

THE CITY OF TORONTO

# EMERGENCY PLAN

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## Basic Plan

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### 1.0 Introduction

The City of Toronto is vulnerable to numerous hazards. These can be human caused such as aircraft crashes, technological such as those involving hazardous materials, infrastructure disruptions that could involve utility and power failures, and natural hazards such as severe weather.

The City of Toronto Emergency Plan establishes the framework that ensures the City is prepared to deal with any of these hazards. It is the methodology through which the City will mobilize its resources in the event of an emergency, thereby restoring the municipality to a state of normalcy. It is designed to ensure that all agencies, which may become involved in an emergency, are fully aware of their respective roles and responsibilities during that emergency.

Additionally, the Emergency Plan makes provisions for the earliest possible coordinated response to an emergency, an understanding of the personnel and resources available to the City, and a recognition that additional expertise and resources can be called upon if required.

**The Emergency Plan in itself cannot guarantee an efficient, effective response to an emergency. It must be utilized as a tool to assist emergency and municipal services and officials in their emergency response activities. The Plan must be flexible enough to adapt to a broad spectrum of disasters and *must* be supported with:**

- **Adequate personnel, equipment and expertise from the response agencies.**
- **Familiarity with contents of the Plan by participating agencies.**
- **Training and exercises.**
- **Awareness of resources available from neighbouring municipalities and the private sector, supplemented by prearranged agreements.**
- **Testing of the Plan on a regular basis.**
- **Review of the Plan following any incidents or exercises where it is implemented.**

The **Basic Plan** outlines how City agencies will respond to, recover from, and mitigate the impact of a disaster. The Basic Plan contains sections that describe legal authorities, planning assumptions, concept of operations, operational life cycle, agency responsibilities, and the preparedness cycle.

**Operational Support Functions** are supporting documents to the Emergency Plan. While these are stand-alone documents and not contained in this plan, they contain department / division specific procedures and are updated on a regular basis.

**Emergency Operating Procedures** are also supporting documents to the Emergency Plan. They contain specific response plans for hazards that may pose a threat to the City of Toronto.

**Annexes** contain additional pertinent information such as the by-law, mutual assistance agreements, definitions and acronyms.

## 2.0 Purpose

The aim of the City of Toronto Emergency Plan is to provide the framework within which extraordinary arrangements and measures can be taken to protect the health, safety, and welfare of the inhabitants of the City of Toronto when faced with an emergency.

The plan unifies the efforts of City organizations for a comprehensive and effective approach for responding to and reducing the impacts of a public emergency. It is intended to increase the emergency response capability of the City of Toronto by establishing a plan of action to efficiently and effectively deploy emergency services.

## 3.0 Scope

An emergency may result from an existing danger or it may be a threat of an impending situation abnormally affecting property or the health, safety and welfare of the community. Its nature and magnitude requires a controlled and coordinated response by a number of agencies, both governmental and private, under the direction of the Control Group, as distinct from routine operations carried out by an agency or agencies, e.g., fire-fighting, police activities, normal hospital routines.

There are three major categories of hazards that may pose a threat to the City of Toronto:

- ***Natural Events*** – severe weather, floods, blizzards, tornadoes, food or human health emergencies;
- ***Human-caused Events and Accidental Hazards*** – incidents intended to do harm to public safety and security, civil disorder, war, bomb threats, improvised explosive devices and improvised dispersal devices. Chemical, biological, radiological and/or nuclear agents may be used on their own, or in combination with these devices.
- ***Technological & Infrastructure Disruptions*** – incidents involving hazardous materials, utility and power failures, transportation accidents, aircraft crashes, water

supply failures, building or structural collapse, critical resource shortages, or computer-related incidents.

## **4.0 Legal Authorities**

The legislation under which the municipality, its' employees and agents are authorized to respond to an emergency is as follows:

- i) City of Toronto Municipal Code Chapter 59
- ii) The Emergency Management Act

### **4.1 Toronto Municipal Code 59**

The City of Toronto Emergency Plan has been formulated under Toronto Municipal Code 59, and adopted by Bill 353. Section 3(1) of the Emergency Management Act requires a municipality to formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency. The provisions of Municipal Code Chapter 59 form part of Toronto's Emergency Plan.

