Co-ordinating responses to disease-related emergencies, epidemics, or mass immunization programs.
- Liaising with Emergency Medical Services, area hospitals, Community Services, and the Ministry of Labour, Ministry of Environment, and Ministries of Health and Long-Term Care regarding Public Health issues of mutual concern.
- Providing consultation to emergency responders, the public, and public inquiry staff regarding potential drinking water and food safety issues, and other public health matters.
- Arranging for the provision of emergency potable water supplies and sanitation facilities in co-ordination with the General Manager of Public Works.
- Providing advice about public health matters to the public through the Emergency Public Information Co-ordinator.
- Providing appropriate Public Health officials and personnel to inspect, staff, and support evacuation/reception centres.
- Liaising with voluntary and private health agencies to augment and support public health resources.

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- Attending all Emergency Control Group meetings in accordance with the “Meeting Cycle”.

General Manager Public Health & Community Services

The General Manager, Public Health & Community Services is responsible for advising the Emergency Control Group on all aspects of social assistance to individuals affected by or temporarily displaced by the emergency. The General Manager, Public Health & Community Services is also responsible for:

- Activating the Emergency Notification Procedure through Police Communications, as required.
- Co-ordinating with the appropriate School Boards and municipal facilities regarding facilities for evacuee sheltering.
- Designating suitable evacuation/reception centres in consultation with the General Manager, Public Works.
- Co-ordinating the opening, operation, control and supervision of evacuation/reception centres for the provision of emergency social assistance (e.g., food, clothing, shelter, personal services, financial assistance, registration & inquiry, etc.).
- Liaising with the Medical Officer of Health and the General Manager of Emergency Services / Fire Chief regarding the organization and transportation of persons in hospitals, health care facilities, long term care facilities, and any other medically fragile persons as required.
- Co-ordinating the process to register all persons arriving at evacuation/reception centres and forwarding this information to a Registration and Inquiry Bureau.
- Co-ordinating the designation and use of municipal facilities as evacuation/reception centres.
- Co-ordinating the participation of any community volunteer agencies with roles to perform within their scope of operations.
- Arranging for post-emergency Critical Incident Stress Debriefings for affected citizens as required.
- Attending all Emergency Control Group meetings in accordance with the “Meeting Cycle”.

General Manager Corporate Services

The General Manager, Corporate Services is responsible for advising the Emergency Control Group on all matters relating to municipal finance. The General Manager, Corporate Services is also responsible for:

- Activating the Emergency Notification Procedure through Police Communications, as required.
- Advising the Emergency Control Group on matters related to the capabilities of the municipality to make emergency financial provisions to prepare and respond to an emergency.
- Providing direction to purchasing staff regarding purchases during an emergency, according to an Emergency Purchasing Policy.
- Ensuring that records of all expenses are maintained for future claims purposes, and that expenses are paid forthwith.
- Liaising with the Provincial Ministry of Municipal Affairs & Housing regarding the Ontario Disaster Relief Assistance Program, (ODRAP), as required.
- Directing staff to reimburse persons or outside agencies for expenses incurred in areas of the municipality's responsibility only, at the direction of the City Manager and the Emergency Control Group.
- Attending all Emergency Control Group meetings in accordance with the "Meeting Cycle".

General Manager Public Works

The General Manager, Public Works is responsible for advising the Emergency Control Group regarding the efficient and effective use of transportation, infrastructure, road maintenance, municipal facilities, road clearing, road construction and sanitation resources. The General Manager, Public Works is also responsible for:

- Activating the Emergency Notification Procedure through Police Communications, as required.
- Providing an appropriately qualified individual for the Site Management Team at the request of the Emergency Site Co-ordinator.
- Determining the need for any special equipment or resources and recommending sources of supply to the Emergency Control Group.
- Providing specialized transportation and response equipment in support of the Emergency Site.
- Providing public transit vehicles and operators for the safe transportation of evacuees and emergency response personnel, as required.
- Providing testing and laboratory services to determine the presence of airborne, waterborne or latent toxic hazards.
- Liaising with local utilities and community partners to provide special equipment, vehicles and personnel as required.
- Arranging for the provision of emergency potable water supplies and sanitation facilities in co-ordination with the Medical Officer of Health.
- Liaising with local Conservation Authorities with respect to water levels during times of flooding or anticipated flooding, and acting as the Municipalities' "Flood Co-ordinator".
- Ensuring that barricades and flashers are delivered to the emergency site to establish traffic control points and emergency perimeters, as required.
- Liaising with local utilities to disconnect services that may be a hazard to emergency responders or the public and to have these services reconnected when appropriate.
- Co-ordinating the provision of specialized municipal equipment, along with trained operators to the emergency site.
- Ensuring adequate emergency water supply/pressure for effective fire suppression operations.
- Co-ordinating with the General Manager of Public Health & Community Services the use of municipal facilities as evacuation/reception centres.
- Providing an Emergency Site Co-ordinator if directed by the Emergency Control Group.
- Attending all Emergency Control Group meetings in accordance with the "Meeting Cycle".

General Manager Human Resources

The General Manager, Human Resources is responsible for advising the Emergency Control Group on all matters related to City Staffing. The General Manager, Human Resources is also responsible for:

- Activating the Emergency Notification Procedure through Police Communications, as required.
- Co-ordinating, prioritizing, and processing requests for municipal human resources,
- Co-ordinating offers of, and appeals for, volunteers at the direction of the Emergency Control Group,
- Establishing a “Volunteer Registration Bureau” at the direction of the Emergency Control Group, as required,
- Ensuring that Volunteer Registration Forms are available and filled out for every volunteer called upon by the Municipality during an emergency,
- Ensuring that identification cards are issued to volunteers and temporary employees where practical, in co-operation with municipal emergency planning personnel.
- Arranging for the transportation of volunteers and staff involved in the emergency, this is done in co-ordination with the General Manager of Public Works.
- Obtaining assistance from other levels of government, public and private agencies and volunteer groups outside of the municipality, where required.
- It is the responsibility of Human Resources to arrange for Critical Incident Stress Debriefing Teams to respond to the needs of municipal emergency response staff and registered volunteers, during and post emergency, as required.
- Attending all Emergency Control Group meetings in accordance with the “Meeting Cycle”.

General Manager Planning & Development

The General Manager, Planning & Development is responsible:

- Attending all Emergency Control Group meetings in accordance with the “Meeting Cycle”.
- Replacing the City Manager in his/her absence.

Manager of Corporate Communications

The Manager of Corporate Communications is responsible for advising the Emergency Control Group on all matters related to information to be presented to the public through the media, and the monitoring of information being presented by the media. The Manager of Corporate Communications is also responsible for:

- Activating the Emergency Notification Procedure through Police Communications, as required.
- At the direction of the Emergency Control Group, communicating information regarding the emergency to the public through the media using media kits, news releases, press briefings, public service announcements, flyers, telephones, the Internet, and public meetings as required, at the direction of the Emergency Control Group.
- Identifying issues, concerns and misinformation that can be addressed through use of the mass media and preparing appropriate responses.
- Organizing media briefings and preparing the Head of Council and other members of the Emergency Control Group prior to each media briefing, as required.
- Co-ordinating media site tours through the Emergency Site Co-ordinator and the On-Site Media Spokesperson(s).
- Activating the Public Inquiry Bureau and ensuring that the public is receiving the information they require and that the information received is factual and correct.
- Ensuring communication with the Public Inquiry Bureau, regarding information to be provided to the public and information being requested by the public.
- Supervising Corporate Communications staff at the Emergency Operations Centre located within the Emergency Support Group Meeting Room.
- Attending all Emergency Control Group meetings in accordance with the “Meeting Cycle”.

In the event of an emergency the Manager of Corporate Communications will be referred to as the Emergency Public Information Coordinator.

Please note that in the event an emergency is declared the Customer Contact Centre (Call Centre) will be referred to as the Public Inquiry Bureau.

Community Emergency Management Co-ordinator

The Community Emergency Management Co-ordinator acts as advisor to the Emergency Control Group. The Community Emergency Management Co-ordinator is also responsible for:

- Ensuring that the Emergency Operations Centre is set-up and operational immediately upon notification by Police Communications Staff, this is done in conjunction with both Security and Facilities staff at the EOC.
- Acting as a resource to the City Manager, and assisting him/her in fulfilling their respective duties at the Emergency Operations Centre.
- Acting as a resource to the Emergency Control Group and the Emergency Support Group regarding emergency management issues.
- Facilitating the Meeting Cycle and ensuring that the Emergency Control Group adheres to it.
- Co-ordinating the activities of Associate Community Emergency Management Co-ordinator.
- Providing guidance, direction and/or assistance to any emergency or support personnel at the Emergency Operations Centre, and/or any other location as required by the Emergency Control Group.
- Liaising with other agencies as required by the Emergency Control Group.
- Assisting the Emergency Site Co-ordinator as appointed by the Emergency Control Group in fulfilling their responsibilities, as required.
- Arranging and conducting a post emergency debriefing.
- Preparing and circulating the post-emergency debriefing report.

