

Emergency Response Plan

By-law# 74-2022

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1.0 Background

The City of Thorold Emergency Response Plan establishes a framework for responding to a number of risks the City faces. Developed with key officials, agencies and departments, it is a guideline that outlines collective and individual roles and responsibilities in responding to and recovering from an emergency.

The Emergency Response Plan (ERP) document describes the framework of how the City of Thorold will respond to, recover from and mitigate the impact of an emergency. It describes the legal authorities, concept of operations and functional roles and responsibilities.

1.1 General Information

Emergencies are defined as situations or the threat of impending situations abnormally affecting property and the health, safety and welfare of a community, which by their nature or magnitude require a controlled and coordinated response by all agencies. These are distinct from routine operations carried out by municipal agencies.

1.2 Purpose

The purpose of the City of Thorold Emergency Response Plan during an emergency is to facilitate the effective co-ordination of human and physical resources, services and activities necessary to:

- a) Protect and preserve life and property;
- b) Minimize and/or mitigate the effects of the emergency on the residents and physical infrastructure of the City of Thorold; and
- c) Quickly and efficiently, enable the recovery and restoration of services.

It also makes provision for the efficient administration, coordination, and implementation of extraordinary arrangements and response measures taken by the City of Thorold to protect the health, safety, and welfare of the residents of Thorold during any emergency by:

- a) Identifying the governance structure for emergency response within the City of Thorold;
- b) Identifying roles and responsibilities required in mitigating, preparing for, responding to and recovering from emergencies and disasters;
- c) Identifying standard response goals for emergency response operations and decision making; and
- d) Providing for a coordinated response by the municipality and partner agencies in managing emergencies.

1.3 Scope

The Emergency Response plan outlines the general concepts, structure and requirements for the response to an emergency that requires the coordination of activities between multiple municipal divisions and external agencies and organizations.

As per the Emergency Management and Civil Protection Act (EMPCA), the City of Thorold has formulated an Emergency Response Plan (ERP) which is adopted by Council by By-law 74-2022.

1.4 Legislative Authority

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

- The Emergency Management and Civil Protection Act, R. S. O. 1990, c.E.9, as amended (the “Act”)
- Ontario Regulation 380/04
- The City of Thorold Emergency Management Program By-Law 74-2022.

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

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

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

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

The City of Thorold Emergency Management Program By-Law approves the

enactment of the City of Thorold Emergency Response Plan and other requirements for the City's Emergency Management Program.

The Senior Official for the purposes of the City's Emergency Management Program Committee is the CEMC.

1.5 Plan Formant and Content

The City of Thorold Emergency Response Plan (ERP) provides the framework by which the municipality will respond to any emergency situation and is supported by several functional annexes. The main body of the ERP cites the legal authority for conducting municipal operations, the policy framework for the City of Thorold's Emergency Management Program and describes the hazards to which the municipality is vulnerable. This part of the plan also sets out the membership of the Municipal Emergency Control Group (MECG), the means by which these groups are convened, the roles and responsibilities of their membership and the manner in which The City of Thorold will respond to an emergency.

Specific contact and resource information is contained in a series of confidential attachments that are not intended for public consumption.

The ERP is supported by functional annexes that address broader emergency management functions, including evacuations and public emergency information. The functional annexes to the ERP are:

- Annex 1: Emergency Alert Procedures
- Annex 3: Incident Management Team and Organizational Chart
- Annex 4: Incident Commander (Site) Duties
- Annex 6: Fire Service: Roles and Responsibilities
- Annex 7: Regional Police Service: Roles and Responsibilities
- Annex 8: Emergency Evacuation Plans and Procedures
- Annex 8A: Port Robinson Evacuation Plan (with Map)
- Annex 9: Water Source Protection Plan

2.0 City Thorold Emergency Management Program

2.1 Emergency Management Program Committee

The Emergency Management Program Committee (EMPC) as required by the Emergency Management and Civil Protection Act consists of representatives from City departments and agencies, or designated alternates as determined by the CEMC in consultation with the CAO.

This committee reviews the emergency management program and plan annually, ensures training is provided to employees on their functions and recommends changes to the program as considered appropriate and refers recommendations to Council for further review and approval.

In the event of an emergency, the EOC Directors/Officers listed in the by-law 74-2022 act as the Municipal Emergency Control Group as defined by Ontario Regulation 380/04 to oversee the City's emergency's response.

2.2 EOC Director is the CAO

The Chief Administrative Officer is appointed as the EOC Director.
The Alternate EOC Director is the City Clerk.

2.3 Community Emergency Management Coordinator

The Fire Chief is appointed as the Community Emergency Management Coordinator (CEMC). The Alt CEMC is the Deputy Fire Chief for the City of Thorold.

2.4 Emergency Information Officer

The Community Relations Specialist (or designate) is appointed as the Emergency Information Officer (EIO).

2.5 EOC locations

The City has two Emergency Operations Centers; one main location and a back-up location.

3.0 Municipal Hazard Identification and Risk Analysis

The Emergency Management Program has identified realistic hazards that may occur in Thorold and assessed them in terms of probability, frequency of occurrence, and magnitude of consequence or impact. Results of the HIRA assist with the development of training and exercise scenarios, and may initiate the development of hazard-specific plans or procedures in the event of an emergency.

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

- Transportation accidents involving hazardous materials
- Tornado
- Human Health Emergency
- Extreme temperatures
- Explosion/Fire
- Transportation Emergency
- Freezing Rain/Ice Storm
- Windstorm
- Oil/Natural Gas Emergency
- Blizzard

4.0 Emergency Management Principles and Assumptions

This Emergency Response Plan has been developed based on the following assumptions:

4.1 Definition of an Emergency

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

The Emergency Management and Civil Protection Act define 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.

4.2 Normal Emergency Operations

In the course of normal business operations, various municipal departments may be required to respond to an impending threat and/or hazardous situation. A normal emergency event is one that can be effectively managed and mitigated by a department operating independently or in coordination with other departments. When these events occur, normal emergency operations are conducted and do not require activation of this Plan

4.3 Rapid Escalation Emergencies

An emergency event within the context of this Plan may occur with little or no warning and escalate in short order. When these events occur, immediate management of the event rests with the emergency services or municipal departments with jurisdiction over the event where it occurs. Control of these events and their impact on the community at large remains with the stie response personnel until such a time that a local municipal emergency plan is activated.

4.4 Extraordinary Emergency Measures

An emergency event that overwhelms or threatens to overwhelm municipal resources (response capacity) and that has a significant impact on the community at large will precipitate the activation of this Plan. When these events occur, the overarching aim of this Plan is to provide the foundation for effective and appropriate municipal control of extraordinary actions and measures that must be taken to mitigate the emergency.

5.0 City of Thorold Emergency Response Plan

5.1 Implementation

This Plan can be implemented as soon as an emergency occurs, or is expected to occur, which is considered to be 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 Thorold.

When an emergency exists or appears imminent, but has not yet been declared, City of Thorold employees may take such action(s) under this emergency response plan as may be necessary to protect the lives and property of the inhabitants of the City of Thorold. It authorizes employees of the City of Thorold to respond to an emergency in accordance with the emergency plan where an emergency exists but has not yet been declared to exist.