### **4.2 Provincial Emergency Management Act**

Section 2.1 of the Act requires municipalities to develop and implement an emergency management program and adopt it by by-law. An emergency management program must consist of:

- (i) an emergency plan;
- (ii) training programs and exercises for employees of municipalities and other persons with respect to the provision of required services and procedures to be followed in emergency response and recovery activities;
- (iii) public education on risks to public safety and on public preparedness for emergencies; and
- (iv) any other element required by standards for emergency management programs that may be developed by the Minister of Community Safety and Correctional Services.

In developing the emergency management program, the municipality must identify and assess various hazards and risks to public safety that could give rise to emergencies and identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies.

The formulation of an emergency plan is mandatory.

Each municipality must conduct training programs and exercises to ensure the readiness of employees of the municipality and other persons to act under the emergency plan.

Each municipality shall review and, if necessary, revise its emergency plan every year.

The Minister of Community Safety and Correctional Services can establish standards for development and implementation of emergency management programs and for the formulation and implementation of emergency plans.

## **5.0 Planning Assumptions**

- During normal operations, routine or minor emergencies are within the response capabilities of the City and its departments, with minimal need for regional or federal assistance. A major public emergency is any emergency that will likely strain the City's capabilities and require a broad range of assistance. A catastrophic disaster will require massive regional and federal assistance.
- A public emergency in the City may occur with little or no warning, and may escalate more rapidly than response organizations can manage.
- A public emergency may cause injury, possible fatalities, property loss, and disruption of normal support systems. A large number of casualties, heavy damage to buildings and basic infrastructure, and disruption of essential public services may overwhelm the capabilities of the City to meet the needs of the situation.
- Achieving and maintaining effective citizen and community preparedness reduces the immediate demands on response organizations. Public awareness and education programs are required to ensure citizens will take appropriate advance actions to reduce their vulnerability especially during the first 72-hours after a public emergency.
- The City will use available resources before requesting provincial / federal assistance. When the City's resources are overwhelmed, the additional resources will be requested through mutual assistance agreements with neighbouring municipalities and through requests to the provincial / federal government.
- The Emergency Operations Centre will be activated and staffed by the Toronto Emergency Management Program Committee, and the Office of Emergency Management, to manage emergency operations.
- Members of the Toronto Emergency Management Program Committee will be required to respond on short notice to provide timely and effective assistance.

Advance planning for these efforts will be based on pre-identification of resource shortfalls and contingencies.

- Each agency and volunteer organization will document and seek reimbursement, as appropriate, for expenses incurred during public emergency operations.
- Each agency will participate in the development of Operational Support Function plans and procedures, training opportunities, and exercises in order to achieve and maintain a high state of readiness.

## **6.0 Toronto Emergency Management Program Committee**

The City of Toronto Municipal Code 59 defines the composition of the Toronto Emergency Management Program Committee.

### **6.1 Composition**

The Toronto Emergency Management Program Committee shall consist of representatives holding positions in the City, its local boards, and other agencies and organizations as the case may be, or those designated to act on their behalf from time to time.

The usual role of the City of Toronto Emergency Management Program Committee is proactive, comprising mitigation and preparedness activities. However, during an actual emergency, the City of Toronto Emergency Management Program Committee commences a reactive, operational phase, which focuses on response and recovery.

**In the event of an emergency, the Toronto Emergency Management Program Committee convenes as it becomes reactive.** Identified members of this group will convene into a Control Group responsible for managing and coordinating emergency operations and providing the personnel and resources needed to minimize the effects of the emergency on the municipality. Additional representation of organizations will be determined by the nature of the emergency.