Hamilton Utilities Corporation

The Hamilton Utilities Corporation representative is responsible for advising the Emergency Control Group on all matters related to “their” electrical distribution system, or to act as the co-ordinating link between the Emergency Control Group and the local Electric Utility, from within the Emergency Operations Centre. The Hamilton Utilities Corporation representative is also responsible for:

- Notifying critical organizations, (i.e. hospitals, EMS, Public Health, etc.) of impending power outages at the direction of the Emergency Control Group.
- Discontinuing services to any consumer where it is considered in the interest of public safety at the direction of the Emergency Control Group.
- Co-ordinating with the Emergency Control Group to establish priorities for the restoration of services, and/or rotational load shedding, as required.
- Maintaining/restoring services on a priority basis where necessary and practical (i.e. Evacuation Centres, identified critical infrastructure) as determined by the Emergency Control Group.
- Providing any additional staff and equipment necessary to restore the electrical distribution system.
- Liaising with Electrical Safety Authority of Ontario for inspection services.
- Liaising with the local Hydro One for the restoration of electrical service in its service territory.
- Assisting the Emergency Site Co-ordinator as appointed by the Emergency Control Group in fulfilling their responsibilities when required
- Attending all Emergency Control Group meetings in accordance with the “Meeting Cycle”.

Section 6: Emergency Support Group

Composition

The Emergency Support Group (ESG) will be composed of the following municipal officials, or their designated alternates, holding the following appointments:

- City Clerk
- Associate Community Emergency Management Coordinator
- Corporate Communications
- Emergency Medical Services
- Fire Services
- Police Services
- Public Health
- Social Services
- Water and Wastewater
- Fleet and Facilities
- Transit
- Waste Management
- Operations and Maintenance
- Capital Planning and Implementation
- CAER
- Hydro
- Amateur Radio
- Telecommunications Coordinator
- Human Resources
- Information technology
- Planning and Development
- Corporate Services – Finance
- Corporate Services – Legal
- Corporate Services – Risk Management
- Ad-hoc Membership

Group Responsibilities

The Emergency Support Group is comprised of municipal and/or other non-governmental officials, who may be required to advise the Mayor (or head of council) and the Emergency Control Group during an emergency, and to work at their direction.

Individual Responsibilities

City Clerk

The Municipal Clerk is responsible for ensuring the effective administrative operation of the Emergency Operations Centre, in co-operation with the Municipal Clerk's Support person, and the Associate Community Emergency Management Coordinator. The Municipal Clerk is also responsible for:

- Directing all actions of the Municipal Clerk's Department taken to assist municipal emergency response efforts, co-ordinate the release of emergency information, and conduct post emergency recovery efforts.
- Ensuring the opening, staffing and operation of a reception desk at Hamilton City Hall during an emergency.
- Liaising with the Manager of Corporate Communications regarding the provision of approved information through the City Hall reception desk.
- Assist in ensuring that the Emergency Public Inquiry Bureau is staffed and operational at the direction of the Emergency Control Group.
- Co-ordinating with the City Manager and the Head of Council to ensure that all Council members are advised of any emergency declaration made, or the termination of any emergency declaration made, by the Head of Council, and any others actions taken by the Emergency Control Group.
- Ensuring that a log of decisions made and actions taken by the Emergency Control Group is maintained, throughout the emergency.
- Co-ordinating the provision of clerical staff for the Emergency Operations Centre, as required.
- Acting as the recording secretary to the Emergency Control Group by taking and producing the minutes of the Emergency Control Group Meetings.

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- Ensuring that sufficient and appropriate food, hot & cold beverages are ordered and available for the Emergency Operations Centre staff, as required.
- Ensuring that appropriate personnel are on call and available for maintaining the air conditioning, heating and office machines (e.g. fax, photocopiers, overhead projectors etc.) at the Emergency Operations Centre, in co-operation with Facilities Management, as required.

Associate Community Emergency Management Coordinator

The Associate Community Emergency Management Coordinator acts as advisor to the Community Emergency Management Coordinator. The Associate Community Emergency Management Co-ordinator is also responsible for:

- Ensuring that the Emergency Operations Centre is set-up and operational immediately upon notification by the Community Emergency Management Coordinator.
- Acting as a resource to the Emergency Support Group, and assisting them in fulfilling their respective duties at the Emergency Operations Centre.
- Acting as a resource to the Emergency Support Group regarding emergency management issues.
- Assisting the Community Emergency Management Coordinator in fulfilling his/her responsibilities at the Emergency Operations Centre.
- Providing guidance, direction and/or assistance to any emergency or support personnel at the Emergency Operations Centre, and/or any other location as required by the Emergency Control Group.
- Liaising with other agencies as required by the Emergency Control Group.
- Assist in arranging and conducting a post emergency debriefing.
- Assist in preparing and circulating the post-emergency debriefing report.

Corporate Communications

The Corporate Communications representatives are responsible for assisting the Manager of Corporate Communications on all matters related to information to be to the public through the media, and the monitoring of information being presented by the media. The Corporate Communications representatives are also responsible for:

- At the direction of the Manager of Corporation Communications, communicating information regarding the emergency to the public through the media using media kits, news releases, press briefings, public service announcements, flyers, telephones, the Internet, and public meetings as required.
- Identifying issues, concerns and misinformation that can be addressed through use of the mass media and preparing appropriate responses.
- Organizing media briefings and preparing the Mayor or head of council and other members of the Emergency Control Group prior to each media briefing, as required.
- Co-ordinating media site tours with the Emergency Site Co-ordinator and the On-Site Media Spokesperson(s).
- Media monitoring to ensure that the public is receiving the information they require and that the information received is factual and correct.
- Ensuring communication with the Public Inquiry Bureau, regarding information to be provided to the public and information being requested by the public.

Emergency Medical Services

The Director, Emergency Medical Service or designate is responsible for advising the General Manager of Emergency Services / Fire Chief and the Emergency Control Group regarding the efficient and effective use of Emergency Medical Service fleet services, municipal emergency planning and Municipal trunked radio resources. The Director, Emergency Medical Service (or designate) is also responsible for:

- Assists in ensuring that a Telecommunications Co-ordinator is present to co-ordinate all voice radio communication functions from within the Emergency Operations Centre.
- Advising the Emergency Control Group on all matters related to emergency telecommunications and the Regional Trunked Radio System.
- Advising the Emergency Control Group on all matters related to Emergency Medical Services.
- Assisting in the co-ordination of transportation, medical care and services for residents of Long Term Care Facilities, Second Level Lodging Homes, Nursing Homes, Special Care Facilities as well as bed-ridden citizens and individuals at home.
- Assist the General Manager of Emergency Services / Fire Chief in liaising with the Medical Officer of Health, and the General Manager, Public Health and Community Services regarding the organization and transportation of persons in hospitals, health care facilities, long term care facilities, and any other medically fragile persons as required.
- Ensuring the appointment of an on-site Emergency Medical Service Commander has been made.
- Ensuring the provision of emergency resuscitation equipment, together with trained operators.
- Ensuring the appointment of an on-site Emergency Medical Service Commander.
- Liaising with any other Emergency Medical Services agencies at the emergency site, at evacuation/reception centres, and elsewhere, with the assistance of a support person operating out of the Emergency Support Group Meeting Room.
- Ensuring that there is appropriate Emergency Medical Service personnel and equipment to conduct triage and essential medical treatment at the emergency site, at reception/ evacuation centres or any other location as required.
- Assessing the need for on-site emergency medical services during an emergency and prioritizing available resources.
- Liaising with area hospitals for the efficient distribution of casualties through Emergency Medical Service Communications.

- Liaising with the Emergency Medical Service Commander at the emergency site regarding provision of specialized resources such as ambulance buses, crash vehicles, Medevac helicopters etc.
- Liaising and co-ordinating with volunteer emergency medical services such as St. John Ambulance.
- Liaising with the Ministry of Health regarding issues of mutual concern during and following an emergency.

Fire Services

The Deputy Chief, Director Administration and Support Services (or designate: Assistant Deputy Chief/Manager of Operations) is responsible for providing the General Manager of Emergency Services/ Fire Chief with information and advice regarding all operations associated with fire suppression, fire prevention, hazardous materials response, fire search and rescue, fire communication, fire prevention and fire equipment. The Deputy Chief, Director Administration and Support Services is also responsible for:

- Establishing ongoing communications with the Fire Incident Commander at the emergency site, with the assistance of a support person operating out of the Emergency Support Group Meeting Room.
- Liaising with Emergency Medical Service, and providing an estimated number of casualties where required.
- Determining the need for any special equipment or resources and making these needs known to the Emergency Control Group.
- Ensuring the provision of emergency resuscitation equipment, together with trained operators.
- Advising the Emergency Control Group regarding the need to evacuate buildings, areas, or the demolition of structures, which present a danger.
- Advising and providing consultation to the Emergency Control Group on the issue of evacuation relative to the number of citizens involved, and/or the size of the geographical area involved, which falls under the jurisdiction of the Fire Service.
- Advising and providing consultation to the Emergency Control Group on the issue of re-population relative to the jurisdiction of the Fire Service, as required.
- Ensuring the appointment of an on-site Fire Services Commander has been made.