5.2 Municipal Internal Notification Procedure

The EOC Director has the authority to activate the EOC after consultation with the CEMC should they feel the activation of the EOC is necessary. They may receive an initial warning of a potential emergency and/or arrive first at the scene of an emergency and they feel the circumstances require the support of the EOC.

The Emergency Control Group may be notified to assemble or meet virtually upon receipt of information of any potential or actual emergency that may impact the City of Thorold.

The electronic Internal Notification System (INS) will be used to notify members of the MECG. The INS Procedure is described in Annex 1 and shall be used to notify the ECG members.

Contact information for the ECG members, and their alternates, is also provided in Annex 2.

5.3 Municipal Emergency Operations Centre (MEOC)

There is a primary and alternate location designated as the MEOC. In the event of implementation of the Plan for a declared or undeclared emergency, MEOC personnel will be notified to assemble at one of the designated locations.

The Region of Niagara CEMC may be notified, for a supporting role, by the Thorold CEMC when the Thorold EOC is activated. The Thorold MECG may request the Region of Niagara CEMC or designate to attend MEOC.

5.4 Response Goals

The following response goals are applied to all emergency situations. In order of priority they are:

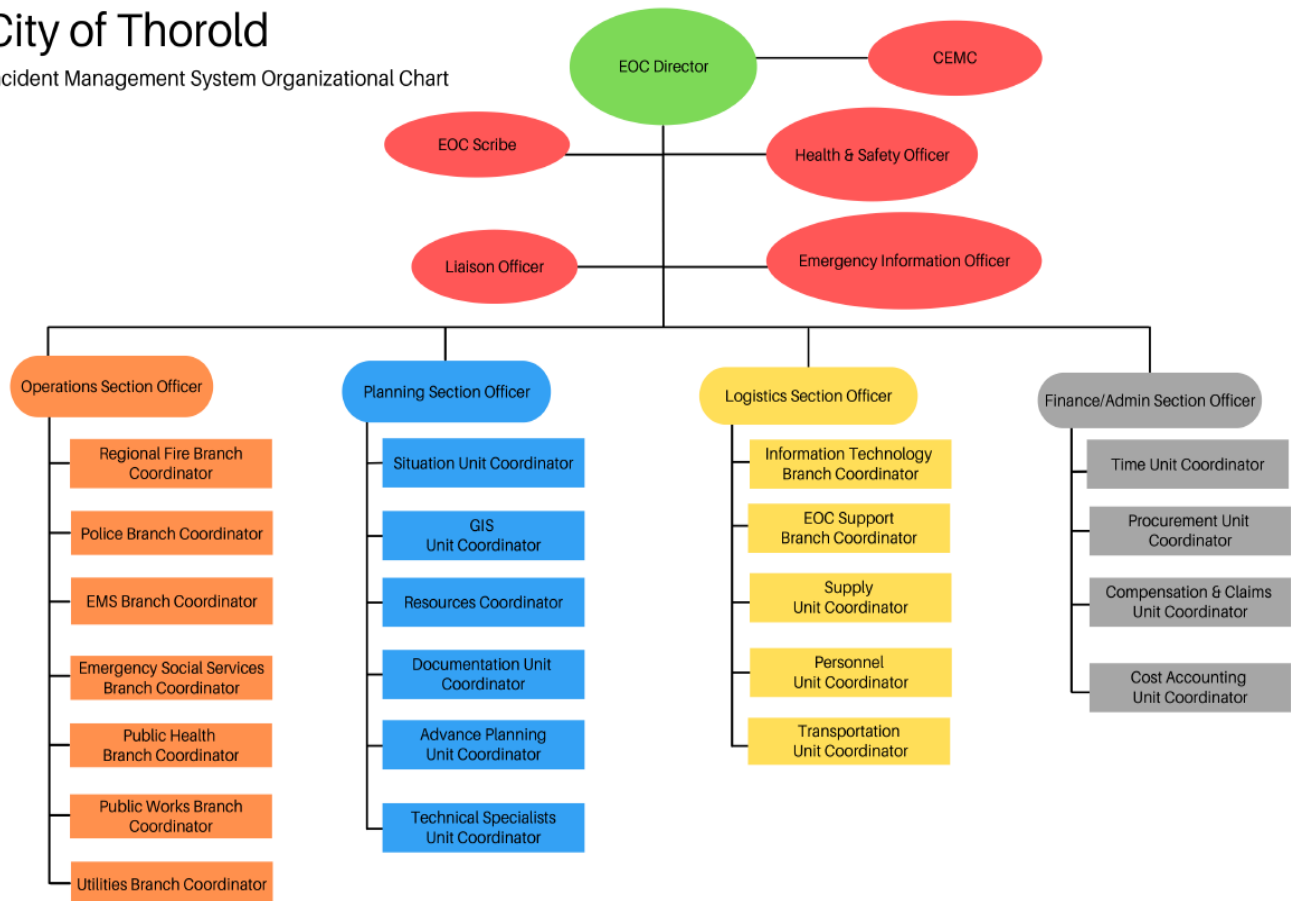
1. Provide for the health and safety of all responders.
2. Save lives.
3. Reduce suffering.
4. Protect public health.
5. Protect critical infrastructure.
6. Protect property.
7. Protect the environment.
8. Reduce economic and social losses.

5.5 Incident Management System

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

City of Thorold

Incident Management System Organizational Chart



5.6 Policy Group

Head of Council (HOC)

The Mayor or Deputy Mayor is the HOC during an emergency. The HOC would have the powers as set out in the EMCPA and Emergency Response Plan for purposes of an emergency situation and/or declared emergency.

The Policy Group may be established to receive information or reports during an emergency situation, and to provide any necessary policy support to the MCEG. The Mayor or designate does have power under the Act to declare or terminate a declaration of emergency upon recommendation by the EOC.

6.0 Declaration and Termination of Emergency

6.1 Prior to Declaration

When an emergency exists, but has not yet been declared, the City of Thorold employees and first responders may take such action(s) under the authority of this Plan necessary to protect lives and property.

6.2 Declaration of an Emergency

The Mayor or Deputy Mayor, as Head of Council, is responsible for declaring that an emergency exists within the boundaries of the City of Thorold. In declaring an emergency, the Head of Council will identify the geographical boundaries of the emergency area. The decision whether to declare an emergency and the designation of geographical boundaries of the emergency area will be made in consultation with the MCEG.

The MCEG will ensure that all personnel and Supporting Agencies concerned are advised of the declaration of the emergency.

Upon declaration of an emergency in Thorold the Mayor shall notify:

- a. The Solicitor General and Office of Fire Marshal and Emergency Management (OFMEM) by email or fax, through the Provincial Emergency Operations Centre (PEOC);
- b. Members of Thorold City Council; and
- c. The Regional Chairman of the Regional Municipality of Niagara.

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

- a. Local Member(s) of Provincial Parliament (MPPs);
- b. City Council

- c. Local media; and
- d. The public.