#### ***Toronto Emergency Management Program Committee (Control Group)***

Mayor

Deputy Mayor

City Manager

The two Deputy City Managers

Deputy City Manager and Chief Financial Officer

Chief and General Manager of Emergency Medical Services

Chief Corporate Officer

Chief General Manager of Toronto Transit Commission

Chief of Police  
Executive Director of Technical Services  
Fire Chief and General Manager of Fire Services  
General Manager of Shelter, Support and Housing Administration  
General Manager of Transportation  
General Manager of Water  
Manager, Office of Emergency Management  
Medical Officer of Health  
Treasurer

***Toronto Emergency Management Program Committee***

Chair, Community Services Committee  
Chief Building Official and Executive Director of Building  
City Solicitor, Legal Services  
General Manager of Parks, Forestry and Recreation  
C.A.O. of Toronto & Region Conservation Authority  
GO Transit  
Toronto Hydro Electric Commission  
Enbridge  
Bell Canada  
Insurance Bureau of Canada  
Ontario Hospital Association  
St. John Ambulance  
Toronto District School Board  
Toronto Catholic District School Board  
Toronto Port Authority  
Enwave

**External Organizations**

Depending on the nature of the emergency, external agencies that are not normally a part of the Toronto Emergency Management Program Committee, may be asked to send a representative to join the committee (i.e. airport, rail, hydro) to assist in coordinating the response.

## **6.2 Objective of Emergency Management Program Committee**

The City of Toronto Emergency Management Program Committee provides the City with an effective vehicle for developing and maintaining a comprehensive emergency management program, as defined under the Emergency Management Act, and to manage emergency response activities, which will ensure:

- mitigation, preparedness, response & recovery
- support of emergency operations at the site(s)
- overall management of operations
- risk identification, critical infrastructure protection

- immediate effective response to an emergency
- mobilization of all municipal, voluntary, and other agencies required
- prevention of further injury, loss of life, property damage
- alternate accommodation for evacuated persons
- establishment of information centres for the public and news media
- procurement of essential resources
- restoration of utilities and other essential services
- rehabilitation

### **6.3 Responsibilities**

The Toronto Emergency Management Program Committee is responsible for emergency management in the City of Toronto. Its' primary responsibility is to provide the executive leadership and support for the actions required to develop and implement the municipal requirements of the Emergency Management Act .

The committee is generally responsible for initiation and coordination of plans for all departments, agencies and local boards under the jurisdiction of City Council, and the coordination of any procedures for implementation of the plan developed by such departments, agency and local boards for the purpose of integration with the Plan.

During an emergency, this group is collectively responsible for the direction and coordination of emergency response operations within the City of Toronto in order to save lives, reduce suffering, sustain health and morale, minimize property damage, maintain and restore utilities and essential services; in general to neutralize the effects of the emergency and effect rehabilitation.

#### **Control Group Responsibilities**

- Calling out and mobilizing their emergency service, agency and equipment
- Coordinating and directing their service and ensuring that any action necessary to mitigate the emergency are taken, provided they are not contrary to law
- Advising the Mayor as to whether the declaration of an emergency is recommended.
- Ensuring support to the emergency site(s) by offering equipment, staff and resources, as required.
- Arranging for services and equipment from local agencies or providers not under Toronto control, i.e., private contractors, industry, volunteers, service clubs
- Ensuring timely and consistent messages are provided to all staff and media
- Notifying, requesting assistance from and/or liaison with local municipalities and other levels of government
- Determining the need to establish advisory or working groups or sub-committees for any aspect of the emergency
- Authorizing the expenditure of money required to deal with the emergency
- Maintaining a log outlining decisions made and actions taken relative to their organization and operations

- Participating in debriefings, and reporting out after emergency events, real or simulated.

The Control Group will be notified by the Toronto Police Service Communications Centre and can be activated when emergency site personnel determine an emergency situation represents a threat which is beyond the ability of the agencies normally designated to handle such an emergency, or the emergency is of such a type as to threaten the well-being of the municipality in large parts or as a whole.

During an emergency, the Control Group has the authority and responsibility to activate, coordinate, direct and otherwise bring about the implementation of the Emergency Plan formulated pursuant to the City of Toronto Municipal Code Chapter 59 to the extent of the duties and powers conferred upon it by law.