Police Services

Police Services are responsible for providing the Chief of Police and the Emergency Control Group with information and advice regarding all operations associated with the protection of life and property, the prevention of crime, detection and apprehension of criminals, control of vehicular and pedestrian traffic, assist the Coroner, investigate, advise and consult on the issues of evacuation and repopulation as it relates to the police services.

Public Health

Public Health is responsible for providing the Medical Officer of Health and the Emergency Control Group with information and advice regarding emergency health services. These services include: home care, environmental health, continuing care, residential services, hospitals, community health care and community mental health.

Community Services

Community Services support personnel are responsible for providing advice and assistance to the General Manager, Public Health and Community Services and Emergency Control Group on matters related to the provision of emergency humanitarian aid, evacuation centre and food and shelter of displaced citizens.

Water and Wastewater

Water and Wastewater is responsible for providing the General Manager, Public Works and the Emergency Control Group on matters related to:

- Water Distribution operations
- Wastewater collection operations
- Water quality
- Operational Planning
- Providing equipment for emergency pumping operations.
- Providing emergency potable water supplies and/or sanitation facilities, as requested, in consultation with the Medical Officer of Health.
- Providing spills response expertise and advice.

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- Maintaining the integrity of the municipal sewage and water systems.
- Providing any required staff and equipment for assisting emergency responders at the emergency site, or anywhere else in the municipality.

Fleet and Facilities

Fleet and Facilities is responsible for providing the General Manager, Public Works and the Emergency Control Group on matters related to:

- Corporate Fleet Management
- Maintenance Planning
- Repair and Services
- Corporate Facilities
- Information and advice on municipal owned facilities, access to these facilities, and the staffing of municipal facilities during an emergency.
- Providing any required staff and equipment for assisting emergency responders at the emergency site, or anywhere else in the municipality.

Waste Management

Waste Management is responsible for providing the General Manager, Public Works and the Emergency Control Group on matters related to:

- Program Planning
- Collection and Processing
- Disposal Operations
- Providing any required staff and equipment for assisting emergency responders at the emergency site, or anywhere else in the municipality.

Transit

Transit is responsible for providing the General Manager, Public Works and the Emergency Control Group on matters related to:

- Route Planning and Scheduling
- Transit operations
- Para-Transit and Alternative services
- Assisting with evacuation proceedings at the direction of the Chief of Police and/or the General Manager, Public Health and Community Services.
- Co-ordinating the acquisition, distribution and scheduling of non-municipal public and/or private transportation assets (e.g. school buses, special needs transportation, water or pump trucks, trains, helicopters, boats etc.) including qualified operators.
- Providing any required staff and equipment for assisting emergency responders at the emergency site, or anywhere else in the municipality.

Operations and Maintenance

Operations and Maintenance is responsible for providing the General Manager, Public Works and the Emergency Control Group on matters related to:

- Road Operations and Maintenance
- Winter Control
- Traffic Engineering and Operations
- Information and advice on parks and maintenance.
- Information and advice on forestry.
- Information and advice on cemeteries.
- Maintaining the integrity of the road system.
- Ensuring the clearing of blocked passageways in co-ordination with the Emergency Site Co-ordinator if located inside or outside of the emergency perimeters.
- Ensuring the removal of rubble at the emergency site as directed by the Emergency Control Group.

Capital Planning and Implementation

Capital Planning and Implementation is responsible for providing the General Manager, Public Works and the Emergency Control Group on matters related to:

- Information and advice on design and engineering matters.
 - Related to roads, water, wastewater, waste management programs
- Information and advise on construction and commissioning
- Information and advise on urban design and infrastructure planning.
- Environmental Planning
- Strategic Planning
- Asset Management for Roads, Water, Wastewater and Storm Water programs
- Providing spills response expertise and advice.
- Providing engineering advice to the Emergency Control Group.
- Providing engineering advice and assistance to the Emergency Site Co-ordinator.
- Co-ordinating building inspection personnel to advise emergency services and the Emergency Control Group on the structural safety of buildings.
- Liaising with the Chief Building Official from where the emergency exists.
- Issuing any required building/ demolition permits to property owners during or following the emergency.
- Providing any other technical expertise to the Emergency Control Group regarding construction of buildings as required.
- Providing any required staff and equipment for assisting emergency responders at the emergency site, or anywhere else in the municipality.

CAER

The Community Awareness & Emergency Response representative is responsible for advising the Emergency Control Group on all matters related to local industry, actions taken, or assistance rendered by local industry. The CAER representative is also responsible for:

- Liaising with local industry management regarding issues of concern, assistance in the form of material resources, and/or personnel with specific expertise, at the direction of the Emergency Control Group.

Hydro

Hydro support personnel are responsible for providing advice and assistance to the Hamilton Hydro representative in the Emergency Control Group on the matters relates to the roles and responsibilities of Hydro in an emergency.

Systems Manager of Emergency Communications

The Systems Manager of Emergency Communications is responsible for ensuring effective voice radio communications between the Emergency Operations Centre, the Emergency Site, and the Emergency Response Agencies. The Systems Manager of Emergency Communications is also responsible for:

- Ensuring that the Emergency Support Group Meeting Room at the Emergency Operations Centre is adequately equipped with portable voice radio equipment during an emergency.
- Maintaining the user gear as required, to ensure proper communications capabilities during an emergency.
- Maintaining an inventory of available communications equipment and ensuring that it functions properly.
- Providing training to all Emergency Operations Centre staff, regarding proper use of the portable radios, as co-ordinated by the Community Emergency Management Coordinator, to ensure all EOC staff know how to use the voice radios properly.
- Ensuring that all EOC Talk Groups are functioning properly and tailoring radio talk groups according to the needs of the EOC staff, according to the emergency situation.
- Ensuring that they are available at the Emergency Operations Centre during an emergency to oversee all voice communications related functions.

Human Resources

Human Resources support personnel are responsible for providing advice and assistance to the General Manager, Human Resources and the Emergency Control group on matters related to the occupational health and safety regulations, processing the need for municipal human resources and volunteers, critical incident stress debriefing of all affected staff and registered volunteers.

Information Technology

Information Technology are responsible for providing advice and assistance to the Emergency Control Group on matters related to the corporate computer network information technology recovery services, phone networks and any other computer support functions at the Emergency Operations Centre, as required.

Planning and Development

Planning and Development are responsible for providing advice and assistance to the General Manager, Planning and Development and the Emergency Control Group on matters related to their area of expertise.

Corporate Services – Finance

Corporate Services - Finance support personnel are responsible for providing advice and assistance to the General Manager, Corporate Services and the Emergency Control Group on matters related to the provision of emergency monetary funds, accounting and purchasing.

Corporate Services – Legal

Corporate Services - Legal support personnel are responsible for providing advice and assistance to the General Manager, Corporate Services and the Emergency Control Group on matters related to law, and how they may be applicable to the actions of the City of Hamilton during emergencies as well as coordinating the actions of the Legal department to assist in the Emergency Operations Centre.

Corporate Services – Risk Management

Corporate Services – Risk Management support personnel are responsible for providing advice and assistance to the General Manager, Corporate Services and the Emergency Control Group on matters related to the risk management that involve the emergency operations.

Amateur Radio

Amateur Radio is responsible for establishing emergency voice communications links in and out of the EOC via amateur radio facilities. These communications paths are independent of the commercial and private commercial infrastructure and in many cases are either on battery back-up or are redundant.

The Amateur radio position in the ESG communicates with an amateur control station external to the EOC. The control station has access to a world wide network of operators who can disperse and receive information to the EOC. A local network of volunteers including the ARES area representative is always ready to assist.

Amateur radio operates under the tutelage of the Systems Manager of Emergency Communications. The City of Hamilton shall provide a minimum complement of equipment and accessories. Normally Amateur radio plays a standby role, although the Systems Manager of Emergency Communications may request that some traffic be relayed through the amateur network at any time.

Amateur radio establishes and maintains a communications link with the amateur station located at Emergency Measures Ontario (when activated).

Ad-hoc Membership

The following include other public and private sector representatives, who may be called on to advise the Emergency Control Group on emergency matters.

