



## By-law 046-2019 Amendment 02-2023 APPENDIX B: MUNICIPAL EMERGENCY RESPONSE PLAN

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# **1. Introduction**

The introduction section of the plan is designated to provide the City of Burlington employees with basic information about the plan and the departmental entities covered.

## **1.1. Purpose and Scope**

The purpose of the Municipal Emergency Response Plan (CERP) provides the framework of how the City of Burlington will respond to, mitigate the impact of and recover from an emergency/disaster. It describes the legal authorities, Concept of Operations and functional roles and responsibilities that would be employed during an emergency/disaster.

The CERP was developed to provide necessary information to facilitate the effective co-ordination of human and physical resources, services and activities necessary to:

1. Protect and preserve life and property.
2. Minimize and/or mitigate the effects of the emergency/disaster on residents and physical infrastructure of the City of Burlington; and
3. Quickly and efficiently enable the recovery and return of normal services.

The CERP also affords provision for the efficient administration, coordination and implementation of extraordinary arrangements and response measures taken by the City of Burlington to protect the health, safety and welfare of the residents of Burlington during any emergency/disaster by:

1. Identifying the governance structure for emergency response within the City of Burlington.
2. Identifying roles and responsibilities required in mitigating against, preparing for, responding to and recovering from emergencies and disasters.
3. Identifying standard response goals for emergency response operations and decision making; and
4. Providing for a coordinated response by the municipality and partner agencies in managing emergencies.

The annexes are designed to provide key supporting information for conducting emergency response actions under the Core Plan. The CERP encompasses the initial emergency/disaster assessment and activation decision tree phase.

## **1.2. Definition of a Crisis/Emergency/Disaster**

Many standards refer to a crisis as a *‘critical event or point of decision which, if not handled in an appropriate and timely manner (or if not handled at all), may turn into a disaster or catastrophe.’*

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

The Emergency Management and Civil Protection Act defines an emergency as: *‘A situation or impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise’.*

The United Nations Office for Disaster Risk Reduction (UNISDR) defines a disaster as: *‘A serious disruption of the functioning of a community or society involving widespread human, material, economic or environmental losses and impacts, which exceeds the ability of the affected community of society to cope with using its own resources.’*

## **1.3. Document Format**

The CERP has been specifically organized in a modular format to ensure that new or updated information can be easily incorporated. As such, there are three primary sections that, together, comprise the CERP:

1. Introduction
2. Core Plan (Concept of Operations)
3. Annexes

The introduction includes basic information that describes the purpose and scope of the CERP, documents the legal authority for the CERP, crosswalks the CERP’s relationship to relevant legislation and best practices and documents how the CERP is amended.

The Core Plan describes the fundamental components of the initial assessment, activation, and mobilization of resources in the event of an emergency/disaster within the City of Burlington.

The annexes following the Core Plan provide additional information as referenced in other sections of the CERP.

#### 1.4. Applicable Legislation/Best Practices

The CERP has been prepared in general accordance with the regulatory requirements for emergency planning as outlined below:

Regulatory Body	Governing Legislation or Best Practice
Ministry of the Solicitor General	Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9 – Section 3 – Municipal Response Plan
Ministry of the Solicitor General	Regulation 380/04 – Part II Municipal Standards
Canadian Standards Association	CSA Z1600 2017 – Standard on Emergency and Continuity Management
United Nations Office for Disaster Risk Reduction (UNISDR)	Sendai Framework

**Declaration of a municipal emergency will be completed in accordance with provincial requirements and is detailed in Confidential Annex 3.**

#### 1.5. Legal Authorities

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

- The Emergency Management and Civil Protection Act, R. S. O. 1990, c.E.9, as amended (the “Act”)
- The City of Burlington Emergency Management Program By-Law 046-2019

#### 1.6. Plan Custodian

The CERP will be maintained and updated by the Community Emergency Management Coordinator (CEMC) and/or alternate in consultation with the Emergency and Continuity Management Program Committee (EMPC). Updates will be presented and approved by Council.

#### 1.7. Department Identification Information

Each municipal department/function will develop and maintain Continuity of Operations (COOP) Plans that are outlined in the table below. All departments within City Hall and Sims Square will develop a Continuity of Operations Plan for each location. The CEMC will provide template(s) and guidance tools to assist in the development thereof.

The department COOP Plans will be made available through each COOP Plan Custodian via an online portal and is specific to department/function emergency protocols.

<b>Department/Function Name</b>	<b>COOP Plan Custodian</b>
Building and By-Law	Director, Building and By-Law
Burlington Digital Service	Information Security Manager
City Manager	Office Administrator, City Manager
Community Planning	Director, Community Planning
Corporate Communications and Engagement	Office Administrator, City Manager
Corporate Legal Services	Executive Director of Legal Services & Corporation Counsel
Corporate Strategy	Office Administrator, City Manager
Customer Experience	Manager of Customer Experience
Engineering Services	Manager of Asset Planning
Facilities Assets	Manager of Facility Assets
Finance	Controller and Manager of Financial Services
Fire	Deputy Fire Chief
Human Resources	Executive Director, Human Resources
Internal Audit	Office Administrator, City Manager
Office of the City Clerk	Manager of Records and Information/Deputy Clerk
Recreation, Community and Culture	Director, Recreation, Community and Culture
Roads, Parks, and Forestry	Manager, Business Services
Sustainability	Manager of Sustainability
Transit	Manager, Transit Operations
Transportation Services	Director, Transportation Services

## **1.8. Plan Structure**

This CERP has been organized in a modular framework. The plan structure ensures minimal duplication between emergency plans and departmental EOPs incorporating a combination of pre-existing emergency plan documentation and existing EOPs into the modular format. The plan structure is interconnected through the following three primary sections:

1. Introduction
2. Concept of Operations (Core Plan)
3. Annexes

The Core Plan contains an overview of Emergency Response Procedures and information that is consistent with City of Burlington operations. Specific hazard information, internal protocols and contact information will also be found in the appropriate annexes.

## **2. Core Plan**

The Concept of Operations (also known as the Core Plan) is intended to reflect the essential steps necessary to initiate, conduct, and terminate an emergency/disaster response action. The Core Plan provides information that is time critical in the earliest stages of a response and serves as a framework to guide departments and agencies through key steps necessary to mount an effective response. The Core Plan outlines the City of Burlington's overall approach to the CERP following the wake of an emergency/disaster where a situation or impending situation constitutes a danger of major proportions and/or a serious disruption of daily operations exceeds the ability of the municipality to cope with using its own resources.