In addition to the City's Emergency Operation Centre, there are a number of Departmental / Agency Operation Centres. These centres coordinate departmental specific activities and provide support to the Emergency Operations Centre for the coordinated management of resources, personnel and incident information.

## **7.0 Concept of Operations**

### **7.1 General**

Police, fire, and emergency medical service first responders handle many emergencies that occur on a day-to-day basis. As the magnitude of a public emergency increases, so will the requirement for non-traditional support from within the City. In the event that City resources and capabilities are exceeded, the City may call upon neighbouring municipalities to provide mutual assistance in accordance with standing agreements. The City may also call upon the Provincial government to provide supplemental financial or physical resources necessary to deal with the overall impacts of the public emergency.

The City's Emergency Plan adopts the principles of an existing Incident Management System. Incident Management System can be used in any size or type of emergency to manage response personnel, facilities, and equipment. Incident Management System principles include 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 Incident Management System (i.e. operations, logistics) can be expanded or contracted to meet requirements an event progresses.

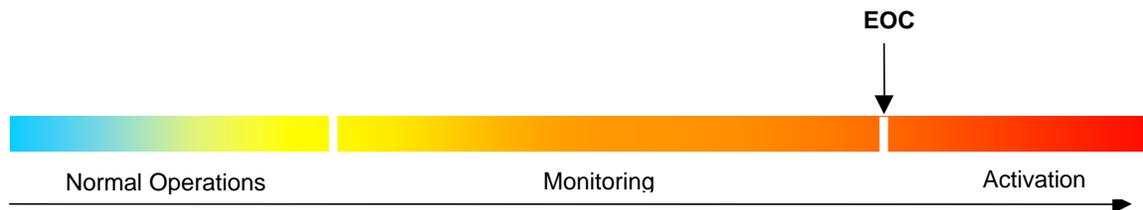
The response to emergencies in the City will be managed using the Toronto Emergency Plan – Basic Plan (this document), and functional responses organized into the Operational Support Function Annex to this plan.

- Each department or agency director is in command of the overall operation of his or her organization.
- Use of mutual aid assistance for cooperative response will be entered into and maintained with adjoining political subdivisions for the purpose of reciprocal assistance in the event of public emergencies. The Office of Emergency Management will maintain these mutual aid agreements.
- Normal communications and reporting channels will be used to the maximum practical extent possible. Emergency communications systems will be fully operational and will be used in the event that commercial communications systems are disrupted, saturated, or otherwise unavailable.
- City departments will employ their standard business continuity and business resumption planning principles to ensure the continuity of essential services.
- Day-to-day functions that do not contribute directly to the operation may be suspended for the duration of the public emergency. Efforts that would normally be required of those functions will be redirected to accomplish the emergency task.

## 7.2 Operational Levels

The Toronto Office of Emergency Management has adopted three operational levels to identify the level of municipal Emergency Management functioning and activity:

Normal Operations  
Monitoring  
Activation



Once notified, the duty staff of the Toronto Office of Emergency Management makes an initial determination of the operation level for an event. As information about an incident is gathered and the situation is better understood, the level may be modified.

### Normal Operations

*Normal Operations* consist of the daily operations agencies must carry out, in the absence of an emergency situation, to ensure readiness. During the course of Normal Operations agencies should be engaging in preparedness training, and exercise activities to ensure

continual readiness. Operations plans should be reviewed and equipment should be checked to ensure everything is ready to go, should the need arise.

### **Monitoring**

*Monitoring* indicates the potential for an event that could threaten life, property, or the environment. This indicates highly probable hazard conditions and a strong potential for property damage, or loss of life. The Emergency Operations Centre is staffed with Office of Emergency Management personnel and the necessary Toronto Emergency Management Program Committee representatives. During this operational stage, the full committee may be called in to attend the Emergency Operations Centre in anticipation of an Emergency Operations Centre/Emergency Plan activation.