If assistance from the following is required, they will be alerted by the Emergency Control Group or members of the Emergency Support Group from within the Emergency Operations Centre, and instructed to respond to the EOC, as required. These Emergency Support Group Ad-Hoc members may include, but are not limited to the following:

- Ontario Provincial Police
- Conservation Authorities

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- Hospitals
- District School Boards/Boards of Education
- Emergency Management Ontario (including Provincial Ministries)

The above mentioned agencies are defined in more detail in Sections 10 and 11 of this plan.

Section 7: Emergency Site Coordination

Operational Concept

During an emergency, emergency services personnel will congregate at the scene and work together to mitigate the situation. In order to ensure that emergency site operations are conducted in a well organized and co-ordinated manner, an Emergency Site Co-ordinator must be tasked with co-ordinating all operations at the emergency site.

Emergency Site Coordination Team

The Emergency Site Co-ordinator acts as the head of the Emergency Site Team that generally consists of:

- Emergency Site Co-ordinator
- Alternate Emergency Site Co-ordinator, if required.
- On-Site Media Spokesperson (defined in Section 7)
- All Agency Commanders or “Officers in Charge”.

Emergency Site Co-ordinator

The Emergency Site Co-ordinator is appointed by the Emergency Control Group, and is usually the Senior Officer from the lead emergency response agency.

Once appointed, the Emergency Site Co-ordinator from one of the lead agencies involved in the specific type of 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. As soon as there is enough information to determine the lead agency for the type of emergency, the *Emergency Site Co-ordinator (ESC)* should be appointed and later confirmed by the *Emergency Control Group* for the duration of the emergency and/or their appointment.

At that time, he/she assumes responsibility for overall co-ordination of all operations at the emergency site (Diagram 7.1), but not the command of any specific response organization.

Each emergency response organization will have their own Commander or “Officer in Charge” at the emergency site, which will then liaise with the Emergency Site Co-ordinator as a member of the “Emergency Site Team.”

Authorities of the Emergency Site Coordinator

The Emergency Site Co-ordinator has the authority to:

- Call meetings of the Emergency Site Team to share information, establish common goals, objectives and prioritize limited available resources where required;
- Mediate conflicts between emergency response agencies and to contact the City Manager at the Emergency Operations Centre if they are unable to resolve the issue;
- Request assistance from responding agencies for communications and other site management tools; and,
- Request additional resources for the Emergency Site Co-ordination Team through the City Manager, and other members of the Emergency Control Group.

Responsibilities of the Emergency Site Coordinator

The Emergency Site Co-ordinator’s responsibilities include, but are not limited to:

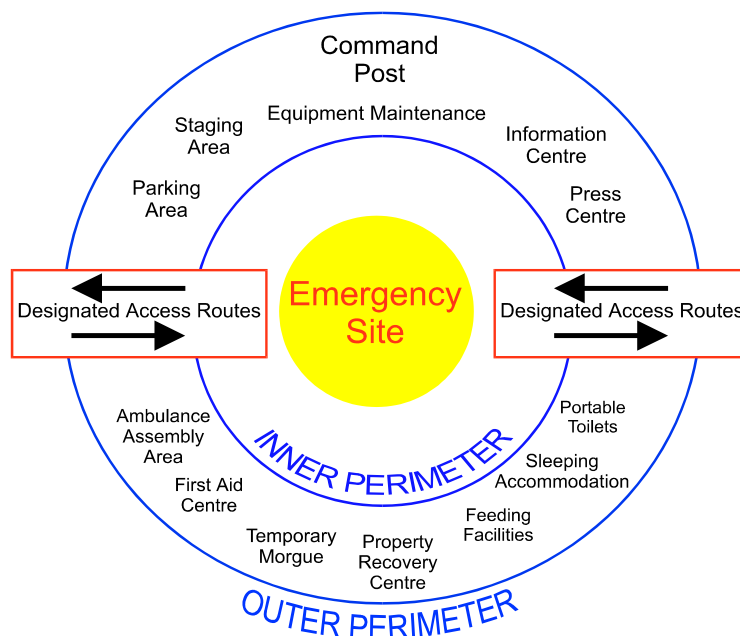
- Ensuring that priorities, tasks and tactics are established to contain and mitigate the emergency situation;
- Consulting and co-ordinating with on-site “Officers in Charge” to establish an inner and outer perimeter around the emergency site;
- Ensuring the Emergency Control Group are informed of the locations of the emergency site perimeters;
- Ensuring that all are aware of personnel, material and human resources available to mitigate the emergency situation;
- Maintaining a communications link with the City Manager at the Emergency Operations Centre;
- Appointing an On Site Media Spokesperson, upon consultation with the City Manager, and the Emergency Control Group;
- Ensuring that all responsible agency commanders meet on a regular basis to update each other on individual agency actions and progress made, to share information, to set common priorities, to set common objectives and determine what additional resources may be required; and,
- Understanding that laws and policies which may be considered during management or recovery of the emergency.

On-site Media Spokesperson

The On Site Media Spokesperson will be appointed by the Emergency Site Co-ordinator upon consultation with the City Manager, and the Emergency Control Group. This position will usually be filled by a Senior Communications Officer from the lead emergency response agency at the emergency site. The On-Site Media Spokesperson must be someone experienced in dealing with the media and not in direct command over any emergency site operations. The On-Site Media Spokesperson's individual responsibilities include, but are not limited to:

- Presenting the media with accurate, factual and approved information;
- Co-ordinating media tours of the emergency site as appropriate;
- Liaising with the Emergency Public Information Co-ordinator and the City Manager in the Emergency Operations Centre regarding the nature of public inquiries, and what information to present to the public; and,
- Controlling the areas where the media are and are not allowed to be at the emergency site, through co-ordination with the Police providing the emergency site security.

The Emergency Site Diagram 7.1



Section 8: Declaration of an Emergency

Action Prior to the Declaration of an Emergency

When an emergency exists, but has not yet been declared to exist, municipal employees are authorized to take such action(s) under this emergency plan as it may be required to protect the lives and property of the inhabitants of the City of Hamilton.

Declaring an Emergency

Declaring an Emergency within the City of Hamilton is **not required** prior or subsequent to activation of this Emergency Plan. An Emergency Declaration is **not** required prior to any personnel taking actions under this plan to protect the lives, health and property of the inhabitants of the City of Hamilton.

An Emergency Declaration however, may create greater understanding and promote a sense of urgency to the public regarding the severity of an emergency situation. An Emergency Declaration may be useful if the Emergency Control Group will be requesting the public and private sector to do something out of the ordinary.

Authority to Declare an Emergency

Only the Mayor, or the head of council, has the authority to declare an emergency to exist within the boundaries of the municipality.

The decision to declare an emergency will be made by the Mayor in consultation with the members of the Emergency Control Group. The Mayor or the head of council has the ultimate responsibility for making this decision.

- An Emergency Declaration Form is attached as Annex 3: **Emergency Declaration Form** to this Plan.

Notification of Declaration of Emergency

Upon making an Emergency Declaration the Mayor or head of council will ensure that the following are immediately notified:

- Municipal Councils,
- Emergency Management Ontario,
- all local Member(s) of the Provincial Parliament (MPP's),
- all local Member(s) of the Federal Parliament (MP's),
- the local media, and
- the general public.

A copy of this declaration form is located on the following page.

Appendix 3 and Appendix 4 provides a detailed list of contact names and phone numbers.



City of Hamilton – Emergency Plan

Declaration Form

Date: _____ Time: _____

To: Emergency Management Ontario

1. Call Duty Officer at 1-866-314-0472
2. Fax Duty Officer at 1-416-314-3758

From: Mayor of the City of Hamilton

It is hereby declared a state of local emergency exists in Hamilton, Ontario. Temporary emergency powers to respond effectively to this disaster are now required. The area affected by this disaster, and to which this declaration applies, is bounded by:

North: _____

South: _____

East: _____

West: _____

The nature of this emergency is as follows:

City Officials have been delegated the authority to implement powers that are set out in the *Emergency Management Act*.

As required the City of Hamilton officially informs Emergency Management Ontario, and also the population inside the affected area, that a local state of emergency exists.

Mayor, City of Hamilton

Date

Time

Section 9: Terminating an Emergency Declaration

Termination of an Emergency Declaration usually comes as the result of a significant reduction in the severity of the emergency situation. The action of formally terminating an Emergency Declaration is required to advise that the emergency is over.

- An Emergency Termination Form is attached as Annex 4 to this Plan.
- However, a copy of this declaration form is located on the following page.

Authority to terminate an Emergency Declaration

The Emergency Declaration may be terminated by:

- a) Mayor, or head of council,
- b) The Premier of Ontario.

Notification of termination of an Emergency Declaration

Upon Terminating an Emergency Declaration, the Mayor or head of council will ensure that the following are immediately notified:

- Municipal Councils,
- Emergency Management Ontario
- all local Member(s) of the Provincial Parliament (MPP's),
- all local Member(s) of the Federal Parliament (MP's),
- the local media, and
- the general public.

