



# EMERGENCY PLAN

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Clarington Emergency Plan

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## **EMERGENCY PLAN STRUCTURE**

### **CLARINGTON EMERGENCY PLAN**

The Emergency Plan is a comprehensive plan that includes the Nuclear Plan and Emergency Operational Centre Procedures.

The Emergency Plan prescribes the planning and operational procedures for the Emergency Response Organization. The structure and responsibilities of this organization are explained in Chapter 4

The Emergency Plan is supported by common procedures relating to Notification, Operations Centres, Public Inquiry / Communications and Critical Infrastructure Listing. As with the Emergency Plan, these documents support the Emergency Management Program

## FORWARD

### I. GENERAL

- i.i The *Emergency Management & Civil Protection Act, R.S.O., 1990*, requires municipalities, ministers of the Crown and designated agencies, boards, commissions and other branches of government to develop and implement emergency management programs consisting of emergency plans, training programs and exercises, public education and any other elements prescribed by Regulation.
- i.ii The Emergency Plan prescribes the emergency organization and the response management to be implemented within Clarington. The Emergency Plan establishes a framework document for responding to any type of emergency and outlines the following:
  - i.ii.i Policy for emergency management;
  - i.ii.ii Emergency plans structure;
  - i.ii.iii Response strategies;
  - i.ii.iv Concept of operations; and
  - i.ii.v Roles and responsibilities.
- i.iii The Emergency Plan will be reviewed annually and updated from time to time as deemed necessary.

### II. EMERGENCY PLAN

- ii.i The Emergency Plan was developed by the Community Emergency Management Coordinator under the authority of Municipal By-law 99-161 and pursuant to the *Emergency Management & Civil Protection Act R.S.O., 1990*.
- ii.ii This Emergency Plan was developed as a risk specific plan addressing emergencies the Municipality of Clarington may be vulnerable too. It was designed to ensure the timely and efficient delivery of emergency response services and recovery operations within Clarington.
- ii.iii Municipal Departments and local agency stakeholders were consulted to assist in the development of this Plan.

## CHAPTER 1 – PLAN INTRODUCTION

### 1.1 AIM / PURPOSE OF THE PLAN

- 1.1.1 The aim of the Emergency Plan is to prescribe the planning and operational requirements for the strategic management of an emergency directly or indirectly affecting the municipality.

### 1.2 SCOPE

- 1.2.1 The scope of this plan includes the actions to be taken by Municipal Control Group in response to emergency situations that endanger public health, welfare and safety, the environment and property within the Municipality of Clarington and that require more than the routine response capability of the local emergency services.
- 1.2.2 The Emergency Plan may also be activated to support other Municipalities and the Province.

### 1.3 LEGAL BASIS FOR THE PLAN

- 1.3.1 The Emergency Management & Civil Protection Act R.S.O. 1990 and the Emergency Measures By-Law no. 99-161 provides for the legal bases for the Emergency Plan.
- 1.3.2 The Emergency Plan conforms to Durham Region Master Emergency Plan.
- 1.3.3 The Provincial Nuclear Emergency Response Plan has operational authority in the Municipality of Clarington. Off-site response for Clarington will be directed by Durham Region.

### 1.4 LEGAL POWERS AND LIABILITY

- 1.4.1 The Mayor as head of council or designated alternate may declare that an emergency exists within Clarington or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law, to implement the Emergency Plan and to protect property, the health, safety and welfare of the inhabitants of the emergency area.
- 1.4.2 The Mayor as head of council or the council may at any time declare that an emergency has terminated.
- 1.4.3 All employees of Clarington are hereby authorized to take action to implement this Plan or departmental support plans where such action is considered necessary even though an emergency has not yet been formally declared.

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- 1.4.4 The Chief Administrative Officer or Community Emergency Management Coordinator may activate the Municipal Control Group where such action is considered necessary and before the official declaration of the emergency by the Mayor.
- 1.4.5 The Emergency Management & Civil Protection Act R.S.O. 1990 Subsection (1) provides that no action or other proceeding for damages lies, or shall be instituted against a member of council or an employee of a Municipality of Clarington for doing any act or neglecting to do any act in good faith in the implementation or intended implementation of an emergency plan or in connection with an emergency.