### **2.1. Discovery**

This section addresses the initial assessment criteria and response action(s) the person(s) discovering the emergency/disaster will take to assess the problem at hand and initiate appropriate notification and response protocols. Recognition, basic assessment, source control (as appropriate) and initial notification of proper personnel is addressed and is contextualized further in each Department EOP.

## **IMPORTANT!**

Report all emergencies that are beyond the response capability of the department to:

Your immediate supervisor/manager &  
The Community Emergency Management Coordinator  
[cemc@burlington.ca](mailto:cemc@burlington.ca) 289-208-3681

Once you have identified that an incident has occurred, and is beyond your control, remember:

1. **SAFETY:** Protect yourself
2. **ISOLATE:** Control access to protect employees and the public
3. **NOTIFY:** Contact the CEMC and your supervisor/manager

### 2.1.1. Initial Assessment

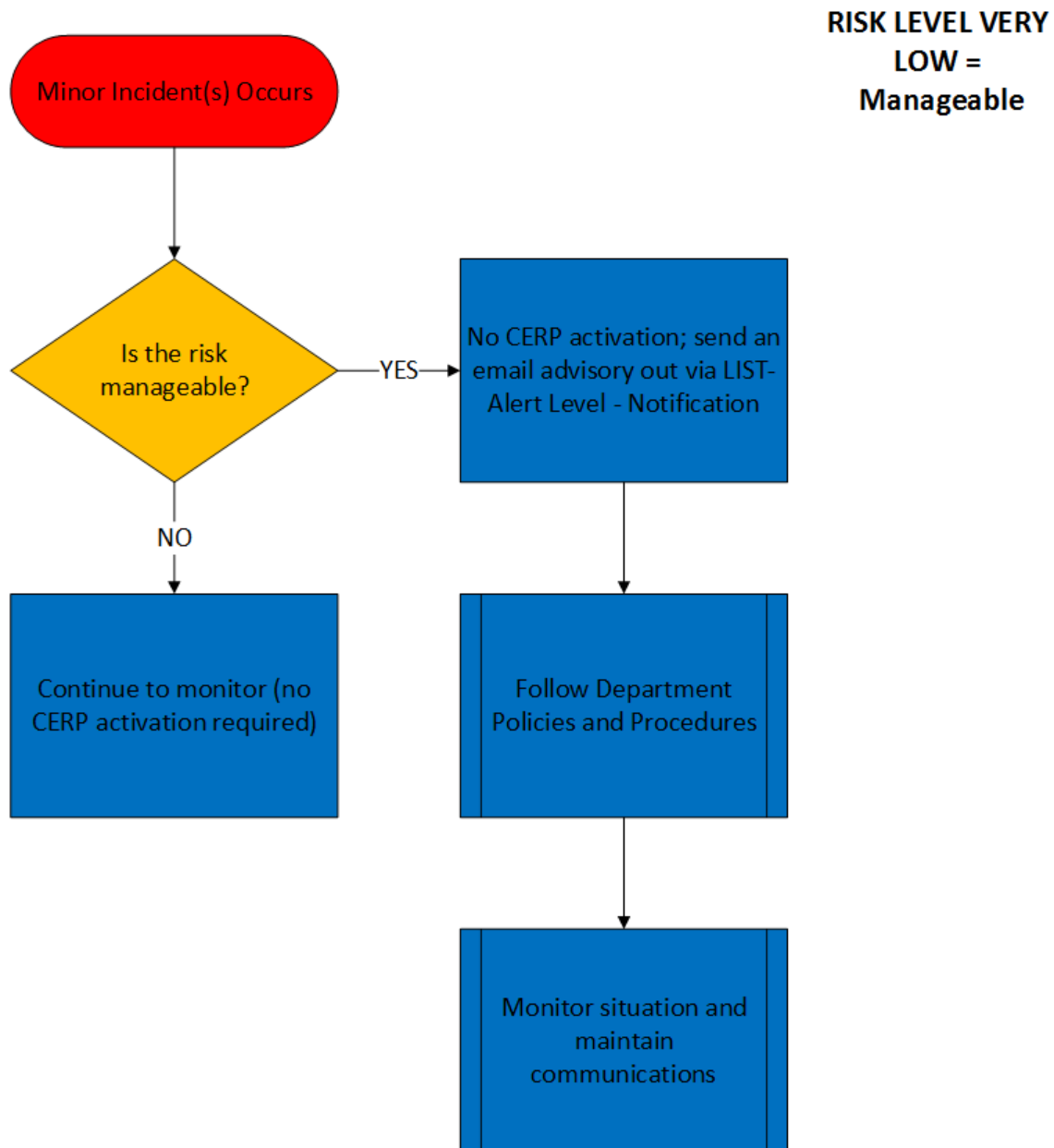
Level of Activation	Personnel Monitoring / Call Out List	Activation Triggers	Risk Level
<b>Alert Level</b>	<ul style="list-style-type: none"> <li>• COB Emergency Management (CEMC and EM staff)</li> <li>• H&amp;S Coordinators</li> <li>• Corporate Comms (Management)</li> <li>• Regional EM Group (to receive routine monitoring updates from our neighbouring agencies)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Local weather advisories</li> <li>✓ Minor traffic/transit disruptions (pulled from BT alerts)</li> <li>✓ MTO Compass Alerts</li> </ul>	<b>Very Low – Manageable</b> – has no immediate impact on service operations or resources
<b>Level 1 – Enhanced Monitoring</b>	<ul style="list-style-type: none"> <li>• City Manager, CEMC and EM staff</li> <li>• CBO and Deputy CBO's</li> <li>• RPF Management</li> <li>• Engineering Services Management</li> <li>• Transit Management</li> <li>• Transportation Management</li> <li>• BFD Management</li> <li>• Burlington Hydro CEO &amp; VP</li> <li>• Recreation, Community &amp; Culture Management</li> <li>• Corporate Communications &amp; Engagement Management</li> <li>• ITS Management</li> <li>• HR/H&amp;S Coordinators</li> <li>• Region EM Group</li> </ul>	<ul style="list-style-type: none"> <li>✓ Isolated / localized incident that may impact more than one department; OR</li> <li>✓ Isolated / localized incident (s) that may result in a disruption to one or more service line</li> </ul>	<b>Low – Disruptive</b> Impacts a small subset of essential services or a broad range of essential services for a short period of time or has no immediate impact but impacts will grow if not addressed in a timely manner