Appendix 3 and Appendix 4 provides a detailed list of contact names and phone numbers.



City of Hamilton – Emergency Plan

Termination Form

Date: _____ Time: _____

To: Emergency Management Ontario

- 3. Call Duty Officer at 1-866-314-0472
- 4. Fax Duty Officer at 1-416-314-3758

From: Mayor of the City of Hamilton

It is hereby declared that the state of local emergency declared _____ in the City of Hamilton, Ontario is hereby cancelled.

The affected area by this emergency, and to which this declaration applied, was bounded by:

North: _____

South: _____

East: _____

West: _____

The nature of this disaster is as follows:

The remedial work and actions undertaken by the City of Hamilton have now abated the threat for which the state of local emergency was declared. There is no longer any indication of a continuing threat to people, the economy or infrastructure.

Therefore, the City of Hamilton hereby officially informs Emergency Management Ontario and the citizens in the City of Hamilton, that the local state of emergency no longer exists.

Mayor, City of Hamilton

Date

Time

Section 10: Assistance – Other Agencies

Ontario Provincial Police

If an emergency occurs on Provincial Highways within the municipality, the Hamilton Police will notify the Ontario Provincial Police. Any actions or responsibilities required of the Ontario Provincial Police will also be coordinated through the Hamilton Police. The OPP may be required to provide a representative on the Emergency Control Group when requested, and/or provide a representative on the Emergency Site Team.

Conservation Authorities

Should a flood situation develop within the municipality, and an emergency is declared to exist, not only must Emergency Management Ontario be notified, but the Ministry of Natural Resources must be notified as well by the Local Flood Coordinator for the municipality of Hamilton.

District School Boards / Boards of Education

Public and/or Private schools are an excellent resource to be used during emergencies. If there is need to evacuate residents, schools are generally the first choice for use as reception/ evacuation centres to temporarily shelter persons displaced by the emergency. It is the responsibility of the Public Health and Community Services Department to co-ordinate, and liaise with the local School Boards / Boards of Education to ensure that agreements are in place to facilitate access to, and use of their facilities when and if required. These provisions are included within the Public Health and Community Services emergency plan.

Hospital Administration

During an emergency, each Hospital Corporation Administration will be responsible for:

- Implementing their own internal Hospital Emergency Plan as required,
- Liaising with the Medical Officer of Health, and Emergency Medical Services in the Emergency Operations Centre regarding issues of mutual concern,
- Evaluating any requests for the provision of emergency medical teams at the emergency site.

Utility Suppliers

Public, Private and Provincial Utilities may be requested to assist during a municipal emergency, and to provide a representative to advise the Emergency Control Group. Arrangements must be in place through their own Emergency Plans to co-ordinate and liaise with the Emergency Control Group regarding issues of mutual concern, and the potential disruption of any utility service.

Section 11: Assistance – Provincial and Federal

Requesting Assistance

It is possible that assistance may be required by the City of Hamilton to help successfully respond to an emergency situation. Assistance can take many forms including, additional personnel, specialized materials, equipment, or specific expertise. This assistance may come from various sources, either within or outside the municipality. Therefore, procedures must be in place for requesting assistance from:

- The Province of Ontario
- The Federal Government (via the Province)

Provincial Assistance

Where Provincial assistance is required, which is outside of normal departmental or service working arrangements, the request will be made to the **Emergency Management Ontario Operations Officer in the Provincial Operations Centre (POC)**. The POC is operational 24/7/365.

If the Municipality makes the request directly to the Provincial Government, the Municipality must be prepared to be **billed** for services rendered.

Other Provincial Ministries may have a role to play in a municipal emergency. Some ministries have their own emergency plans and procedures for dealing with certain emergency scenarios. They may also have specialized resources and/or equipment that may be requested to provide assistance during municipal emergencies.

City of Hamilton – Emergency Plan

An overview of Provincial Ministries that may be requested to assist or which may have certain duties to perform during emergencies are provided in the following table:

Ministry	Special Responsibility Area
Agriculture and Food	Agriculture and Food Emergencies
Community, Family and Children's Services	Emergency shelter, clothing and food, victim registration and inquiry services and personal services required in support of all emergencies.
Environment and Energy	Spills of pollutants to the natural environment. Energy supply matters.
Health and Long-Term Care	Large-scale human health emergencies and epidemics. Emergency health services.
Labour	Emergency worker health and safety.
Municipal Affairs and Housing	Coordination of extraordinary provincial expenditures for emergencies.
Natural Resources	Forest fires, floods and droughts.
Northern Development and Mines	Abandoned mines hazards. Support provincial emergency management in Northern Ontario.
Public Safety and Security	Coordination of provincial emergency management. All other peacetime emergencies not listed here. War emergencies.
Transportation	Highway and other transportation services.

Section 12: EMERGENCY PUBLIC INFORMATION

Operational Concept

During an emergency, it is essential that the City be able to co-ordinate the release of appropriate, and factual information to the media & the public, issue authoritative directives to the public, and respond to, or redirect requests for information regarding any aspect of the emergency. In order to accomplish this, an Emergency Public Information Team should be established, and be headed by the Manager of Corporate Communications.

Emergency Public Information Team

The Emergency Public Information Team generally consists of the following positions that operate according to the provision of the Emergency Public Information Plan:

- Manager of Corporate Communications
- Municipal Media Spokesperson
- On-Site Media Spokesperson(s)
- Public Inquiry Bureau
- Media Centre Co-ordinator

Please note that in the event an emergency is declared the Customer Contact Centre (Call Centre) will be referred to as the Public Inquiry Bureau.

Manager of Corporate Communications

The Manager of Corporate Communications is responsible for co-ordination of all media related functions and operations out of the Emergency Operations Centre.

The individual responsibilities of the Manager of Corporate Communications and Assistants are listed in Section 4 of this Plan.

City of Hamilton Media Spokesperson

The lead spokesperson will always be the Mayor or head of council, for the City of Hamilton. He/she has the responsibility and authority to speak to the media on behalf of the City of Hamilton, regarding any and all aspects of the emergency and municipal emergency operations.

The Municipal Spokesperson will co-ordinate all media releases with the Manager of Corporate Communications and the City Manager, out of the Emergency Operations Centre. All media briefings will be conducted out of the Media Centre in one of the following locations, depending upon which Emergency Operations Centre is in use, and if the direct access to local television is desired.

The designated primary Media Centres are as follows:

- Press Room at Copps Coliseum.

When the secondary Emergency Operations Centre is activated the primary Media Centres are as follows:

(To be provided by the Manager of Corporate Communications)

On-Site Media Spokesperson

The On Site Media Spokesperson will be appointed by the Emergency Site Co-ordinator upon consultation with the City Manager, and the Emergency Control Group. This position will usually be filled by a Senior Communications Officer from the lead emergency response agency at the emergency site. The On-Site Media Spokesperson must be someone experienced in dealing with the media and not in direct command over any emergency site operations. The On-Site Media Spokesperson's individual responsibilities include, but are not limited to:

- Presenting the media with accurate, factual and approved information;
- Co-ordinating media tours of the emergency site as appropriate;
- Liaising with the Manager of Corporate Communications and the City Manager in the Emergency Operations Centre regarding the nature of public inquiries, and what information to present to the public; and,
- Controlling the areas where the media are and are not allowed to be at the emergency site, through co-ordination with the Police providing the emergency site security.

Public Inquiry Supervisor

The Public Inquiry Supervisor is tasked with the establishment and management of a Public Inquiry Bureau, during emergencies. The Public Inquiry Supervisor is also responsible for:

- Establishing a Public Inquiry Bureau, including designating staff and Public Inquiry telephone lines, at 330 Wentworth Street North, or co-ordinating this service at other locations as required.
- Informing the Manager of Corporate Communications regarding establishment of the Public Inquiry Bureau and the designated Public Inquiry telephone numbers.
- Continually liaising with the Manager of Corporate Communications to obtain current information on the emergency.
- Responding to, and redirecting inquiries and reports from the public based upon information from the Manager of Corporate Communications, as approved by the City Manager and the Mayor.
- Responding to, and redirecting inquiries pertaining to the investigation of the emergency, deaths, injuries or matters of personnel involved with or affected by the emergency to the appropriate emergency service or agency.

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- Responding to, and redirecting inquiries pertaining to persons who may be located in any municipal reception/evacuation centres, to the registration and inquiry telephone number(s) at the appropriate Red Cross Branch Headquarters, or at the reception/evacuation centre, as designated by the Emergency Control Group

Media Centre Co-ordinator

- Establish and maintain an off site media relations centre under the direction of the Manager of Corporate Communications.
- Present/distribute accurate, factual and approved information to the news media.
- Co-ordinating media tours of the emergency site as required.
- Informing the Manager of Corporate Communications about the media centre activities including media inquiries and requests.

