

# THE CORPORATION OF THE TOWN OF WHITBY EMERGENCY PLAN

## **EXECUTIVE SUMMARY**

The Corporation of The Town of Whitby Emergency Plan (short title - **The Emergency Plan**) has been prepared under the legal authority of the *Emergency Management Act (RSO 1990, Volume 3, Chapter E9) – An Act to provide for the Formulation and Implementation of Emergency Plans*. The Emergency Plan is granted its municipal powers through the Emergency Planning By-law #5050-02. This plan is an “all hazards” mitigation approach and is equally applicable to all types of emergencies.

The aim of The Emergency Plan is to serve as a guideline for developing and implementing an effective, efficient and timely response to any crisis affecting the Town. It coordinates all resources of the Town of Whitby in a systematic and appropriate response and, where appropriate, includes resources of the Region of Durham.

An *Emergency* may be defined as “a situation, or the threat of an impending situation, which abnormally affects the lives, health, safety and property of the residents of the Municipality and which, by its nature or magnitude, requires a controlled and coordinated response by multiple agencies under the direction of the Municipal Control Group.” Emergencies are distinct from normal daily operations carried out by municipal first response agencies/departments such as fire, police, EMS, public works, health, etc.

The major components of The Emergency Plan include:

➤ ***The Emergency Plan***

The Emergency Plan is an outline of the operational concept and the organization, structures and procedures that will be used by the municipality in responding to any emergency. It defines the different levels of emergencies, addresses legislation and liability, sets out the various risk factors that threaten Whitby and indicates the levels of emergency notification that could be activated in an emergency.

The Emergency Plan identifies the composition of the Municipal Control Group (MCG) and the Municipal Advisory & Support Staff (MA&SS) and states the specific responsibilities of each position. It defines the relationship between the Municipality and the Region in both planning and emergency response. Finally, it outlines the procedures by which the Plan will be maintained reviewed and tested.

➤ ***The Supporting Annexes***

There are ten supporting Annexes, which amplify the concepts outlined in the Plan and provide further detail regarding their implementation. Each Annex is a procedural guide on a specific emergency response area but remains an adjunct part of the Plan. The Annexes address Emergency Notification, the Municipal Emergency Operations Centre (MEOC), Declaration and Termination of an Emergency, Emergency Site Management, Support Agencies, Evacuation Planning, Public Information and Media Relations, Nuclear Emergencies, Recovery Planning and provide a Resource Contact List. Additional annexes may be developed as required.

> ***The Implementing Appendices***

The majority of the supporting Annexes have implementing Appendices that are specific forms or procedures and which can be used in the implementation of the Emergency Plan. As examples, Appendices C-1 and C-2 are the forms which would be signed by the mayor and sent to the Solicitor-General if an Emergency was Declared/Terminated in the Town of Whitby. Annex F-1 is a form, which could be used to register municipal volunteers in an emergency.

The Emergency Management Act states that The Emergency Plan *shall* be made available to the Public. However, since the supporting Annexes and their implementing Appendices contain confidential contact information for the members of the MCG and the MA&SS (e.g. specify the location, operational structure and telephone numbers of the MEOC and MCG; outline Emergency Site Management Procedures and provide other sensitive information), there is a potential security problem. To solve this problem, the Annexes and Appendices are often physically separated from the Plan and provided only on a “need to know” basis.

This Emergency Plan derives its local authority from a municipal by-law, and may only be changed by having the by-law amended. By separating the administrative details and implementing procedures included in the Annexes and Appendices from the main Plan, the Emergency Management Program Committee can make minor operational changes to keep the plan current without returning to council for each change. The Whitby Emergency Planning Coordinator (Fire Chief) has overall responsibility for keeping the Plan up to date.

While the provisions of this Emergency Plan have been developed for use by and for the Town of Whitby, these services are available as an additional emergency resource to the Region of Durham and the other area municipalities. The Plan may operate in support of any Regional or other municipal emergency plan as required.