### **Activation**

*Activation* indicates the escalation of an event to require the opening of the Emergency Operations Centre. It indicates extremely hazardous conditions that are imminent or occurring. All Control Group members of the Toronto Emergency Management Program committee are notified. The Emergency Operations Centre may be partially or fully activated, depending upon the conditions of the emergency. It will be staffed by the Office of Emergency Management and other affected departments, agencies and stakeholders until such time as the Control Group determines to either scale back or stand-down Emergency Operations Centre operations.

## **7.3 Operational Support Functions**

### **Notifications**

The notification function details the process in which members of the Toronto Emergency Management Program Committee are notified of an emergency situation. Upon indication of an imminent or actual public emergency, the Office of Emergency Management will initiate the notification of key personnel and agencies as outlined in this notification protocol.

### **Emergency Operations Centre Operations**

Emergency Operations Centre Operations outline the procedures and functions involved in Emergency Operations Centre activation and operation. The function of this facility is to support site operations. It is the location from which municipal authorities coordinate the management of the City's response.

### **Incident Management System (IMS)**

The Incident Management System (IMS) is a model for the command, control and coordination of emergency response, used by individual organizations working towards the common goal of stabilizing the incident and protecting life, property and the environment. It brings order to the management of varied resources, available and required, during an emergency response.

**Emergency Information**

Corporate Communications provides coordination for the media relations and community information function to expedite the City's ability to help citizens recover from the effects of a public emergency. This function supports City agencies, as needed, after a public emergency in gathering and disseminating information. These operations outline the development and delivery of critical information to the media outlets, city staff, Council members, businesses and residents, both during and immediately following an emergency.

**Debris Management**

The Debris Management function involves the City of Toronto working in partnership with a variety of private sector entities to provide residents with a much-needed disaster response immediately following a disaster situation. This function has been developed to provide a safe, cost-efficient means to clear and dispose of debris created as a result of an emergency.

**Damage Assessment**

Knowing what areas were affected by a hazard may help reduce vulnerability and improve mitigation capabilities in the future. Gaining information about victims' needs facilitates the acquisition of immediate emergency relief. Understanding the degree of damage to residential, commercial and public property is required before funds can be received for the purpose of long-term recovery.

**Evacuation**

The Evacuation function describes how the public would be evacuated out of areas affected by an emergency situation that are deemed to be too hazardous for people to stay in place. Although evacuation routes will be dependent on the incident, the evacuation process and procedures, along with the roles and responsibilities of the key agencies, have been identified in this guide.

**Transportation**

Transportation describes the surface transportation resources (human, technical, information, equipment, facility, materials & supplies) to support the City's capacity to perform emergency transportation response missions in the event of an emergency. This function also serves as a coordination point for response operations and restoration of the transportation infrastructure.

**Mass Care**

Mass Care involves efforts to provide mass care needs to victims of an emergency. These services could include, but are not limited to providing shelter, food, and emergency first aid assistance to those impacted by an emergency. Additionally, this function supports the establishment and maintenance of systems to provide bulk distribution of emergency disaster relief supplies to both victims and response personnel and the collection of information to operate an information system for the purpose of reporting victim status.

**Donation Management**

This operational support function provides guidance on the City's role in donation management. It will outline a donations management program for the City which can be implemented for a large-scale, high-visibility disaster, or for smaller-scale disasters, which also may generate a flow of unsolicited donated goods. This document indicates how the City will deal with both goods and monetary donations in the event of an emergency.

**Volunteer Management**

This operational support function provides guidance on the City's role in the management of volunteers. It provides an outline for a volunteer management program which can be implemented in an emergency situation, and establishes a consistent framework for coordinating with the many volunteer organizations that would be required to support a response.

**Mass Casualties**

The mass casualty function provides direction for responding to mass casualty needs following an emergency. It provides for a coordinated and effective government approach to providing health and medical assistance in the immediate aftermath of a mass casualty emergency that impedes routine health and medical services within the City.

**Mass Fatalities**

This function outlines the process in which City services will coordinate with the Office of the Coroner to deal with mass fatalities after an emergency. The required services could include the collection of evidence, identification and notification of next of kin.