6.3 Termination of an Emergency

When it has been determined by the MECG that the emergency should be terminated, the Mayor 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 Thorold the Mayor shall notify:

- a. The Solicitor General and Office of Fire Marshal and Emergency Management (OFMEM) by email or fax, through the Provincial Emergency Operations Centre (PEOC);
- b. Members of Thorold City Council; and
- c. The Regional Chair of the Regional Municipality of Niagara

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

- a. Local Member(s) of Provincial Parliament (MPPs);
- b. Local Member(s) of Federal Parliament (MPs);
- c. Local media; and
- d. The public.

6.4 Emergency Response Levels in the City of Thorold

Each Municipality within the Region of Niagara has agreed to use the following three emergency management response levels as a guide to be used before, during and following emergencies. Each level signifies the variation of the impact to the community caused by an emergency.

Response Level	Actions	Criteria
Normal Operations	Normal response by operating departments and responders.	Routine operations
Level 1: Local ECG monitoring level	Key members of Local Emergency Control Group (ECG) notified Local ECG monitors	Incident contained within one Local Municipality First Response Protocol (FRP) may be activated Minor impact to citizens and environment Contained within inner perimeter Minor impact on resources
Level 2: Partial notification/ activation local ECG	Local ECG notified and on standby , key members of Local ECG may convene Regional ECG may be notified and on standby PEOC may be notified	Incident contained within one Local Municipality First Response Protocol (FRP) may be activated Significant impact to citizens, property and environment beyond the outer perimeter Significant media attention Significant demand on resources May affect multiple buildings
Level 3: Full activation local ECG	Local ECG convened . Regional ECG notified and on standby May require Local emergency declaration. PEOC notified	Incident contained within one Local Municipality Possible activation reception/evacuation centre(s) Major impact to citizens, property and/or environment beyond the outer perimeter Major media and/or public interest Major demand on resources Multiple buildings/incidents

7.0 Municipal Emergency Control Group (MECG)

The Municipal Emergency Control Group (MECG) provides for the overall management and coordination of site support activities and consequence management.

7.1 Composition

The MECG is comprised of:

- EOC Director or designate (CAO)
- CEMC (Fire Chief)
- Emergency Information Officer or designate (Community Relations Specialist)
- Liaison Officer or designate (City Clerk)
- Health & Safety Officer or designate (Health & Safety Specialist)
- Operations Officer or designate (Director of Public Works and Community Services)
- Planning Officer or designate (Director of Planning and Development Services)
- Logistics Officer or designate (IT Manager)
- Finance and Administration Officer or designate (Director of Finance)

7.2 MECG Responsibilities

The MECG is responsible for:

- Notifying response agencies and coordinating the activities of the various departments and organizations which are needed to effectively respond to and recover from the emergency;
- Providing support to the Incident Commander and site personnel;
- collecting situational awareness information and prioritizing, evaluating, summarizing it, as well as disseminating and displaying it;
- Establishing priorities based on all the information gathered and developing EOC Incident Action Plans;
- Obtaining, coordinating and managing payment of any additional resources (both personnel and equipment) needed to support the emergency;
- Coordinating all internal and external information including communicating emergency information to the general public; and
- Maintaining the day-to-day activities of the community outside of the emergency area.

A full description of each MECG positions' responsibilities is available in Annex 3.

8.0 Mutual Assistance Agreement

As outlined in subsection 13(3) of the *Emergency Management and Civil Protection Act*, R.S.O. 1990, a municipality may make an agreement with any other municipality for the provision of any personnel, service, equipment or material during an emergency. As such, The City of Thorold has entered into a mutual assistance agreement with other local area municipalities within the Niagara Region, including the Regional Municipality of Niagara.

8.1 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 Thorold to help successfully respond to an emergency situation.

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

8.2 Requesting Region of Niagara Support

When the resources of the City of Thorold are at capacity or there is a need for support from regional departments the designated member of the Local Municipal MCEG may request further assistance from the Region of Niagara by contacting the Regional Chair and/or Regional CAO (Chair RECG). Where required due to time restrictions, such requests can be made through the Regional CEMC who will submit the request to the appropriate Regional designate.

8.3 Requesting Provincial Assistance

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

8.4 Support Agency Composition

When requested by the MCEG, support agencies work in support of the EOC and site and include but are not limited to the following representatives of external groups and organizations:

- St. Catharines Transit Services

- Enbridge Gas
- Trans-Canada Pipelines
- Niagara Health System (NHS)
- Niagara Peninsula Conservation Authority (NPCA)
- CN Rail Police
- Society for the Prevention of Cruelty to Animals (Lincoln County Humane Society, SPCA)
- Niagara Region District School Board
- Niagara Catholic District School Board
- Provincial and Federal Ministries as required, i.e. EMO, OFMEM, MTO, MNRF
- Representatives from any other service organization or agency deemed necessary by the MECG
- Others as required

Support Agency representatives may be invited to attend MECG or site meetings as required.

9.0 Abbreviations

CAO	Chief Administrative Officer
CEMC	Community Emergency Management Coordinator
ECG	Emergency Control Group
EIO	Emergency Information Officer
EMCPA	Emergency Management and Civil Protection Act
EMPC	Emergency Management Program Committee
ERP	Emergency Response Plan
FRP	First Response Protocol
NPCA	Niagara Peninsula Conservation Authority
HAZMAT	Hazardous Materials
HIRA	Hazard Identification and Risk Assessment
HOC	Head of Council
IMS	Incident Management System
MECG	Municipal Emergency Control Group
MOECC	Ministry of Environment and Climate Change
MNRF	Ministry of Natural Resources and Forestry
MP	Local Members of Federal Parliament
MPP	Local Members of Provincial Parliament
MTO	Ministry of Transportation
OFMEM	Office of the Fire Marshal and Emergency Management
PEOC	Provincial Emergency Operations Centre
RECG	Regional Emergency Control Group
RON	Region of Niagara
SFCC	Region's Service First Call Centre
SPCA	Society for the Prevention of Cruelty of Animals

10.0 Plan Maintenance, Revision and Testing

The City of Thorold Emergency Response Plan will be maintained and distributed by the Community Emergency Management Coordinator (CEMC) to the public via the City of Thorold public website.

The Plan will be reviewed annually by the Emergency Management Program Committee. The review and recommended revisions will be coordinated by the CEMC.

The Plan shall be revised only by By-law; however, revisions to the appendices and minor administrative or housekeeping changes may be made by the CEMC in consultation with the City Clerk.

It is the responsibility of each person, agency, service or department identified within Plan to notify the CEMC forthwith, of the need for any administrative changes or revisions to the Plan or supporting plans.

The CEMC is responsible for maintaining a current confidential contact list for EOC personnel and Support Agencies.

Each Department involved with this Plan should prepare emergency response procedures or guidelines (i.e. Departmental Emergency Plan) outlining how it will fulfil its own internal responsibilities under this Plan during an emergency.

Each Department should designate a member of its staff to review, revise and maintain its own functional emergency response procedures or guidelines on a periodic basis.