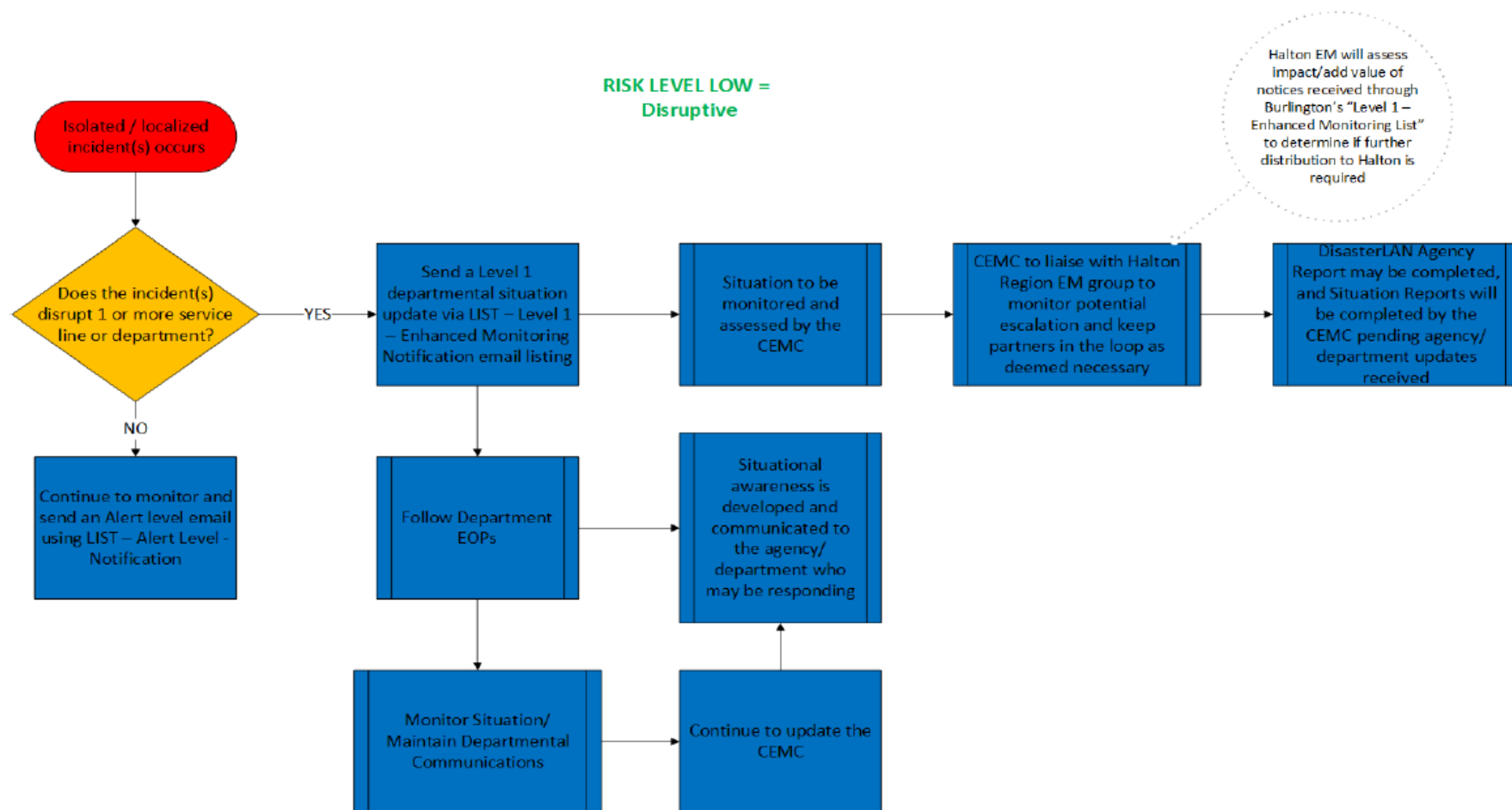


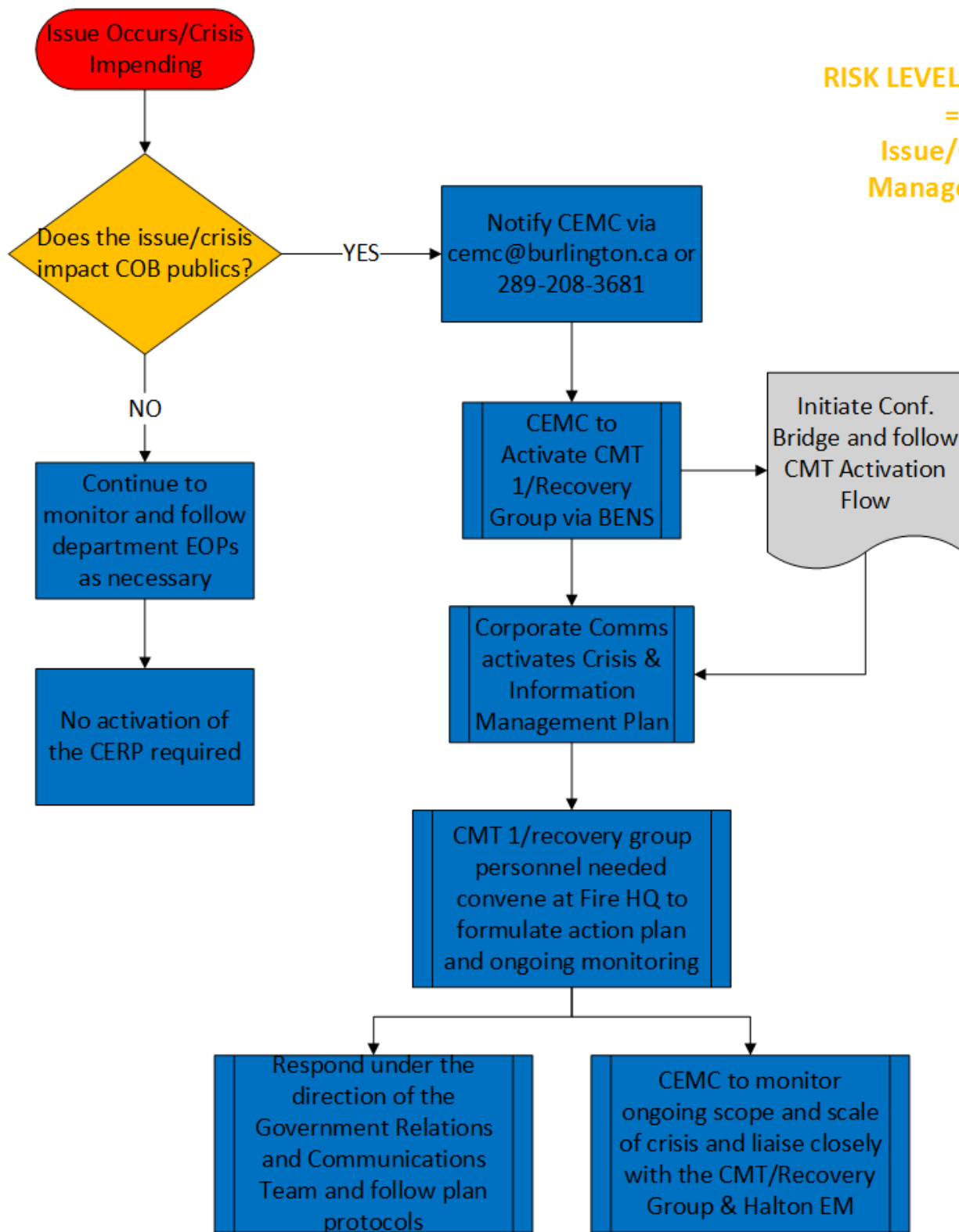
Level of Activation	Personnel Monitoring / Call Out List	✓ Activation Triggers	Risk Level
<b>Level 2 – Partial Activation</b>	<p>Crisis Management Team (CMT) 1,2 Region EM Group</p> <p>OR</p> <p>CMT Operations Recovery Group 1,2</p>	<ul style="list-style-type: none"> <li>✓ Issue(s) identified that if unchecked or unresolved, may lead to a Crisis; and/or</li> <li>✓ Crisis Communications Plan needs to be activated</li> <li>✓ A Corporate/Department Impact Disaster occurs either as a standalone incident or in addition to the ongoing Crisis <ul style="list-style-type: none"> <li>- Incident &gt; RTO;</li> <li>- Impacts are extensive and outside of control; and/or</li> <li>- A need to activate the Corporate Continuity of Governance and Operations Plan (COGOP) exists or any Departmental COOP(s)</li> </ul> </li> </ul>	<p><b>Medium – Issue/Crisis Management and/or Disaster Management</b></p> <p>An event, procedure, practice or action that may trigger a crisis community centric (public facing) and / or a corporate or department impact disaster that occurs (internal facing with service line impact(s))</p>
<b>Level 3 – Full Activation</b>	<p>Emergency Control Group (ECG) 1,2</p> <p>Region EM Group</p>	<ul style="list-style-type: none"> <li>✓ Multiple City resources are required to manage or mitigate the effects of the emergency event</li> <li>✓ Regularly scheduled Municipal programs and operations have been suspended or altered due to the emergency event impacts</li> <li>✓ Full activation response activities need to be supported by most Municipal departments and external stakeholders, including Halton Region</li> </ul>	<p><b>High – Crisis – Mission Critical</b></p> <p>Impacts the ability for the Corporation and/or Department or other service areas to deliver essential services and/or impacts the community on a large scale</p>

### 2.1.2. Implementation – Tiered Plan Activation Protocols

The following decision trees are based on a tiered plan activation protocol that is driven by the risk level identified. The tiered approach ensures plan activation scalability and flexibility in critical incident response is achieved.