**Psychosocial Response and Recovery**

This function outlines the processes specifically designed to prevent or mitigate the development of post-traumatic stress among emergency services professionals. Psychosocial response and recovery represents an integrated "system" of interventions which is designed to prevent and/or mitigate the adverse psychological reactions that so often accompany emergency services, public safety, and disaster response functions. These interventions are especially directed towards the mitigation of post-traumatic stress reactions.

**Animal Protection**

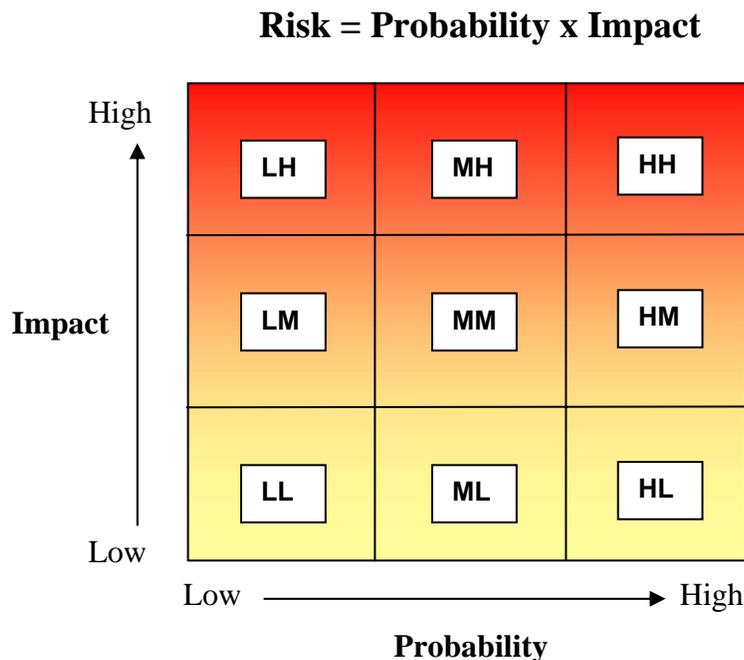
A disaster can strike any moment. And in the case of disasters that require evacuation, there are many factors that come into play such as dealing with companion animals. This function outlines the steps that the City is taking to address this issue, in terms of identifying shelters that will accept animals, and educating the public as to what they should do with their animals in case an evacuation is necessary. [in development]

## 7.4 Hazard Identification and Risk Assessment

The Office of Emergency Management has identified and assessed the various hazards and risks to public safety that could give rise to emergencies and has identified the facilities and other elements of the infrastructure that are at risk of being affected by emergencies. They can generally be grouped into three categories:

- **Natural Events** – severe weather, floods, blizzards, tornadoes, food or human health emergencies;
- **Human-caused Events and Accidental Hazards** – incidents intended to do harm to public safety and security, civil disorder, war, bomb threats, improvised explosive devices and improvised dispersal devices. Chemical, biological, radiological and/or nuclear agents may be used on their own, or in combination with these devices.
- **Technological & Infrastructure Disruptions** – incidents involving hazardous materials, utility and power failures, transportation accidents, aircraft crashes, water supply failures, building or structural collapse, critical resource shortages, or computer-related incidents

The City of Toronto has adopted an approach that considers the impact of an event along with the chance of it occurring. The approach is represented by the following chart:



This risk/mitigation table can be used to demonstrate how mitigation strategies reduce risk. For any given risk that is plotted, the risk can be reduced by either reducing the chances of it occurring (probability) and/or reducing the impact the event might have should it occur.

Specific risks include:

- electrical energy failures
- terrorism & sabotage
- petroleum/gas emergencies, (incl. pipelines)
- transportation accidents: aircraft
- tornadoes
- hurricanes
- freezing rain storms
- water supply emergencies
- earthquakes
- nuclear facility emergencies
- building/structural collapse
- hazardous materials (incl. radiological) –fixed site
- hazardous materials - transportation incident
- human health emergencies and epidemics
- telecommunications failures

The City of Toronto Emergency Management Program is currently, and will continue, to take these hazards into account.