10.1 Exercising of the Emergency Response Plan

As per the requirements of the EMCPA, at least one exercise will be conducted annually by the CEMC and EMPC in order to test the overall effectiveness of the Plan.

Recommendations arising from the annual exercise shall be considered by the CEMC and Emergency Management Program Committee for revisions to the Plan.

10.2 Plan Distribution

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

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Annex 1

Emergency Alert Procedures

The CAO has the authority to activate the EOC in consultation with the CEMC when they feel activation of the EOC is necessary. The MECG will be notified of EOC activation via the electronic Internal Notification System (INS). The procedure to use of the INS is as follows:

1. CAO and/or Fire Chief alert IT that a notification must be sent
2. The CAO and/or Fire Chief indicates what information to include in the message and which members of the MECG and EOC to notify
3. IT Manager and/or Fire Chief accesses the INS and crafts the notification message
4. The message is sent simultaneously to indicated recipients via texts, emails and/or phone calls
 - a. The notification message requires a response/acknowledgement from the receiving individual

In the event the INS is unavailable, the call-out procedure below is to be followed:

1. The CAO and/or Fire Chief will notify the Liaison Officer, who will implement the procedure by calling the members of the MECG.
 - a. The confidential phone numbers for the Municipal Emergency Control Group are located in Annex 2.
2. MECG members will be called in the order shown in Annex 2.
 - a. In the event that the primary member is not available, a message should be left and that an attempt to contact them has been made, and that the alternate member has been contacted.
 - b. Alternates will be called only if the primary number cannot be contacted.

Annex 3

Incident Management Team and Organizational Chart

The Incident Management Team is responsible for overall emergency policy and coordination; public information and media relations; agency liaison; and proper risk management procedures, through the joint efforts of local government agencies and private organizations.

The Incident Management Team is composed of the following positions:

- EOC Director
- CEMC
- Liaison Officer
- Information Officer
- Health & Safety Officer
- Operations Section Officer
- Planning Section Officer
- Logistics Section Officer
- Finance / Admin Section Officer

EOC Director - CAO

The EOC Director has overall authority and responsibility for the activities of the EOC, and for ensuring organizational effectiveness. In conjunction with the EOC Management Team sets out priorities and objectives for each operational period and ensures they are carried out. Additional responsibilities of the EOC Director include liaising with the Policy Group and approving emergency information releases.

The EOC Director is also responsible for direct supervision of the EOC Management Team, and may choose to appoint a Deputy Director to act on his/her behalf when required.

Health & Safety Officer – Health and Safety Specialist

The Health & Safety Officer is responsible for monitoring, assessing and recommending modifications to safety conditions and halting unsafe operations in the EOC. The H&S Officer also identifies liability and loss exposures to personnel and property.

Liaison Officer – City Clerk

The Liaison Officer is responsible for inviting required or requested agencies to the EOC, as identified by the EOC Director and EOC Management Team, and for maintaining contact with external agencies and other EOCs.

Emergency Information Officer – Community Relations Specialist

The Emergency Information Officer is responsible for establishing and maintaining media contacts; preparing media releases; coordinating interviews, news conferences, or media briefings; developing public information materials; providing messaging for use by 211 and EOC staff; establishing communications strategies for internal and external purposes; and liaising and coordinating messages with other Information Officers.

Operations Section Officer – Fire Chief or Director of Public Works and Community Services

The Operations Section Officer oversees the Operations Section and usually represents the lead agency involved in the response and recovery efforts.

Planning Section Officer – Director of Planning and Development Services

The Planning Section Officer oversees the Planning Section. The Planning Officer does not have to represent the lead agency involved in the response or recovery efforts. Ideally the Planning Officer should be knowledgeable of the municipality's geography, capabilities of its various departments / agencies, resource capabilities and infrastructure.

Logistics Section Officer – Manager of IT

The Logistics Section Officer oversees the Logistics Section and ensures the overall Logistics function is carried out in support of the EOC Action Plan. The Logistics Officer does not have to represent the lead agency involved in the response or recovery efforts. Ideally the Logistics Officer should be knowledgeable of the municipality's various departments/agencies, resource capabilities and infrastructure.

Finance and Administration Section Officer – Director of Finance

The Finance and Administration Section Officer oversees the Finance and Administration Section. This position has both financial and management responsibilities and does not have to represent the lead agency involved in the response or recovery.

EOC GENERAL STAFF

Operations Section

The Operations Section is responsible for coordinating the overall site support response and for maintaining a communication link with the emergency site(s). The Operations Section is responsible for gathering current situation information from the site and sharing it with the Incident Management Team as appropriate as well as coordinating resource request from the site level. This position is normally filled by the Fire Chief or the Director of Public Works and Community Services depending on the type of incident.

The Operations Section may be comprised of the following positions:

- Operations Section Officer
- Regional Fire Branch Coordinator
- Police Branch Coordinator
- EMS Branch Coordinator
- Emergency Social Services Branch Coordinator
- Public Health Branch Coordinator
- Public Works Branch Coordinator
- Utilities Branch Coordinator

Planning Section

The Planning Section is responsible for collecting, processing, evaluating and displaying information within the EOC and maintaining all EOC documentation. The Planning Section is also responsible for anticipating long range planning needs including the demobilization and recovery phase.

The Planning Section may be comprised of the following positions:

- Planning Section Officer
- Situation Unit Coordinator
- GIS Unit Coordinator
- Resources Unit Coordinator
- Documentation Unit Coordinator
- Advance Planning Unit Coordinator
- Demobilization Unit Coordinator
- Recovery Unit Coordinator
- Technical Specialists Unit Coordinator

Logistics Section

The Logistics Section provides and/or acquires resources requested to support the emergency including personnel, facilities, security, equipment and supplies. This section is also responsible for ensuring the EOC is operational including arranging access to technological and telecommunications resources as well as providing other support services such as arranging for food, lodging and transportation.

The Logistics Section may be comprised of the following positions:

- Logistics Section Officer
- Information Technology Branch Coordinator
- Telecommunications Unit Coordinator
- Computer Systems Unit Coordinator

- EOC Support Branch Coordinator
- Security Unit Coordinator
- Supply Unit Coordinator
- Personnel Unit Coordinator
- Transportation Unit Coordinator

Finance and Administration Section

The Finance and Administration Section is responsible for financial and administrative activities. This section monitors the expenditure process and response and recovery costs. In addition, it is responsible for coordinating claims and compensation; contracts and procurement agreements; timekeeping; and cost estimates and analysis.