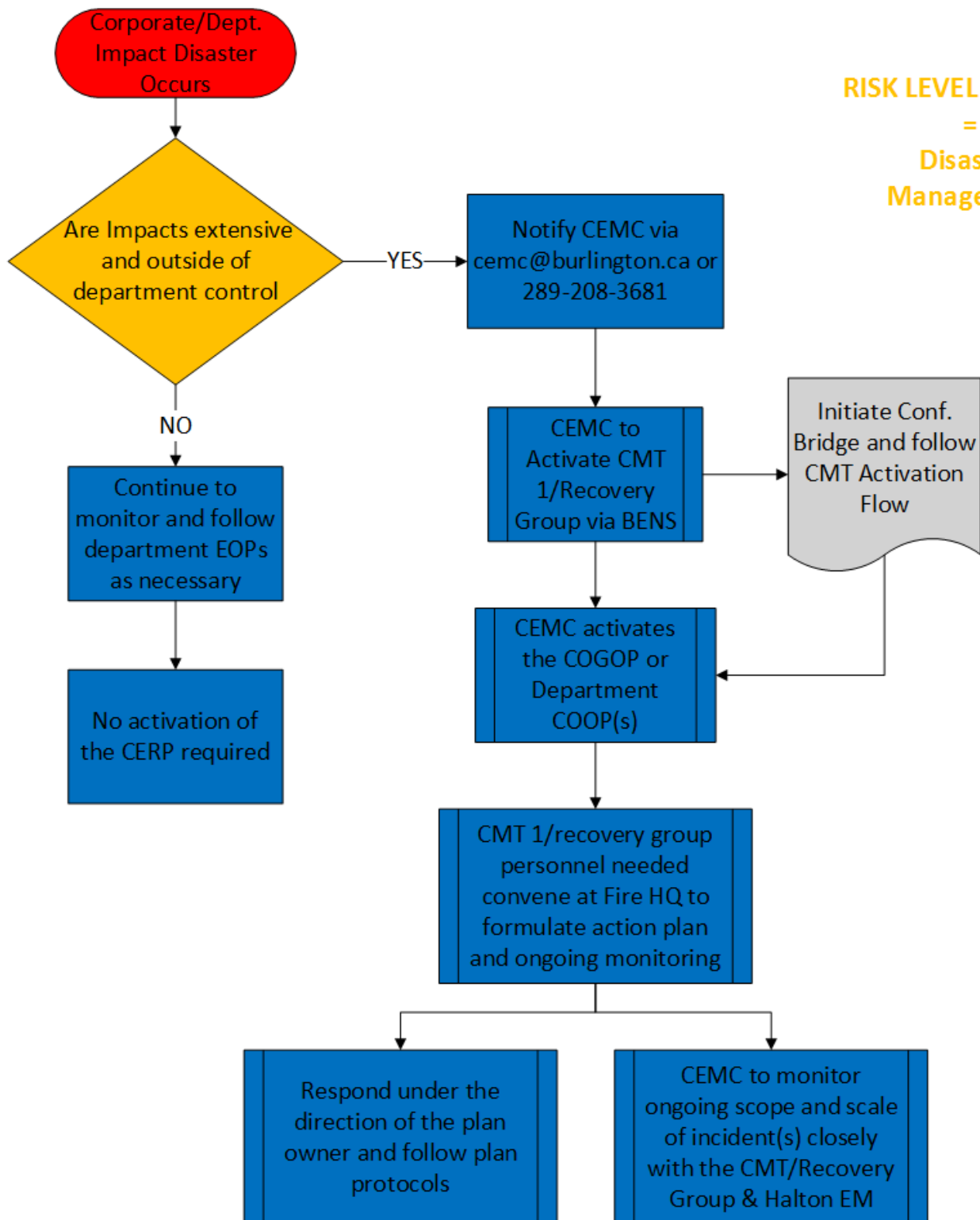




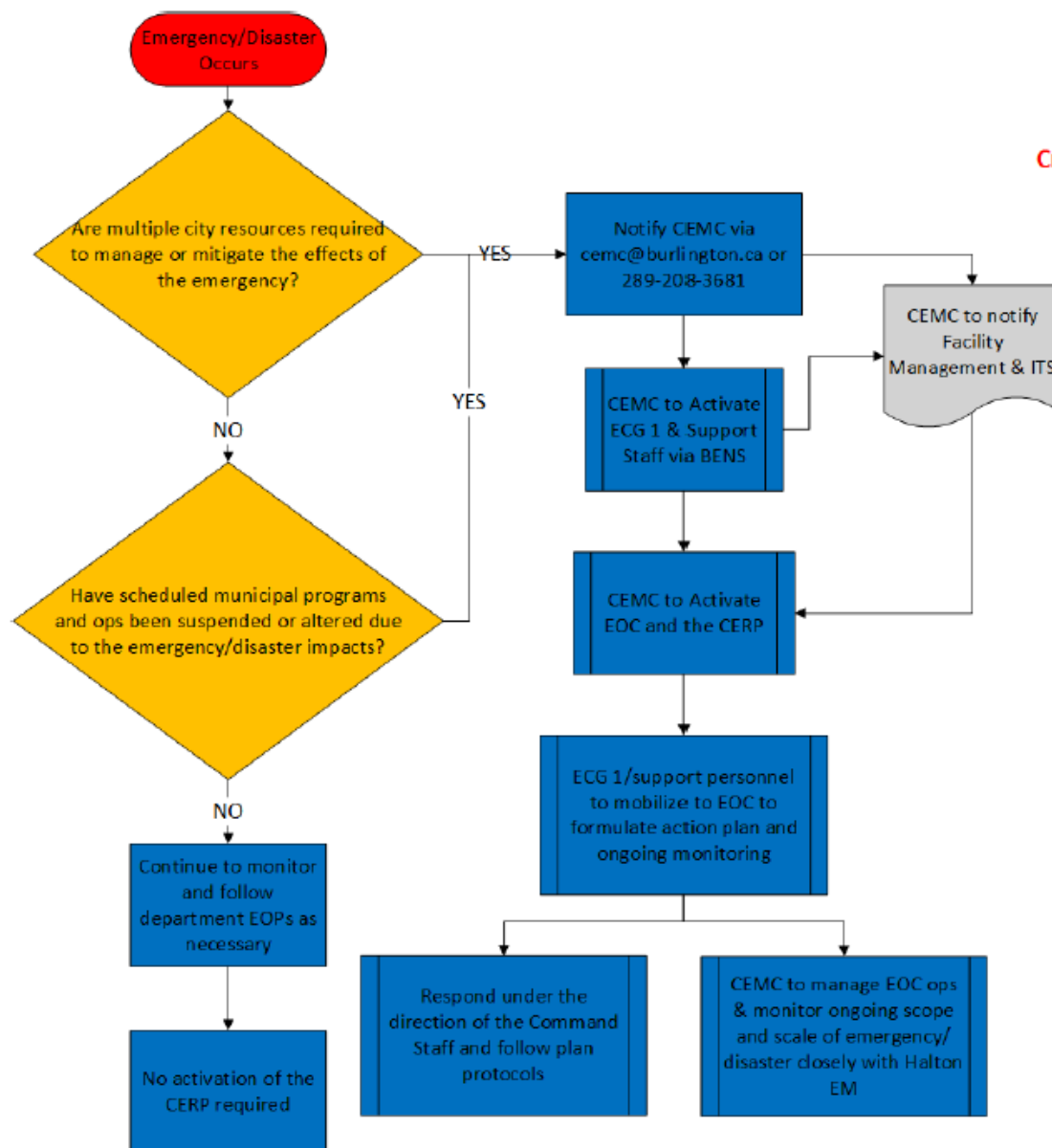
**RISK LEVEL MEDIUM**

**=**

**Issue/Crisis  
Management**



**RISK LEVEL MEDIUM**  
=  
**Disaster Management**



**RISK LEVEL HIGH =  
Crisis – Mission Critical**

### 2.1.3. Plan Activation

The CERP can be implemented as soon as a Level 2 (pending forecasted increased magnitude) or a Level 3 emergency/disaster occurs, or is expected to occur, which is of such magnitude as to warrant its implementation. An official declaration of an “Emergency” does not have to be made for this Plan to be implemented to protect the lives and property of the inhabitants of the City of Burlington.

When an emergency/disaster has been confirmed, but formal declaration of emergency has not yet been declared, the City of Burlington employees and first responders may take such action(s) under the authority of this Plan and their respective legislated authorities to protect lives, property and the impacted environment.

#### **CITY OF BURLINGTON EMERGENCY OPERATIONS CENTRE (EOC) NOTIFICATION SYSTEM - (FAN OUT)**

The CEMC and alternate(s) have the authority to implement the Plan through the municipal emergency response management system.

All notifications are received by each member of the Emergency Control Group and EOC support staff. All notifications will be sent through using the following methods of communication:

1. Office Line
2. Cell Phone
3. Home Phone (if provided)
4. COB Email

All members of the ECG and support staff will receive an initial warning notification that an emergency/disaster has been reported and the group is then placed on stand-by. This allows for ECG members and support staff to coordinate personal logistics prior to mobilizing to the EOC for the initial operational period.

A second notification will be sent through instructing members of the ECG and support staff to mobilize to the EOC and assume position specific responsibilities for the next twelve (12) hours until stand down triggers are identified and/or the next operational period begins, and the second ECG members and support staff are notified to respond and assume transfer or position.

#### 2.1.4. Declaration of an Emergency

The Mayor or Acting Mayor, as Head of the Council, is responsible for declaring that an emergency exists within the boundaries of the City of Burlington. In declaring an emergency, the Head of Council will identify the geographical boundaries of the emergency/disaster area. The decision whether to declare an emergency and the designation of geographical boundaries of the emergency/disaster area will be made on the recommendation of the CEMC and the EOC Director.