A number of the assessed risks and hazards have been addressed through the development and implementation of risk-specific joint operational guidelines.

## **7.5 Emergency Operating Procedures**

### **Hazardous Materials Joint Operations Guideline**

Hazardous Materials Joint Operations provides a coordinated response to actual or potential discharges and/or releases of chemicals or other hazardous materials in the City. Major activities include the control, containment, identification, assessment, mitigation, and monitoring of hazardous materials releases into the environment. It identifies the general responsibilities of responding emergency services at the site of a hazardous materials incident

### **Chemical/Biological/Radiological/Nuclear (CBRN) Joint Operations Guideline**

This function has been developed to assist effective emergency response to incidents potentially involving chemical/biological/radiological and/or nuclear terrorism. It identifies the general responsibilities of responding emergency services at the site of an incident involving CBRN terrorism. It may service as the basis for internal response procedures or action guides specific to any participating agency. It outlines the

responsibilities of each participating agency, as well as raising the awareness of the responsibilities of the other participating agencies.

### **Heavy Urban Search and Rescue (HUSAR) Joint Operations**

HUSAR provides specialized lifesaving assistance in the event of a public emergency involving structural collapse or other cave in. Operational activities include conducting physical search and rescue in collapsed buildings; providing emergency medical care to trapped victims; assessment and control of gas and electricity and hazardous materials; and evaluating and stabilizing damaged structures to affect rescue of trapped persons.

### **Floods**

Mitigation and response activities, roles and responsibilities that are undertaken to deal with floods and flood warnings.

### **Heat/Cold/Severe Weather**

This function outlines the mitigation and response activities that are undertaken to deal with extreme temperature fluctuations and severe weather conditions in the City of Toronto.

### **Infectious Disease**

This support function outlines the City's response to an infectious disease outbreak such as a Pandemic. It outlines the roles and responsibilities of various City Departments in supporting Toronto Public Health in responding to a City wide health emergency.

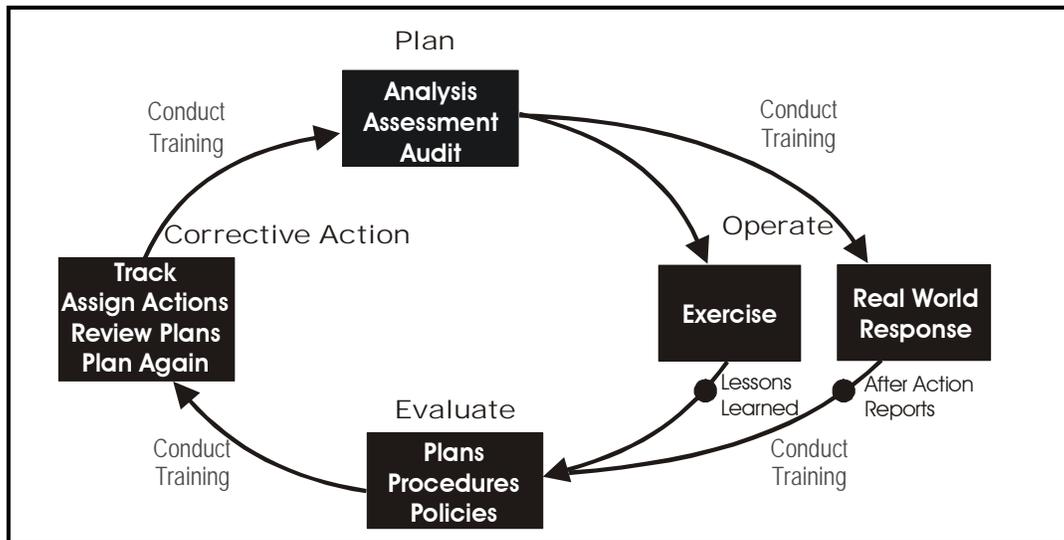
### **Nuclear (Toronto Nuclear Emergency Response Plan - TNERP)**

This EOP outlines Toronto's responsibilities in responding to nuclear emergencies originating at the Pickering and Darlington nuclear generating stations, other nuclear establishments and incidents involving radioactive sources, as required in the Provincial Nuclear Emergency Response Plan (PNERP).