The Finance and Administration Section may be comprised of the following positions:

- Finance and Administration Officer
- Time Unit Coordinator
- Procurement Unit Coordinator
- Compensation and Claims Unit Coordinator
- Cost Accounting Unit Coordinator

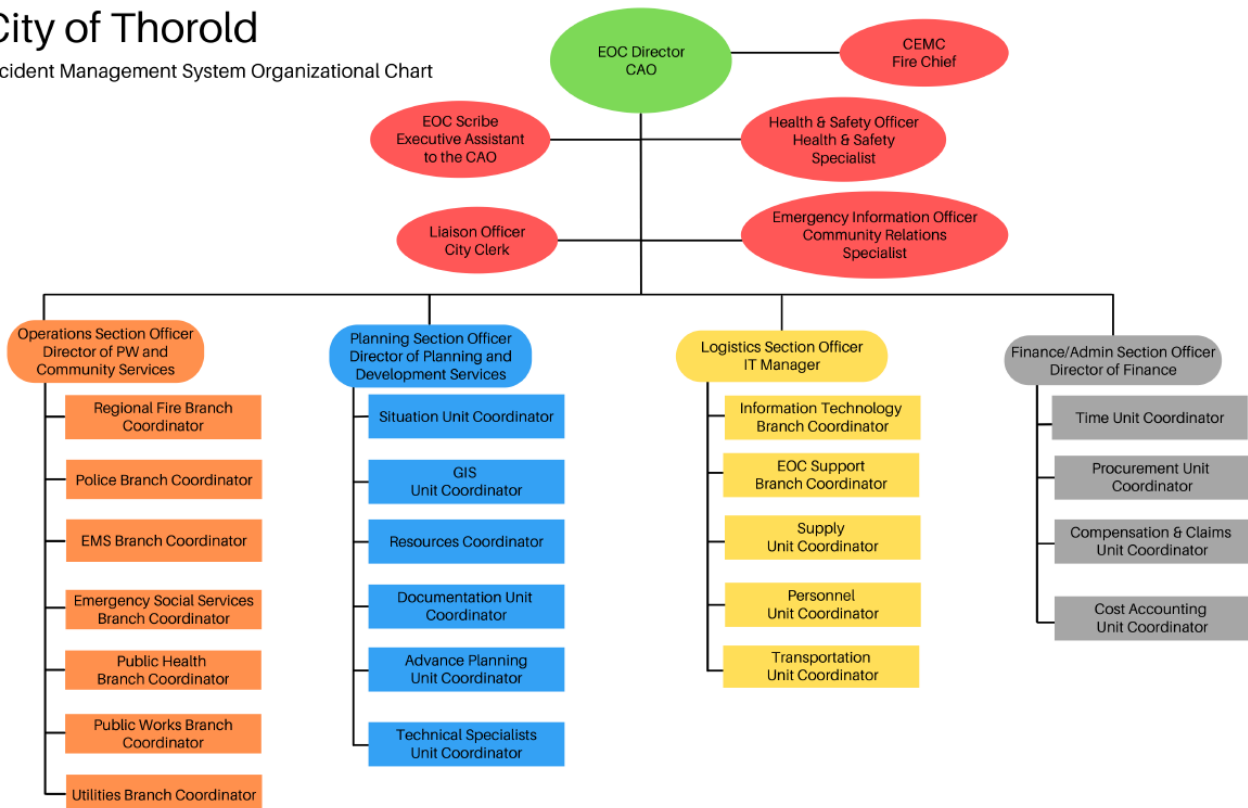
Annex 4 Incident Commander (Site) Duties

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

- 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 Commanders;
- Designate an emergency site media coordinator;
- Implement the strategy established by the MECG at the emergency site(s), if required;
- Ensure that responding agencies make available the human and material resources that are required at the emergency site;
- Maintain a communication link with the MECG for the flow of information regarding the management of the emergency site;
- Maintain a record of events, decisions made and actions taken as Incident Commander;
- Participate in a debriefing with MECG regarding the emergency, if required; and
- Assist the CEMC in creating an after-action report on the emergency.

City of Thorold

Incident Management System Organizational Chart



Annex 6

Fire Services: Roles and Responsibilities

General

Thorold Fire and Emergency Services, upon being notified or discovering that an emergency situation has occurred, or is likely to occur in the City, will immediately contact the Fire Chief.

Action by Fire Chief

The Fire Chief or designate may order any and all personnel to be placed on stand-by and will report to the CAO as a member of the MECG. The Fire Chief and the CAO may activate the Emergency Response Plan and notify the MECG. The Fire Chief and/or designate will be assigned to the advance headquarters set up by the police or municipal personnel adjacent to the emergency site.

Action by Thorold Fire and Emergency Services

If the emergency involves the Fire and Emergency Services, the Fire Department will act, initially, with the normal response apparatus and personnel. The Officer in Charge at the scene will request police, medical assistance, ambulances, etc. through usual channels.

If the fire situation appears beyond the scope, or likely to enlarge beyond the scope of the department's resources, the Regional Fire Coordinator will be informed of the extent of the emergency and the assistance likely to be required.

Responsibilities of the Fire Department

- Thorold Fire and Emergency Services may be called upon to perform various duties in emergency situations. The following are some of the functions for which the Department will be responsible for:
- All operations connected with firefighting and control of other hazardous situations;
- Rescue and extrication operations;
- Activation of the Regional Fire Mutual Aid Emergency Plan, if necessary;
- Determining if additional equipment or supplies will be required and, if so, making the necessary arrangements for procurement through the Regional Fire Coordinator; and
- Providing resuscitation equipment and trained personnel when and where required.

Annex 7

Regional Police Service: Roles and Responsibilities

General

The Niagara Regional Police Services (NRPS), in fulfilling its normal tasks, is constantly engaged in emergencies and disasters and, in general, will follow normal procedures.

Responsibilities and Functions

The responsibilities and functions of the NRPS in an emergency situation will include the following:

- Protection of life and property and the prevention and investigation of crime;
- To alert persons endangered by the effects of the emergency;
- To alert and assist other agencies involved in the emergency;
- To control traffic and crowds and ensure clear entrance to and exit from the scene of the emergency, by emergency vehicles and personnel;
- To maintain law and order and to prevent looting in an emergency area;
- Prevent unauthorized entry into the disaster area;
- To evacuate people from danger areas, when necessary;
- To establish an easily recognizable temporary headquarters at the scene of the emergency, to which all service personnel can report for the purpose of receiving and imparting information and instructions;
- To ensure order is maintained in Emergency Evacuation Centres, as required; and
- Establish and maintain emergency perimeters.

Notification

The NRPS will follow procedures in notifying other agencies. However, if the emergency is of such a magnitude that additional agencies and services are required to control the situation the Senior Police Officer on duty will immediately notify the Fire Chief or designate and the Police Superintendent.

Procedures at the Emergency Site (Area)

The following procedures will be followed in the emergency area:

- The NRPS, in conjunction with Thorold Fire and Emergency Services personnel,

will set up an advanced headquarters at the site adjacent to the emergency area, either in a suitable building or by using vehicles until mobile headquarters can be brought to the scene;

- The NRPS will block roads leading into the area to all traffic except emergency vehicles and regional and municipal vehicles and personnel, while maintaining emergency perimeters;
- Other personnel seeking entry to the site will be stopped at the Police roadblocks and be asked to identify themselves by name and department or service. This information will be radioed to the advanced headquarters. Anyone authorized to enter the area will be directed to report there and register before taking any other action; and
- A radio equipped vehicle from the Police Department, with a Senior Officer, will also be stationed at the advanced headquarters.