The Head of Council, the EOC Director and the CEMC will ensure that all personnel and Supporting Agencies concerned are advised of the declaration of the emergency.

Upon declaration of an emergency in Burlington, the Head of the Council will notify:

1. The Ministry of Community Safety and Correctional Services and Office of the Fire Marshal and Emergency Management (OFMEM) by email and fax, through the Provincial Emergency Operations Centre (PEOC);
2. Members of Burlington City Council; and
3. The Regional Chairperson of the Regional Municipality of Halton.

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

1. Local Member(s) of Provincial Parliament (MPPs);
2. Local Member(s) of Federal Parliament (MPs);
3. Local media; and
4. The public.

**For the Declaration of Emergency Procedure, refer to Confidential Annex 3.**

## 2.2. Initial Response

Initial response will vary significantly depending on the magnitude of the incident. Most minor incidents (alert level or level 1) will not necessitate the execution of all activities described in this part.

### 2.2.1. Incident Management System – Establishing Organizational Control

This part describes the Ontario's Incident Management System (IMS) which is a system for emergency response management and the Unified Command System, which brings together, as partners, all response organization to work cooperatively to resolve the emergency/disaster.

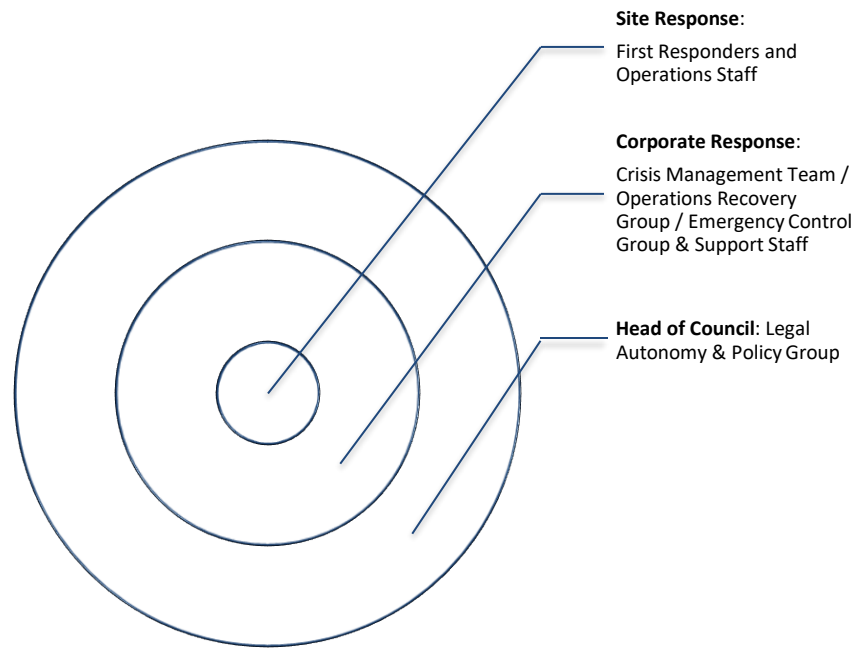
The City of Burlington and its CERP adopts the principles of the Ontario Incident Management System (IMS). The IMS can be used in any size or type of emergency to manage response personnel, facilities and equipment. IMS principles include the use of common terminology, modular organization, integrated communications, unified command structure, action planning, manageable span-of-control, pre- designated facilities and comprehensive resource management.



The basic functional modules of the IMS (Command, Operations, Planning, Logistics and Finance & Administration) can be expanded or contracted to meet requirements as an emergency/disaster progresses.

### 2.2.2. City of Burlington Incident Management System Organization

There are multiple response areas to any type of emergency or impending disaster within the City of Burlington. The response areas employed are pending scope and scale of emergency.



**Site Response:**

The emergency responders at the site or sites of the emergency/disaster provide tactical response to the emergency/disaster as they attempt to mitigate its effects and bring the emergency/disaster under control.

**Two-Tiered Corporate Response:**

The Crisis Management Team (CMT) / Operations Recovery Group is responsible for the provision of advice and the activation of the following plans pending scope and scale of an issue/crisis whereby a disruptive and unexpected event(s) that threatens to harm the municipality or its stakeholders is evident:

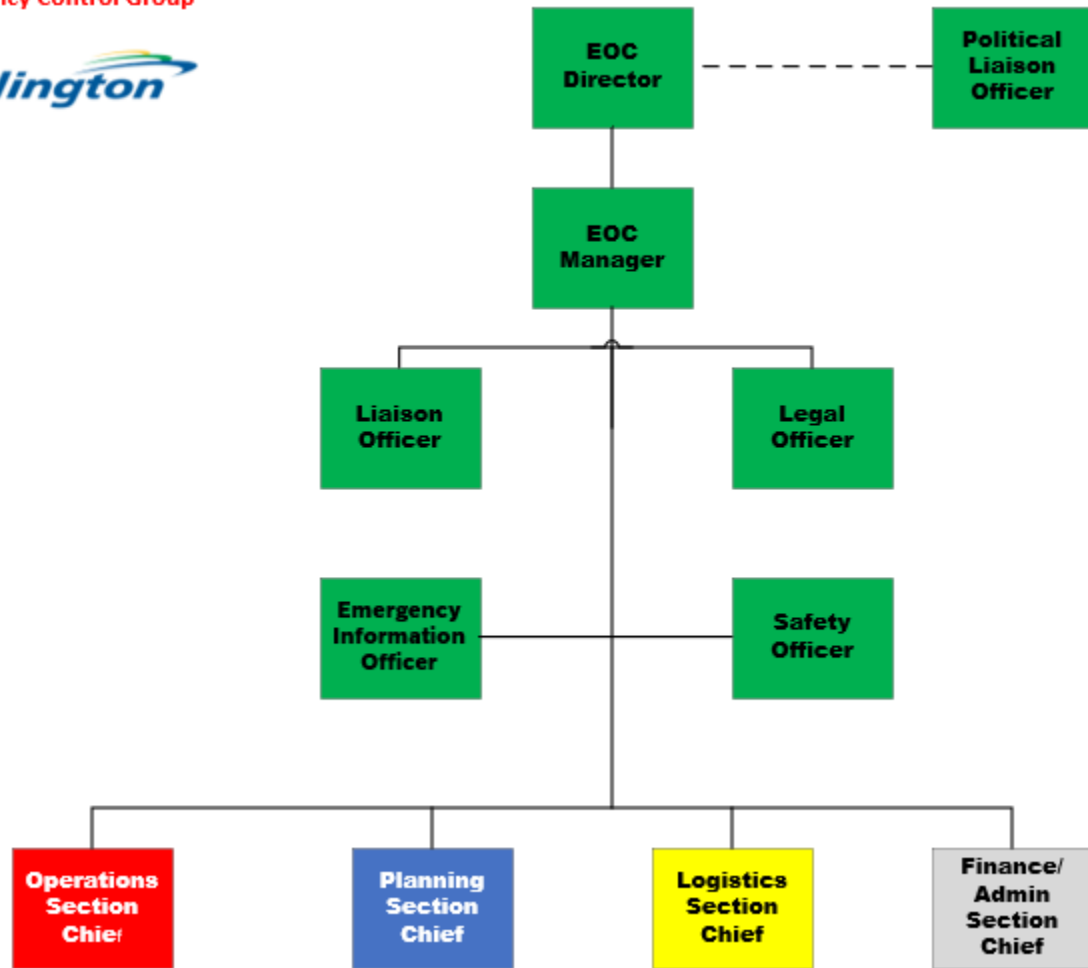
1. Crisis and Information Management Plan;
2. Corporate Continuity of Governance and Operations Plan; and/or
3. Disaster Recovery Plan (ITS).