## **8.0 Preparedness Cycle**

The Emergency Plan will be maintained, reviewed, and updated according to a preparedness cycle that includes four phases: Plan, Operate, Evaluate, and Corrective Action. Participation of the Toronto Emergency Management Program Committee during all phases of this cycle ensures that the plan reflects the current policies, organizational structures, and methodologies utilized by the City of Toronto.

The Office of Emergency Management is responsible for coordinating overall planning under the Emergency Plan, including review and revision of the Emergency Plan, related annexes, and supporting operational procedures. Primary agencies are responsible for taking the lead in preparing and maintaining their specific Operational Support Functions. The Toronto Emergency Management Program Committee is responsible for planning and coordinating the delivery of emergency assistance.



## 9.0 Operational Cycle

The City of Toronto is prepared to take a variety of actions to respond to and recover from a public emergency. These actions – ranging from initial notification of an emergency to preparation of a final after-action report – are summarized below. They are not necessarily in sequential order; some may be undertaken concurrently

### 9.1 Initial Actions

#### Notification

- Upon indication of an imminent or actual public emergency, the Office of Emergency Management will initiate the notification of key personnel and agencies as outlined in the notification Operational Support Function annex of this plan. Based on the type and seriousness of the event, appropriate personnel are notified with essential elements of information outlining the scope of the incident.
- Toronto Emergency Management Program Committee members may be notified to convene at the Emergency Operations Centre depending on the nature and severity of the emergency.

#### Activation

- With an increase in Operation from Monitoring to Activation, the Office of Emergency Management informs the members of the Toronto Emergency Management Program Committee and provides a time for each member to report the Emergency Operations Centre.
- Agencies are responsible for activation of their support agencies if required.

- Agencies may activate their own respective Operations Centres to provide coordination and direction to their response elements in the field.
- The Toronto Emergency Management Program Committee assembles at the Emergency Operations Centre to assist in assessing the impact of the situation, collecting damage information and determining requirements.
- Members of the Toronto Emergency Management Program Committee brief the Mayor or the Mayor's designated liaison officer at the Emergency Operations Centre on the assessment of the situation. This information is evaluated to determine if an Emergency needs to be declared.
- Under the Emergency Management Act, when an emergency exists, but has not yet been declared to exist, municipal employees may take such action(s) under this emergency plan as may be required to protect the lives and property of the inhabitants of the City of Toronto.

### **Declaration of an Emergency**

- The Mayor or designate may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he/she considers necessary and are not contrary to law to implement the City of Toronto Emergency Plan and to protect property and the health, safety and welfare of the inhabitants of the emergency area.
- The Mayor, or designate, may declare that a Toronto emergency has terminated.
- The Mayor shall ensure that the Minister of Community Safety and Correctional Services, and members of Council, are notified forthwith of a declaration of emergency. In addition, the media and the public shall be notified of the emergency as soon as possible.
- The Premier of Ontario may at any time declare a provincial emergency, and declare that a provincial or municipal emergency has terminated.

## **9.2 Continuing Actions**

### **Response Operations**

- The Toronto Emergency Management Program Committee Control Group is located at the Emergency Operations Centre and assumes operational responsibility for coordinating public emergency assistance by identifying needs and priorities.

- The Control Group convenes, with other affected members of the committee, to address management and policy issues related to the allocation and deployment of City resources.
- Communications staff conduct briefings for media and staff as appropriate according to the communications plan.
- Once immediate response missions and lifesaving activities conclude, emergency teams are demobilized and the emphasis shifts from response to recovery operations. During response operations a demobilization plan is developed.

### **9.3 Recovery Operations**

#### **Stand Down**

- When a centralized coordination presence is no longer required, the Toronto Emergency Management Program Committee implement the demobilization plan to transfer responsibilities to recovery assistance program oversight and monitoring that shifts back to individual agencies.