Evacuation Procedures

When a decision is made that an area is to be evacuated, the evacuation procedure outlined in this plan will be followed as outlined in Annex 8.

Ontario Provincial Police (OPP)

Should an emergency occur in an area which is policed by the OPP, the Chief of the NRPS will detail a Senior Officer to act as advisory to and liaison between regional services and the OPP.

Annex 8

Emergency Evacuation Plans and Procedures

General

Evacuation of an area might be ordered under different sets of circumstances by various governments and departments.

The CEMC/Fire Chief may issue instructions for an area to be evacuated in the event of anticipated danger, such as a tornado advancing on a predicted track, hazardous materials release or expected flooding. The health authorities, or other agencies, at the site may request evacuation in the event of, or in anticipation of polluted water or air or sewage problems, and police and fire departments may order evacuation of an area in the pursuit of their day-to-day activities.

Responsibilities

In any event, the responsibility of the actual physical evacuation of an area rest with the NRPS, or, in areas for which they are responsible, the OPP.

When a decision is made by a proper authority that an area is to be evacuated, all other services, particularly Community Services, will be informed as quickly as possible. The Police will assume the responsibility for ensuring the area is cleared and for the security and protection of the evacuated area. All regional and municipal personnel available will assist the Police with evacuation, if so requested.

Registration and Housing of Evacuees

In an immediate evacuation, a suitable assembly area (hall, school, church, etc.) will be selected. This site will be chosen from the pre-selected list of potential sites and Community Services will immediately be informed. They will inform evacuees that if they do not intend to go to shelter with friends or relatives, they should proceed to the designated assembly area, where Community Services staff will arrange for their registration.

In the event of an evacuation being ordered in circumstances of impending or possible danger, Community Services and/or the MECG will advise the Police regarding which Emergency Evacuation Centres will be opened to receive evacuees.

Return of Evacuees

When it is safe for personnel to return to an area, all methods of communication, including local radio stations, will be used to inform evacuees that they can return to their homes. Police will ensure an orderly return and prevent sightseers from entering the area until normal conditions return. Methods of transportation back to the area can also be communicated.

Annex 8 A

Port Robinson Evacuation Plan

Port Robinson, located in southern Thorold, is considered separately in this plan due to the geography and as a community unto itself for emergency evacuation procedures.

The community is split physically by the Welland Canal running north and south and therefore warrants selective planning and should be considered as an Annex of the City of Thorold Emergency Response Plan. The separated areas are referred to as Port Robinson East and Port Robinson West. The total population of Port Robinson is approximately 1,330 persons, with approximately 414 residing in Port Robinson East and approximately 916 residing in Port Robinson West.

Any evacuation would be facilitated by Niagara Regional Police Services (NRPS) with assistance from the Fire Service if required and would follow the procedures outlined below.

Referring to the attached map, Port Robinson has been divided into three (3) segments for purposes of evacuation. Group A is known as Port Robinson West, while groups B & C are known collectively as Port Robinson East.

Group "A" (blue section) - Port Robinson West

These residents' evacuation routes are along Bridge St. West/Port Robinson Rd and/or Kottmeier Rd. In the event a train is travelling across Bridge St. West while an evacuation is in progress, as a last resort, residents would evacuate the area traveling north via the Welland Canal Trail to Highway 20.

Group "B" (red section) – Western portion of Port Robinson East

The western portion of Port Robinson East, which is the area between the Welland Canal to the west and the CNR line on the east, requires specific attention regarding evacuation planning. This area has only two (2) access points, which are: Canby Rd. and Biggar Rd. with both of these points having railroad crossings.

Standard evacuation routes for this area are Canby St. and/or Biggar Rd.

Consideration is given to a low-probability situation where both access points at the railroad crossings could be blocked and impassible simultaneously due to the presence of a train. Information obtained from CNR indicates that while there are trains of such length that could block both access points, the frequency of this happening is very minimal.

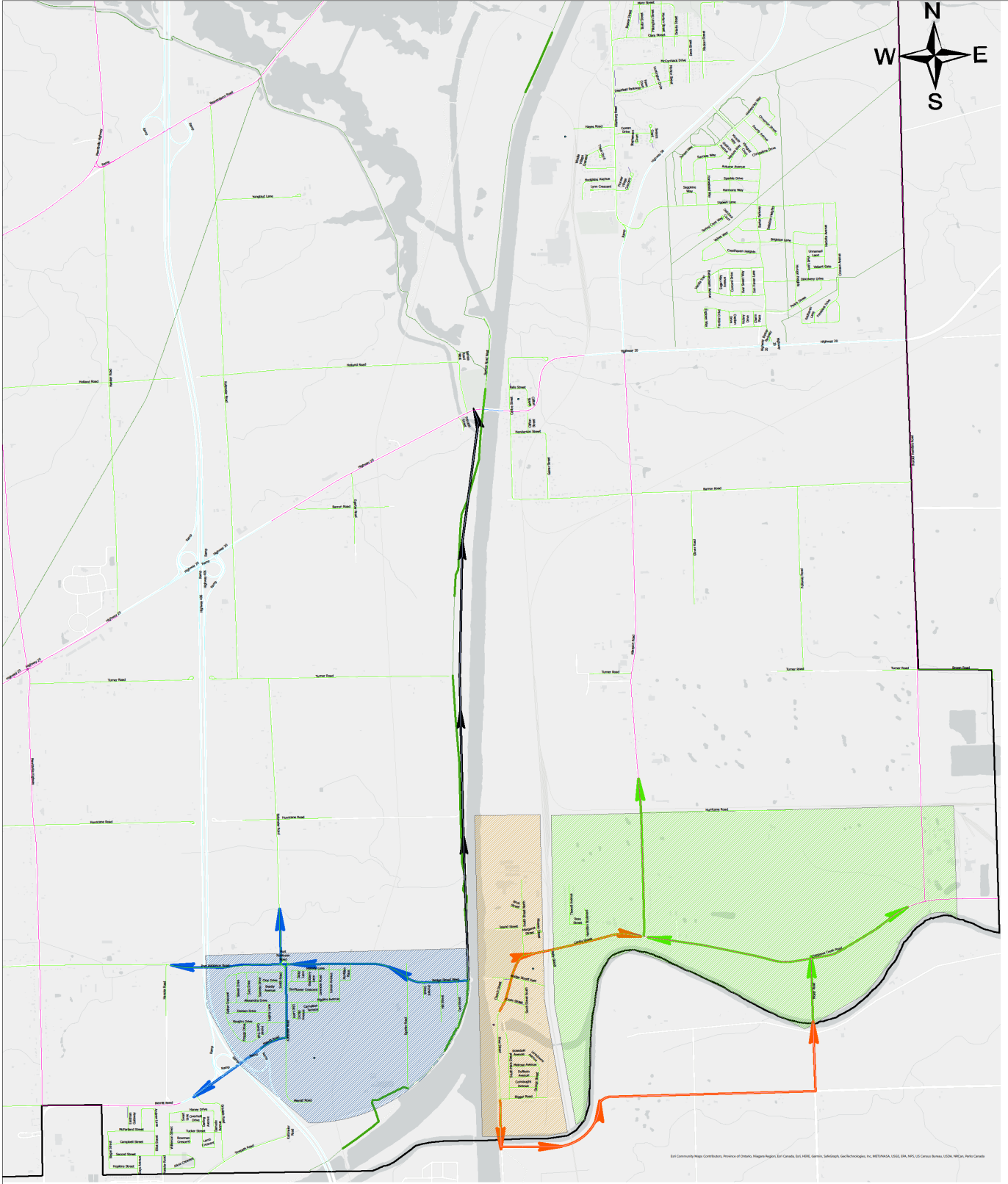
Should this low-probability situation occur, where both roadways are blocked by a train, a procedure will be in place to clear the access points via coordination between Fire Services, CN Rail and Public Works.