**The Emergency Control Group (ECG):**

The primary responsibility of the ECG is to provide for the overall management and coordination of site support activities and consequence management issues. It is the responsibility of the ECG to ensure that response priorities are established, and that planning, and response activities are coordinated, both between sections within the Emergency Operations Centre (EOC) and between sites and other EOCs.

The ECG configuration is provided below:

**Emergency Control Group**



A listing of the Emergency Control Group and all support staff job titles, EOC position and contact information is detailed in Confidential Annex 4.

Emergency Control Group Member IMS Function	Emergency Control Group Member Job Title and Name
EOC Director	1. City Manager 2. Executive Director, EICS
EOC Manager	1. CEMC 2. Deputy Fire Chief/Alternate CEMC
Liaison Officer	1. Director, Corporate Communications & Engagement 2. Government Relations Manager
Emergency Information Officer	1. Manager of Communications 2. Communications Advisor

<b>Emergency Control Group Member IMS Function</b>	<b>Emergency Control Group Member Job Title and Name</b>
Safety Officer	1. Health & Safety Manager 2. Health & Safety Coordinator
Legal Officer	1. Executive Director Legal Services & Corporation Counsel 2. Deputy Corporation Counsel
Political Liaison Officer	1. Mayor 2. Deputy Mayor (for emergencies)
Operations Section Chief	1. Fire Chief 2. Deputy Fire Chief
Planning Section Chief	1. Executive Director, Strategy, Risk & Accountability 2. Chief Information Officer
Logistics Section Chief	1. Executive Director, CPRM 2. Director, Burlington Transit
Finance/Administration Section Chief	1. Chief Financial Officer 2. Controller and Manager, Financial Services

### **Head of Council:**

The Head of Council (HOC) has the power under the Emergency and Civil Protection Act to declare or terminate a state of emergency. The HOC is the Mayor during an emergency notification or declared emergency, though may be the Acting HOC for relief of the Mayor in an extended emergency or during any period of absence, inability or refusal of the Mayor to act as HOC or where the Office of Mayor is vacant. The HOC would have all the powers set out in the Act and Emergency Plan for purposes of an emergency and declared emergency.

The Incident Management System divides an emergency response into five manageable functions that are essential for emergency response operations:

1. Command;
2. Operations;
3. Planning;
4. Logistics; and
5. Finance/Administration.

These five major management functions are the foundation upon which the IMS organization develops. They apply for handling a routine emergency, organizing a major event, or managing a major response to an emergency/disaster. The IMS provides maximum flexibility to activate as many positions within the functional areas as are necessary to handle the magnitude of an incident.

On small incidents, one, or all, of the five major functions may be managed by the Incident Commander (IC). Large incidents usually require that each function be set up as a separate section within the system. There is no one “best” way to organize, thus the City of Burlington should adapt to meet the needs of the incident.

#### **INCIDENT COMMANDER (SITE):**

The Incident Commander at site is responsible for and/or has the authority to:

1. Establish a Unified Command structure for the purpose of information sharing, establishing objectives regarding emergency site management and prioritizing resources where applicable between the responding agency Incident Commander(s);
2. Designate an emergency site media coordinator;
3. Implement the strategy established by the ECG at the emergency site(s), if required;
4. Ensure that responding agencies make available the human and material resources that are required at the emergency site;
5. Maintain a communication link with the ECG for the flow of information regarding the management of the emergency site;
6. Maintain a record of events, decisions made, and actions taken as Incident Commander;
7. Participate in a debriefing with ECG regarding the emergency, if required; and
8. Assist the CEMC in creating an after-action report post emergency/disaster.

#### **EMERGENCY CONTROL GROUP**

The EOC Command Staff consists of the following positions:

- EOC Director
- EOC Manager
- Emergency Information Officer, who may be backfilled by other Communication Advisors during extended emergencies or disasters.
- Safety Officer
- Liaison Officer
- Legal Officer
- Political Liaison Officer, who has three focus areas: liaising with City Council, providing constituent relations and serving as the City’s media spokesperson (in collaboration with Corporate Communications and Engagement).

The EOC General Staff may as needed consist of the following positions:

- Operations Section Chief, who may delegate the staffing of this position based on the scope and scale of an emergency or disaster.
- Planning Section Chief
- Logistics Section Chief
- Finance and Administration Section Chief

#### **EOC DIRECTOR – PRIMARY RESPONSIBILITIES**

1. Exercise overall executive management responsibility for the coordination between emergency response and supporting agencies in the Emergency Operations Centre (EOC).
2. Oversee the establishment of the appropriate staffing level for the EOC and continuously monitor organizational effectiveness to ensure that appropriate modifications occur as required.
3. Ensure that inter-agency coordination is accomplished effectively within the EOC.
4. Direct, in consultation with the Emergency Information Officer (EIO), appropriate emergency public information actions using the best methods of dissemination. Approve the issuance of press releases, and other public information materials as required.
5. Liaise with Executive Group and / or Elected Officials.
6. Ensure risk management principles and procedures are applied for all EOC activities.