Emergency Public Information Plan

The Emergency Public Information Plan is currently under development for future attachment.

Section 13: PLAN MAINTENANCE & TESTING

Plan Maintenance

The City Manager is ultimately responsible for ensuring that this Emergency Plan is maintained and tested.

While the City Manager is ultimately responsible for the Emergency Plan, the Community Emergency Management Coordinator role and responsibility is to co-ordinate, facilitate, implement and test the Emergency Plan based on the recommendations and directions of the Emergency Control Group (ECG) and the Emergency Preparedness Advisory Committee (EPAC).

IT IS THE RESPONSIBILITY OF EACH DEPARTMENT TO NOTIFY THE COMMUNITY EMERGENCY MANAGEMENT COORDINATOR OF ANY CHANGES TO THEIR PERSONNEL OR DEPARTMENT THAT AFFECTS THIS EMERGENCY PLAN.

Annual Review

Any proposed changes to this Emergency Plan will be submitted to the Community Emergency Management Coordinator. All proposed changes to this Emergency Plan will be presented for review to the Emergency Control Group. Each review will be co-ordinated by the Community Emergency Management Coordinator, and conducted on or before April 30th of each calendar year.

Major Revisions

Any proposed major revision to this Emergency Plan must be presented to the Emergency Control Group. Major revisions to this Plan will only be approved through a recommendation of the Emergency Control Group, and may be presented to Municipality Council, at the direction of the Emergency Control Group.

Minor Revisions

Minor revisions to this Emergency Plan will be co-ordinated by the Community Emergency Management Coordinator, and may be brought before the Emergency Control Group.

All amendments to the Plan will be recorded and logged on an “Amendment Sheet” to be located immediately following the table of contents, at the front of each copy of the Emergency Plan.

Emergency Notification Form / List

The Emergency Notification Form (Annex 1) and Emergency Notification Contact List (Appendix 2), will be reviewed every three months to ensure the information is kept accurate and up to date.

Plan Distribution

If any major revisions are made to this Emergency Plan, the amended plan may be reprinted and re-circulated in its entirety, and distributed according to the “Distribution List” attached as **Appendix 7: Plan Distribution** to this plan.

If any minor revisions are made to this Emergency Plan, only a notice of the amendment and any other required changes will be distributed according to the “Distribution List” attached as Appendix 7 to this plan.

The Community Emergency Management Coordinator will provide the amended pages to be inserted into the binder as well as instructions on the proper disposal of the old pages.

Agency Responsibility

"Each organization and department noted in this Emergency Plan is responsible for forwarding information concerning this plan to any agencies and organizations with which they entertain links related to emergency preparedness and response. At the same time it is the responsibility of such organization and department to relay to the Community Emergency Management Coordinator any information obtained from their linked agencies that may have an impact on the Emergency Plan. It is also the responsibility of such organizations and departments to ensure the coordination and facilitation of roles and responsibilities among its partners are fulfilled."

Testing the Emergency Plan

This Emergency Plan will be tested on a regular basis to ensure that the contents remain current and up to date.

Annual Exercise

The Emergency Plan will be tested a minimum of once annually using exercises. Exercises will be co-ordinated by the Community Emergency Management Coordinator to accomplish the following:

- Test the effectiveness of the emergency plan; and
- Train municipal emergency personnel

Exercises

A Static, Telecommunications, Speciality and/or Field Exercise will be conducted a minimum of every year. Exercises will be designed and conducted by the Community Emergency Management Coordinator in co-operation with the Emergency Control Group, and may or may not coincide with other exercises.

Testing the Emergency Notification Procedure

The Emergency Notification Procedure will be exercised at least twice annually using the “Exercise Contact” procedure attached as Annex 1 of this plan. Police Communications Staff will conduct these exercises, at the direction of the Community Emergency Management Coordinator.

** These exercises will be conducted without any prior notice, but will be conducted within reasonable time frames.*

Maintaining Telecommunications and Electronic Equipment & Training

All EOC telecommunications and electronic equipment will be maintained and tested on a regular basis to ensure its operation in the event of a municipal emergency.

Portable Voice Radio Training

Portable voice radio training for all Emergency Operations Centre Staff, will be co-ordinated by the Community Emergency Management Coordinator, in co-operation with the Telecommunications Co-ordinator.

Internal Organization Plans & Procedures

Each organization involved with Municipal emergency responses should prepare functional emergency procedures, outlining their operations and responsibilities during a Municipal emergency. This emergency procedure will be maintained internally by a staff member of each organization.

Please Refer to Annex 6 for Internal Departmental Procedures.

Budgeting / Financial Obligations

The Council for the Municipality of Hamilton should annually budget financial resources to:

- Review and maintain the Emergency Plan.
- Maintain primary and secondary Emergency Operations Center.
- Provide Training in Emergency Measures.
- Conduct various Municipal exercises.
- Provide for equipment, supplies and resources for the full implementation of the Emergency Plan.

Appendix 1: Hazard Definitions

Accidents

Air crash is an accident involving one or more aircraft that results in damage to aircraft, property or human injury or death. Most crashes occur near airports, however, they can occur anywhere.

Marine accidents include collisions, groundings, strikings, explosions and fires, structural failures as well as accidental spills of petroleum products or chemicals, loss of cargo and human death or injury. Marine accidents can have local or widespread environmental and economic impact.

Motor vehicle crashes that involve a large number of passengers, or carry hazardous or explosive products that have the potential for a severe human or environmental impact are of concern.

Rail accidents occur when a train derails or collides with another train, motor vehicle, or obstruction on the rail tracks. Rail accidents have the potential for a severe human or environmental impact.

Atmospheric Hazards

Snowstorms vary from light sprinkles of snow to accumulations of several metres. Similar to the effects of blizzards, snowstorms are, however, not often associated with light winds. Snow storms impact upon transportation, powerlines and communications infrastructure, and agriculture.

Blizzards combined high winds (typically in the 90 to 130 kilometers per hour range), blowing snow, and low temperatures. The effects of the storm are always intensified by the wind chill factor associated with the high winds. Blizzard conditions occur most often in unforested areas where there are no trees present to break the effects of the wind. Blizzards impact upon transportation, buildings, powerlines and communications infrastructure, and agriculture. Blizzard conditions are often accompanied by freezing rain.

Ice storms and **ice fogs** cause accumulation of ice on structures. An ice storm combines high wind, freezing temperatures, and freezing rain or drizzle. An ice fog combines very cold temperatures, and a source of warm moisture. Ice accretion impacts upon transportation, buildings, powerlines and communications infrastructure.

Hailstorms are precipitation in the form of ice balls of five millimeters or more in size. Hailstorms impact upon agriculture and property.

Lightning can occur where there is moisture-laden instable air, ascending air and thunderclouds. Lightning impacts air transportation, powerlines and communications infrastructure and is a cause of forest fires.

Hurricanes or tropical cyclones are defined as storms with wind speeds in excess of 110 kilometres per hour. Hurricanes cause injury as well as property and infrastructure damage because of high winds, flooding from heavy and rapid rain fall and storm surges from wind and low pressure.

Tornadoes are funnel clouds of very rapidly rotating air. At the centre is an intense low pressure of rapidly rising air. The tornado is a secondary formation of vortex activity in a higher cloud layer. The extreme wind velocities severely impact upon people, property and infrastructure.

Heat waves can be characterized by temperatures significantly above the mean for an extended period, or by a combination of high temperatures with high humidity and a lack of air motion. Heat waves impact upon the very young, the elderly and those with cardiovascular conditions. Heat waves also impact upon agriculture.

Dam Failure

Dam Failure is a breach in the dam itself, its foundations, abutments, or spillway, which results in a large or rapidly increasing, uncontrolled releases of water from the reservoir.

Disease and Epidemics

Human diseases are diseases and epidemics that affect people, cause death, have serious economic implications and form the basis for a mass casualty emergency response. These include epidemics such as meningitis, pandemic flu, hepatitis, E. coli and other communicable diseases.

Animal diseases can be spread between animals and sometimes to humans. The threat of foreign animal diseases, such as foot and mouth disease, would have a catastrophic impact on the economy.

Plant diseases caused by pathogens such as viruses, bacteria, fungi and algae impact upon crops, residential trees, and forests. A widespread outbreak could have severe economic consequences.

Pest infestations are classified as foliage or root feeding. A widespread outbreak could have severe economic consequences.

Explosions and Emissions

Pipeline and gas well leaks and explosions occur when natural gas or gasoline pipelines, valves or components rupture by accident, by mechanical failure or corrosion. Gas leaks can also be caused by natural hazards such as earthquakes or landslides.

Mine explosions are usually caused by a buildup of explosive gases underground in the mine. These gases can be set off by a spark or by miners entering, working or leaving the area. Errors with the handling of explosives underground can also cause life-threatening explosions.