Group "C" (green section) – Eastern portion of Port Robinson East

The eastern portion of Port Robinson East is east of the CNR line and extends south to the Welland River and east to the city limits. This area would only be evacuated separately in the event that Group "B" was severed by the main road arteries and would have to be dealt with in a separate manner.

Main evacuation routes are Allanport Rd., Canby St./ Chippawa Creek Rd. and Thorold Townline Rd.

PORT ROBINSON EVACUATION PLAN



Annex 9

Water Source Protection Plan

General

The Director of Public Works and Community Services on being informed or becoming aware that an emergency has occurred, or is likely to occur, in the City, will ensure that all engineering, Chief Building Officials, public works, water, parks & recreation & cemetery personnel are notified as needed and placed on a stand-by basis, and will report to the Thorold EOC location to act as a member of the MECG leaving the senior official present in charge of the foregoing departments.

Tasks

Some of the tasks which the foregoing departments will be responsible for are as follows:

- Provisions of barricades and flashers at the emergency site, or elsewhere, as may be required;
- Provisions of municipal vehicles and equipment, together with operators, as may be required;
- Obtaining information on rising flood waters and liaise with conservation authorities;
- Carrying out snow and debris clearing and removal operations;
- Organizing and procuring equipment for pumping operations;
- Arranging for demolition of unsafe buildings and evacuation operations where required;
- Ruling on the structural safety of all buildings affected by the emergency;
- Arranging for and conducting such tests as are necessary to determine the degree of hazard in buildings from explosive, flammable, radioactive or other toxic agents, in conjunction with other agencies;
- Providing emergency water supplies for human consumption and firefighting should normal supplies be interrupted;
- Maintenance and supply of fuel and oil for stand-by generators;
- Assembly of suitable technical personnel to inspect and arrange for repairs to, and

the security of, Thorold public buildings, including heating and electrical systems;

- Providing crews, including clerical help, for compiling lists of evacuees to be forwarded to the Reporting and Inquiry Centre;
- Recording supplies and equipment obtained in the field without formal requisition;
- Calling out or locating additional personnel;
- Hire or request equipment which might be required from local contractors and/or industry, assist all other sections by providing transportation;
- Arrange for the transport of supplies to Emergency Evacuation Centres;
- Provide fuel, oil, etc. to all vehicles engaged in firefighting, rescue work, etc.;
- Be responsible for the removal of materials which might cause health and rodent problems such as soft garbage, dead animals, and any other material which might constitute a fire hazard;
- Be prepared to provide emergency toilet facilities and arrange to have these pumped out as required;
- Dispatch sewer crews to keep plugged but otherwise operational sewers and culverts open;
- Be responsible for ensuring supplies of potable water to the public and emergency personnel. In the event of underground breaks it might be necessary to close off certain parts of the water supply to protect undamaged installations. In such an event, the Director of Operations, and the Fire Department will be notified. Department personnel will obtain information on emergency water purification, maintain an up-to-date list of local tanker operators and reserve tank capacities for consideration by the Director of Operations;
- Ensure that buildings selected as possible Emergency Evacuation Centres, are suitable for the purpose, ascertain the maximum capacity in relation to space, washroom and kitchen facilities and assess them for possible hazards in relation to emergencies, such as explosions;
- Provide tree cutting and removal operations, particularly to assist hydro crews with the opening of roadways;
- Designation of certain parks as temporary garbage sites; patrolling of these site; and
- Liaise with transportation to and from Emergency Evacuation Centres.

Termination of Emergency

On an official declaration by the Mayor that the emergency has terminated, the Director of Public Works and Community Services will ensure that all personnel under his control or direction are informed.

Water Source Protection Plan

The identification and protection of the Municipal drinking water is vital to the City of Thorold and connecting Municipalities in Niagara.

The NPCA and MECP have provided three maps as follows:

DC7: DeCew Falls Highway 406 Intake Protection Zones (pg 35)

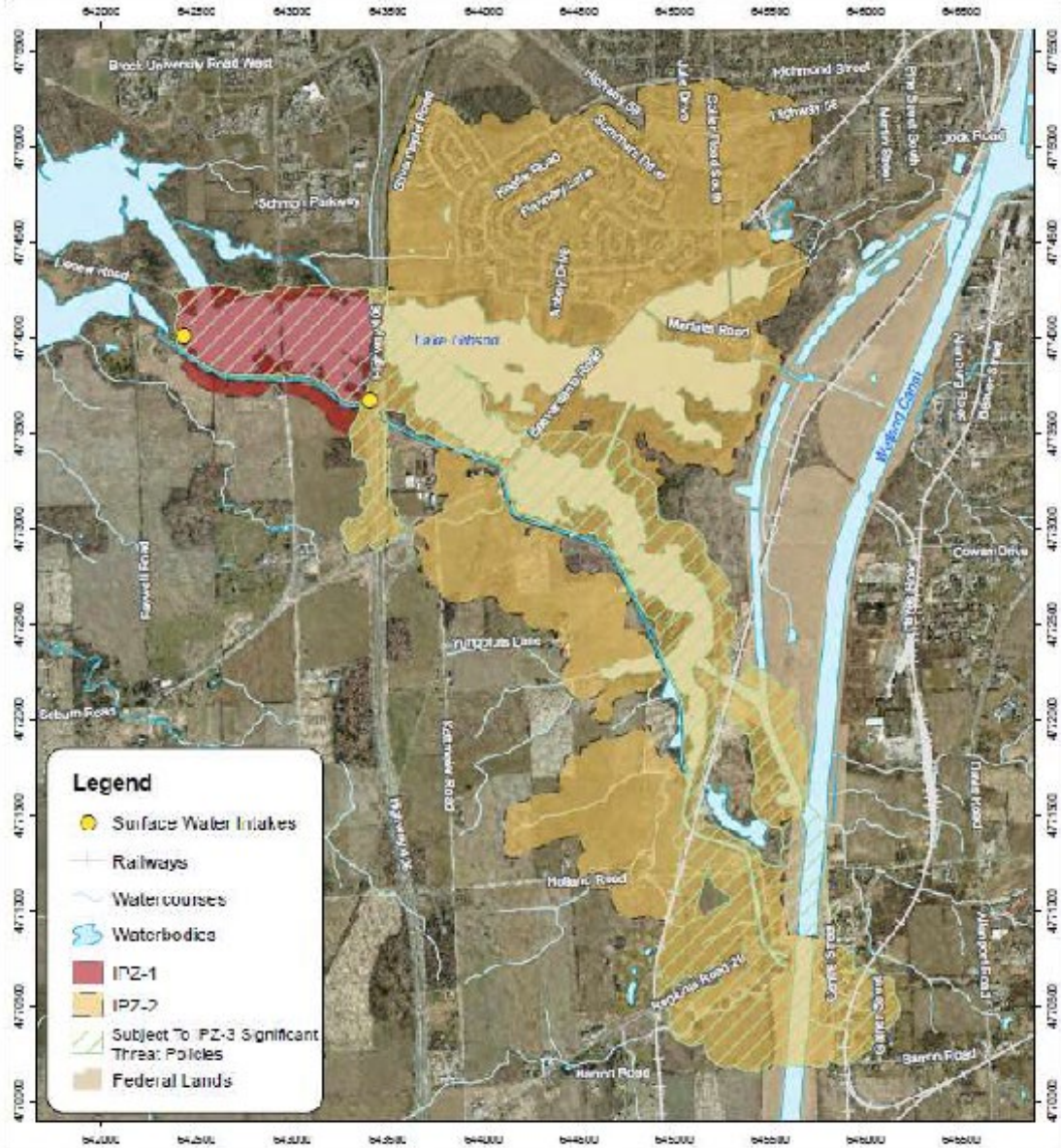
DC8: DeCew Falls Lake Gibson Alternate Intake Protection Zones (pg 36)