## **EOC Manager – Primary Responsibilities**

1. Undertake special assignments at the request of the EOC Director.
2. Ensure the efficient and effective flow of information within the EOC.
3. Ensure resource requests are prioritized and tracked.
4. Support EOC management by communicating executive direction and action priorities to all staff.
5. Coordinate internal functions of EOC for effective operational capability.
6. Monitor the health and welfare of EOC staff. Mediate and resolve any personnel conflicts.
7. Facilitate shift change briefings and operational debriefings.

**For the City of Burlington EOC position specific responsibilities refer to Annex 5.**

### **2.2.3. Response Objectives**

This part identifies the City of Burlington's response priorities.

All City of Burlington employees that are a part of the ECG and support staff in conjunction with first responders and field operations, must understand their role at an emergency/disaster is to work with all responding organizations to bring the emergency/disaster to a safe conclusion and continue to work with the community to rehabilitate/restore the impacted environment (both physical and socio-economic). City of Burlington personnel will manage their own resources, while striving to interact and cooperate effectively with other responding entities through the principles of the IMS / Unified Command.

The City of Burlington response priorities are:

- Immediate life safety;
- Health of affected persons;
- Protection of public, property and the environment; and
- Continuity of Operations.

### **2.3. Sustained Actions**

This part describes the process of transition from the initial emergency/disaster stage to the sustained action stage involving more prolonged mitigation and recovery actions.

This includes transferring command, shift rotations and obtaining logistical support.

Almost every emergency/disaster will require that activity transition from the initial emergency response stage to the sustained action stage involving more prolonged mitigation and recovery actions. When this occurs, it is often necessary to provide shift rotations to relieve the ECG and support staff.

#### **2.3.1. Transfer of Command and ECG Personnel**

Transfer of command and ECG personnel may only take place at the end of the operational period (maximum 12 hours). Prior to command transfer, the EOC Director must ensure that:

- ✓ The Incident Action Plan has been completed, approved and implemented;
- ✓ Transfer of command will take place face-to-face or virtually.
- ✓ A briefing or status report is provided to the incoming Director; and
- ✓ Appropriate notifications are made to the EOC Manager and ECG/Support Personnel.

Briefings between outgoing and incoming personnel should be performed to cover relevant issues such as:

- ✓ The situation status
- ✓ Objectives and priorities
- ✓ The current organization
- ✓ Resource assignments
- ✓ Resources en-route and/or ordered
- ✓ Facilities established
- ✓ Communications plan
- ✓ Prognosis, concerns, related issues



### 2.3.2. Requests for Assistance

It is possible that assistance from other levels of government, or external partner agencies with specialized knowledge or expertise, may be required by the City of Burlington to help successfully respond to an emergency/disaster and continue to assist with rehabilitation/recovery efforts.

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

Where provincial assistance is required, which is outside of the normal Municipal service or service working agreements, the request will be made to the Office of the Fire Marshal and Emergency Management (OFMEM) through the Provincial Emergency Operations Centre (PEOC).

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

### **SUPPORT AGENCIES**

When requested by the ECG, many support agencies are situated within the Region EOC (REOC) and may work in support of the EOC and site and include, but are not limited to the following representatives of external groups and organizations:

- GO Transit Service,
- Conservation Halton (CH),
- Joseph Brant Hospital (JBH),
- Non-Governmental Organizations (NGOs),
- Ontario Provincial Police (OPP),
- Provincial and Federal Ministries as required,
- Regional Municipality of Halton,
- School Boards,
- Transit Operators,
- Halton Region Police Service,
- Utility Providers,
- Local Businesses, and / or
- Representatives from any City of Burlington Municipal service or any other service organization or agency deemed necessary by the ECG.

**For a complete listing of support services, refer to Disaster Local Area Network (D-LAN) Resource Stock-Pile.**

## 2.4. Termination and Follow-up Actions

This section describes the process for terminating an emergency and details the demobilization of response recourse, organizational elements, including follow up actions.

### 2.4.1. Termination of a Declared Emergency

When it has been determined by the ECG that the emergency should be terminated, the Head of Council and/or Council will make an official termination of declared emergency in writing. The Premier of Ontario may also terminate an emergency at any time. The EOC Director will ensure that all personnel and Supporting Agencies concerned are advised of the termination of the emergency.

Upon termination of an emergency in Burlington, the Mayor will notify:

1. The Ministry of Community Safety and Correctional Services and Office of the Fire Marshal and Emergency Management (OFMEM) by fax, through the Provincial Emergency Operations Centre (PEOC);
2. Members of Burlington City Council;
3. The Regional Chairperson of the Regional Municipality of Halton; and
4. The public.

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

1. Local Member(s) of Provincial Parliament (MPPs);
2. Local Member(s) of Federal Parliament (MPs); and
3. Local media.

### 2.4.2. Demobilization of Resources

At all times during an emergency/disaster and at the conclusion of response activities, the IC and ECG and support staff must determine when assigned resources are no longer required to meet emergency/disaster objectives. Excess resources must be released in a timely manner to reduce emergency/disaster-related costs, and to free up resources for other assignments. It is important that prior to resource release, the IC and the ECG along with the EOC support personnel coordinate the development and the communication of a detailed demobilization plan to all stakeholders in order to release resources expediently and effectively.

**NOTE: Demobilization of resources shall be recorded in the respective IMS Form. See Annex 5 for a detailed listing and description of all IMS Forms.**

#### 2.4.3. Demobilization of Organizational Elements

As the response nears conclusion, it is appropriate to demobilize units, branches and sections as conditions warrant. Anytime a unit, branch or section is demobilized, the function it was performing goes to the next higher level in the chain of command. This process must be communicated to all stakeholders.

#### 2.4.4. Legal Services/General Claims

Many legal issues may arise out of an emergency/disaster. The Legal Department is to be contacted for all litigation, contractual and regulatory issues including recovery of expenses where appropriate.

**For ongoing recovery/rehabilitation efforts, refer to Annex 7.**

### 3. Annexes

The supporting annexes are designed to provide key supporting information for conducting a response under the core plan as well as document compliance with regulatory requirements not addressed anywhere else in the Municipal Emergency Response Plan. Information provided herein will augment core plan information.

Annex 1 IMS Structure and Implementation

Annex 2 Notification and Reporting:

- Annex 2A – Initial Notification – Activation Levels
- Annex 2B – Levels of Emergency – Downgrading Protocols Confidential

Annex 3 Declaration of Emergency (Confidential)

Annex 4 Contacts (Confidential)

Annex 5 IMS Forms and Position Specific Handbook

Annex 6 Training and Exercises

Annex 7 Disaster Recovery and Rehabilitation Plan

Annex 8 Termination of Declaration of Emergency Criteria