Fire – Urban and Rural

Urban fires are fires that occur in a residential, commercial or industrial community. Rural and urban fires occur on a frequent basis in many parts of the province, and of provincial concern are the fires that cause a large number of deaths or injuries, those that are beyond the ability of local resources to respond or those that cause severe economic losses. For interface fires, see wildfires.

Geological

Avalanche is a movement of snow and ice in response to the force of gravity down an incline. Factors such as the type or nature of snow, ambient temperature and wind conditions are critical in avalanche potential. Conditions such as dense, wet snow falling on dry, loosely packed snow may give risk to an avalanche. Avalanches impact upon people engaged in recreation as well as transportation and communications infrastructure.

Debris avalanches and debris flows. Debris flows are a form of rapid mass down-slope movement of a slurry of loose soils, rocks and organic matter. Debris avalanches are extremely rapid debris flows of mud, rock, brush, trees and other debris propelled by torrential rains.

Landslides are a general term used to describe the down-slope movement of soil, rock and organic materials under the influence of gravity. It also describes the landform that results. Landslides cause property damage, injury and death and adversely affect a variety of resources. For example, water supplies, fisheries, sewage disposal systems, forests, dams and roadways can be affected for years after the slide event. The negative economic effects of landslides include the cost to repair structures, loss of property value, disruption of transportation routes, medical costs in the event of injury, and indirect costs such as lost timber and lost fish stocks. Water availability, quantity and quality can be affected by landslides.

Submarine slides involve the underwater down slope of slope material under the influence of gravity. They may be triggered by seismic events or by gradual deposition and slumping sediments. A submarine slide may impact underwater infrastructure or generate a tsunami.

Land subsidence occurs when a surface has been undermined by natural or human causes and deformation and ground movement occur. Subsidence can impact on property, facilities and ground water.

Hazardous Materials

Hazardous materials spills – on site or transportation route is any uncontrolled release of material posing a risk to health, safety, and property. Transportation routes include air, marine, rail and roads. Other hazardous materials include radiation and infectious materials.

Hydrologic

Drought results from an abnormal water deficiency. The impact can be crop failure, forest fire conditions, dust storms, insufficient and polluted water supplies and other ecological and economic effects.

Erosion and accretion is the wearing away and accumulation of land by natural forces such as wave action, river and tidal currents and precipitation. Accretion in river increases the risk of flooding. Erosion of shoreline slopes increases the risk of slope failure. These processes can result in property damage.

Local flooding is a late spring event caused by the melting of snow pack. Flooding impacts upon transportation, property and agriculture.

Freshet flooding is a late spring event caused by the melting of snow pack. Flooding impacts upon transportation, property and agriculture.

Ice jams are an accumulation of broken river ice caught in a channel, usually at a shallow, narrow or curved portion, frequently producing local floods during the spring breakup. Ice jams can occur on freeze-up. Ice jams impact communities and agriculture by flooding behind the ice jam, or by flash flooding by its sudden release.

Storm surges are increases in water levels which exceed normal tide heights. They are caused by winds driving water shoreward and often by a rise in water level due to a low pressure system. Storm surge flooding impacts people and property.

Power Outage

Power outages occur on a regular basis, however, they become a concern when the power outage is for a significant amount of time, when the temperatures are very low or high, or critical infrastructure, persons, livestock or businesses are affected.

Riots

Riots are violent public disorders by a group or persons with either a common or random intent to destroy property, assault persons, or otherwise disturb the peace.

Seismic

Earthquakes or ground motion is defined as violent shaking of the ground accompanying movement along a fault rupture. Seismic energy traveling in waves may cause damage to structures, trigger landslides, liquefaction or other geologic event, or generate tsunamis. Impacts from earthquakes can be widespread and severe.

Tsunamis or seismic sea waves result from offshore earthquakes where there is sudden subsidence or uplift. Impacts include coastal flooding, which can be intensified in inlets. This can destroy homes and property. Possible death and suffering may be mitigated with warning. Proximity to the source of the tsunami defines the warning period. A local event may provide 15 minutes warning; a distant event may provide five or more hours warning.

Space Objects

Space objects crash is the result of either a technological or natural object from space penetrating the earth's atmosphere and crashing on the earth causing damage. This can be a meteor, meteorite, asteroid or other naturally occurring space object, or it can be a man-made satellite, space station, or space craft.

Structural

Structural collapse occurs when a building or structure collapses due to engineering or construction problems, metal fatigue, changes to the load bearing capacity of the structure, human operating error or other causes such as earthquake, flood, fire, explosion, snow or ice buildup.

Terrorism

Terrorism is considered to be a hostile act committed against a state and designed to exercise the use of terror, especially as a means of coercion. Most common forms include bomb threat, explosion from bombs, sabotage, kidnapping or hostage situations. Other terrorism threats include those from chemical, biological, radiological or nuclear weapons or CBRN.

Volcanic

Ash falls occurs where a fine volcanic ash has been ejected out of the vent into the atmosphere, possibly transported by upper level winds, and deposited on the earth. Impacts include health hazards, pollution of water supplies, disruption of transportation and structural collapse.

Pyroclastic flows are sudden and very rapid flows of hot gas, ash and rock particles down the slopes of a volcano associated with explosive eruptions. They destroy everything in their path.

Lava flows are slow speed flow of molten rock. People can evacuate, but structures are usually destroyed when in the path of a lava flow.

Mud flows are slurries of water and rock particles. They occur long after an eruption has deposited ash. Mud flows are extremely destructive but usually confined to valley bottoms.

Wildfires

Wildfire exist when there is uncontrolled burning in grasslands, brush or woodlands, interface fire is wildfire that impacts or threatens human lives, adjacent property and infrastructure.

Appendix 2: Emergency Notification List

This document will be compiled and distributed separately by the Emergency Manager every month.

Appendix 3: Council, MPP and MPs Contact Details

This document will be compiled and distributed separately by the Emergency Manager every six months.

Appendix 4: Contact List for Outside Agency

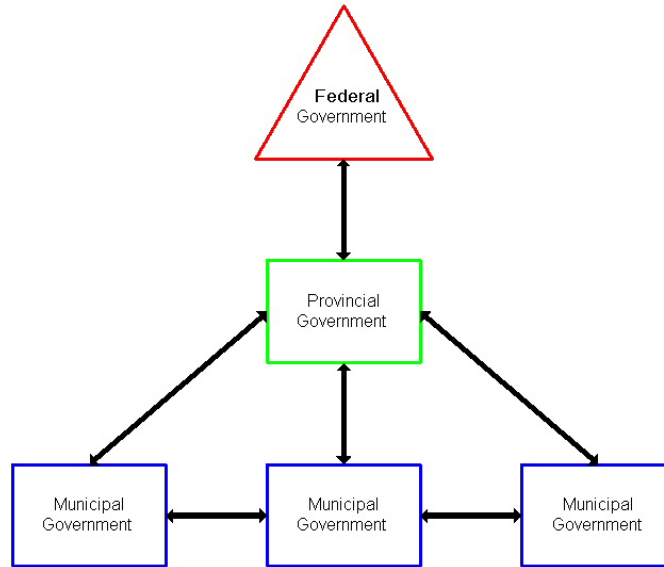
This list is to be compiled by each department and inserted into the Emergency Plan Binder.

Appendix 5: Vital Resource Directory

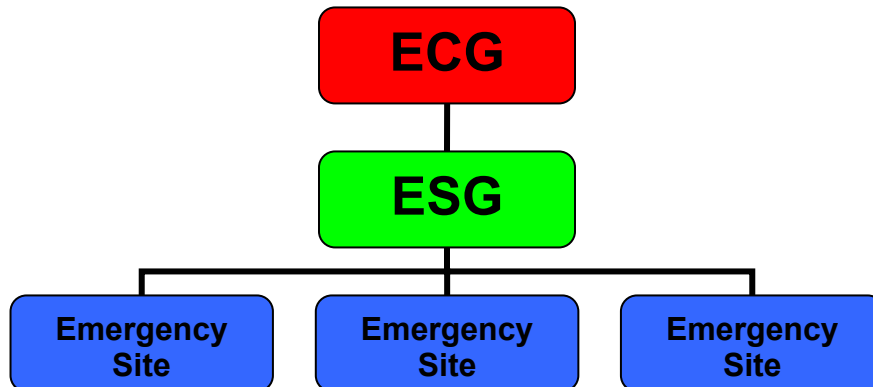
This list is to be compiled by each department and inserted into the Emergency Plan Binder.