WL 1: Welland Intake Protection Zones (pg 37)

These maps identify isolation valves, surface water courses and surface water intakes throughout the City of Thorold.

Niagara Peninsula Source Protection Plan

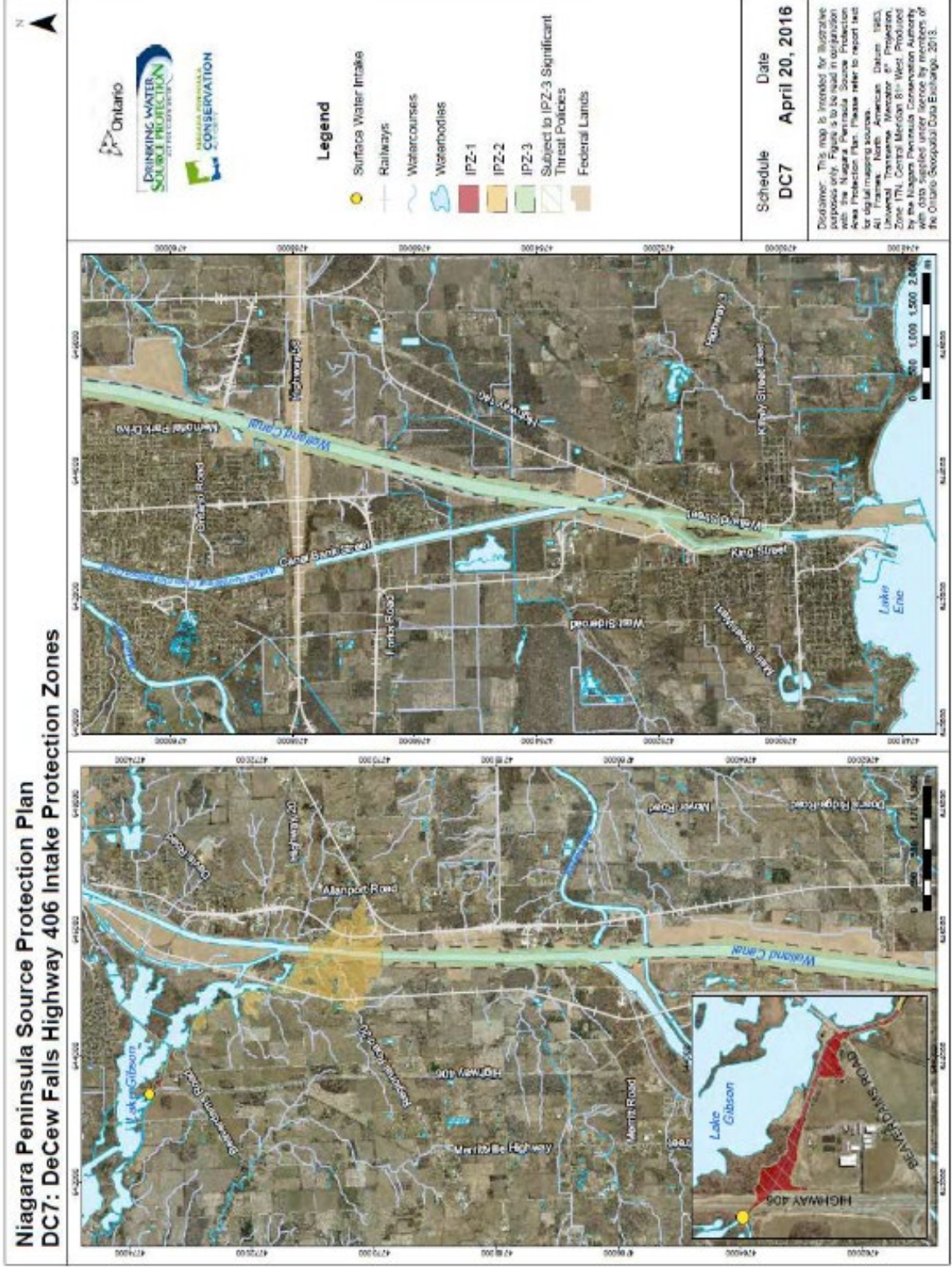
DC8: DeCew Falls Lake Gibson Alternate Intake Protection Zones



Disclaimer: This map is intended for illustrative purposes only. It is to be read in conjunction with the Niagara Peninsula Source Protection Area Protection Plan. Please refer to report text for digital mapping sources.
 All frames: North American datum 1983, Universal Transverse Mercator 6° Projection, Zone 17N, Central Meridian 81° West. Produced by the Niagara Peninsula Conservation Authority with data supplied under license by members of the Ontario Geospatial Data Exchange, 2012.



Schedule: DC8
 Date: April 20, 2016



**Niagara Peninsula Source Protection Plan
WL1: Welland Intake Protection Zones**



Legend

- Surface Water Intake
- Railways
- Watercourses
- Waterbodies
- IPZ-1
- IPZ-3
- Subject to IPZ-3 Significant Threat Policies
- Federal Lands

Schedule
WL1

Date
April 20, 2016

Disclaimer: This map is intended for illustrative purposes only and should not be used in conjunction with the Niagara Peninsula Source Protection Area Protection Plan. Readers refer to report text for digital mapping sources.
All Frames: North American Datum - 1983.
Vertical: Canadian Vertical Datum - 1985.
This map was prepared by the Niagara Peninsula Conservation Authority with data supplied under license by members of the Ontario Geospatial Data Exchange 2015.