Appendix 6: Emergency Management Structure

Canada



City of Hamilton



Appendix 7: Plan Distribution

This plan will be distributed in its entirety to the following members listed below;

- Mayor
- City Manager
- Chief of Police Service
- General Manager Emergency Services / Fire Chief
- Medical Officer of Health
- General Manager, Public Health & Community Services
- General Manager, Corporate Services
- General Manager, Public Works
- General Manager, Human Resources
- General Manager, Planning & Development
- Manager of Corporate Communications
- Community Emergency Management Co-ordinator
- Hamilton Utilities Corporation
- City Clerk
- Associate Community Emergency Management Coordinator
- Corporate Communications
- Emergency Medical Services
- Fire Services
- Police Services
- Public Health
- Social Services
- Water and Wastewater
- Fleet and Facilities
- Transit
- Waste Management
- Operations and Maintenance
- Capital Planning and Implementation
- CAER
- Hydro
- Amateur Radio
- Telecommunications Coordinator
- Human Resources
- Information Technology
- Planning and Development
- Corporate Services – Finance
- Corporate Services – Legal
- Corporate Services – Risk Management
- Hamilton City Council

Annex 1: Emergency Notification Procedure

Police Notification Procedure

Police Communications: 905-546-4717

If advised to activate the Emergency Notification Procedure by members of the Emergency Control Group or their designate please begin by asking these 3 questions:

1. Please identify yourself?
 - Mayor
 - City Manager
 - Chief of Police Service
 - General Manager Emergency Services / Fire Chief
 - Medical Officer of Health
 - General Manager, Public Health & Community Services
 - General Manager, Corporate Services
 - General Manager, Public Works
 - General Manager, Human Resources
 - General Manager, Planning & Development
 - Manager of Corporate Communications
 - Community Emergency Management Coordinator
 - Hamilton Utilities Corporation

2. Which type of notification procedure do you wish to activate?
 - Alert Notification
 - Partial Notification
 - Full Notification

3. Which Emergency Operation Centre will be utilized?
 - Primary EOC – City Hall
 - Secondary EOC – Stoney Creek City Hall

4. What is the situation?

Proceed to the appropriate Notification Procedure.

Alert Notification

1. Who from the Emergency Control Group do you request be alerted of the situation?
 - Mayor
 - City Manager
 - Chief of Police Service
 - General Manager Emergency Services / Fire Chief
 - Medical Officer of Health
 - General Manager, Public Health & Community Services
 - General Manager, Corporate Services
 - General Manager, Public Works
 - General Manager, Human Resources
 - General Manager, Planning & Development
 - Manager of Corporate Communications
 - Community Emergency Management Coordinator
 - Hamilton Utilities Corporation

Procedure to conduct the Emergency Notification Procedure as outlined below:

Alert Notification Script

Please read the following:

A situation: _____ (provide an overview) which does not yet merit assembling members of the Emergency Control and Emergency Support Group within the City of Hamilton and the _____ (ECG Member) has requested that you be placed on alert. .

Further information will follow is deemed necessary.

I repeat, this is not an exercise, this is real. Do you understand the information that I have given you? Thank-you, good-bye.”

Police Communication Staff:

Record the time, date, estimated time of arrival of contacted members and all other information as noted on the Emergency Notification Form provided

Please Note:

You may be required to contact person(s) identified by the above mentioned ECG members. These numbers are found on the Emergency Notification Sheet.

City of Hamilton – Emergency Plan

Partial Notification

1. Who from the Emergency Control Group do you request report to the EOC?
 - Mayor
 - City Manager
 - Chief of Police Service
 - General Manager Emergency Services / Fire Chief
 - Medical Officer of Health
 - General Manager, Public Health & Community Services
 - General Manager, Corporate Services
 - General Manager, Public Works
 - General Manager, Human Resources
 - General Manager, Planning & Development
 - Manager of Corporate Communications
 - Community Emergency Management Coordinator
 - Hamilton Utilities Corporation

Procedure to conduct the Emergency Notification Procedure as outlined on the following page.



City of Hamilton – Emergency Plan

This Is Real Notification Script: Partial Notification

A. *Please read the following if required to assemble at the EOC:*

“This is Hamilton Police Communications. I am conducting an Emergency Control Group Notification. **This is not an exercise, this is real.** Are you ready to receive the notification message?

Please be advised of the following:

A serious situation has developed within the City of Hamilton and the _____ (ECG Member) has requested that the Emergency Control Group be assembled at:

- The Primary Emergency Operations Centre** located at Hamilton City Hall, 71 Main Street West, Hamilton.

Or

- The Alternate Emergency Operations Centre** located at 777 Highway # 8, Stoney Creek.

You are requested to report to the EOC immediately.

I repeat, this is not an exercise, this is real. Do you understand the information that I have given you? Thank-you, good-bye.”

Police Communication Staff:

Record the time, date, estimated time of arrival of contacted members and all other information as noted on the Emergency Notification Form provided

Please Note:

You may be required to contact person(s) identified by the above mentioned ECG members. These numbers are found on the Emergency Notification Sheet.

City of Hamilton – Emergency Plan

Full Notification

Contact all members on the Emergency Notification Sheet using the script on this page.

This Is Real Notification Script: Full Notification

Please read the following if required to assemble at the EOC:

“This is Hamilton Police Communications. I am conducting an Emergency Control Group Notification. **This is not an exercise, this is real.** Are you ready to receive the notification message?”

Please be advised of the following:

A serious situation has developed within the City of Hamilton and the _____ (ECG Member) has requested that the Emergency Control Group be assembled at:

- The Primary Emergency Operations Centre** located at Hamilton City Hall, 71 Main Street West, Hamilton.

Or

- The Alternate Emergency Operations Centre** located at 777 Highway # 8, Stoney Creek.

You are requested to report to the EOC immediately.

I repeat, this is not an exercise, this is real. Do you understand the information that I have given you? Thank-you, good-bye.”

Police Communication Staff:

Record the time, date, estimated time of arrival of contacted members and all other information as noted on the Emergency Notification Form provided

Please Note:

You may be required to contact person(s) identified by the above mentioned ECG members. These numbers are found on the Emergency Notification Sheet.

Annex 2: Emergency Operation Centre Layout

Please refer to attached diagrams for both the Primary and Secondary Emergency Operations Centre Layout.



City of Hamilton – Emergency Plan

Annex 3: Declaration Form

Date: _____ Time: _____

To: Emergency Management Ontario

- 5. Call Duty Officer at 1-866-314-0472
- 6. Fax Duty Officer at 1-416-314-3758

From: Mayor of the City of Hamilton

It is hereby declared a state of local emergency exists in Hamilton, Ontario. Temporary emergency powers to respond effectively to this disaster are now required. The area affected by this disaster, and to which this declaration applies, is bounded by:

North: _____

South: _____

East: _____

West: _____

The nature of this emergency is as follows:

City Officials have been delegated the authority to implement powers that are set out in the *Emergency Management Act*.

As required the City of Hamilton officially informs Emergency Management Ontario, and also the population inside the affected area, that a local state of emergency exists.

Mayor, City of Hamilton

Date

Time



City of Hamilton – Emergency Plan

Annex 4: Termination Form

Date: _____ Time: _____

To: Emergency Management Ontario

- 7. Call Duty Officer at 1-866-314-0472
- 8. Fax Duty Officer at 1-416-314-3758

From: Mayor of the City of Hamilton

It is hereby declared that the state of local emergency declared _____ in the City of Hamilton, Ontario is hereby cancelled.

The affected area by this emergency, and to which this declaration applied, was bounded by:

North: _____

South: _____

East: _____

West: _____

The nature of this disaster is as follows:

The remedial work and actions undertaken by the City of Hamilton have now abated the threat for which the state of local emergency was declared. There is no longer any indication of a continuing threat to people, the economy or infrastructure.

Therefore, the City of Hamilton hereby officially informs Emergency Management Ontario and the citizens in the City of Hamilton, that the local state of emergency no longer exists.

Mayor, City of Hamilton

Date

Time

Annex 5: Volunteer Registration Form

The following is a registered Emergency Volunteer Worker in:	
<ul style="list-style-type: none"> The City of Hamilton 	
Name:	Date:
Address:	
Phone Number:	
Emergency Contact:	
Phone Number:	
Address:	
Emergency Location:	
<p>Section 8.0 of the Emergency Plan states:</p> <p>Every registered volunteer participating in a Declared Emergency may be considered a municipal employee and protected under the provisions of the Workplace Safety and Insurance Board (WSIB).</p>	
Signature of Volunteer:	

Annex 6: Internal Departmental Procedures

All internal departmental procedures relating to this plan should be inserted into this binder.

Schedule "B" To the Emergency Management Program By-law, No. 04-210

Acting Head of Council List

In the event of the need for an Acting Head of Council under this By-law, the Procedural By-law which dictates that the Deputy Mayor who is appointed from amongst Council on a scheduled basis to assist the Mayor, and to act from time to time in the place and stead of the Mayor when the mayor is absent from the city or is absent through illness, or the office of the mayor is vacant, and while acting such Member has and may exercise all the rights powers and authority of the Mayor will take precedence.