### 1.5 **DECLARATION OF AN EMERGENCY**

- 1.5.1 The decision to declare an emergency will be made by the Mayor after consultation with the Chief Administrative Officer and the Community Emergency Management Coordinator, or more likely, once assembled at the Municipal Emergency Operations Centre and upon recommendation by the Municipal Control Group.
- 1.5.2 The time of the declaration will be recorded and communicated along with the emergency declaration statement. The emergency declaration statement will be communicated (verbal and hardcopy - fax) to Emergency Management Ontario, Durham Emergency Management Office, Clarington departments and to the media.
- 1.5.3 For a nuclear emergency, the Province may declare a Provincial emergency. The Regional Chair and local municipalities may also declare an emergency.

### 1.6 **TERMINATION OF AN EMERGENCY**

- 1.6.1 The Head of Council or the Council of a municipality may terminate an emergency at any time on recommendation of the Municipal Control Group or the Regional Emergency Operations Centre.
- 1.6.2 The Premier of Ontario may at any time declare that a municipal emergency has terminated.
- 1.6.3 Upon terminating an emergency, the Mayor shall immediately inform the Emergency Management Ontario, Durham Emergency Management Office and Regional Municipal Emergency Operations Centre and all parties notified of the declaration of an emergency.

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## 1.7 PLAN MAINTENANCE

- 1.7.1 The Community Emergency Management Coordinator is responsible for the implementation and administration of the Emergency Plan.
- 1.7.2 Each department tasked with responsibilities under this Plan will be responsible for developing their individual plans and standard operating procedures for their staff to address those assigned tasks.
- 1.7.3 All Departmental plans shall conform to the Emergency Plan and be reviewed annually.
- 1.7.4 All comments or suggestions relating to this plan shall be addressed to:  
Community Emergency Management Coordinator  
Clarington Emergency & Fire Services  
2430 Highway 2 Bowmanville, On  
L1C 3K7
- 1.7.5 The Emergency Plan will be reviewed annually, revised and updated if required in coordination and consultation with those parties having responsibilities under this Plan, in accordance with generally accepted municipal emergency management practices/procedures.

## 1.8 PLAN AVAILABILITY

- 1.8.1 Copies of the Emergency Plan will be issued in accordance with the distribution list.
- 1.8.2 Amendments will be issued by the Community Emergency Management Coordinator to copy holders listed in distribution list.
- 1.8.3 Emergency Plan copyholders on the distribution list shall be responsible for inserting any new amendments and providing safekeeping of their copies.
- 1.8.4 Copies of the Master Plan will be distributed to the main branches of municipal libraries within Clarington for the information of the general public. A copy of this Plan is also available for reading or copying during normal business hours at Clarington Emergency & Fire Services Headquarters.
- 1.8.5 For security reasons, sections of this plan, in part or in whole, may be excluded from public availability.

## Chapter 2 – SITUATION, PLANNING PRINCIPLES AND ASSUMPTION

### 2.1 GENERAL

- 2.1.1 This area of the Region has been subjected to blizzards, floods, major fires, hurricanes, tornados and hazardous material spills etc., over the last 50 years.
- 2.1.2 Many have caused varying degrees of economic losses and property damage.
- 2.1.3 The Emergency Plan, and any applicable risk specific and support plans may be activated for an emergency at the municipal level. This includes nuclear emergencies that have the potential for requiring resources beyond the normal level of the Municipality experiencing the emergency.
- 2.1.4 The success of implementing this Emergency Plan is dependent on the availability and the coordination of municipal, including personnel and their ability to procure additional resources at that particular time.

### 2.2 SITUATION

- 2.2.1 This section of the Emergency Plan characterizes the realistic planning environment and that information is to be treated as fact rather than assumptions.
- 2.2.2 The Municipality has primary responsibility for response in emergency/disaster situations within the community. All available resources will be committed to save lives and minimize injury to persons, damage to property and infrastructure. Emergency operations are initiated wherever most appropriate for a rapid response to the situation.
- 2.2.3 The Community Emergency Management Coordinator is responsible and accountable for the development, implementation and maintenance of the local municipal emergency management program as prescribed in the Emergency Management & Civil Protection Act, RSO, 1990.
- 2.2.4 The Community Emergency Management Coordinator reports to the Municipal Emergency Operations Centre during an emergency to provide advice and guidance to the Municipal Control Group respecting all facets of the emergency management program. The Community Emergency Management Coordinator will delegate his Fire Chief responsibilities to another Senior Officer.
- 2.2.5 The Municipality emergency management structure includes a management group called the Municipal Control Group. The Municipal Control Group manages emergencies from a Municipal Emergency Operations Centre facility. The emergency management structure is dependant of the Municipal structure. Refer to Page 16, Chart 4.1.

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- 2.2.6 Elected officials of the Municipality are aware of the possible occurrence of emergencies/disasters. The Municipal Chief Administrative Officer will ensure that elected officials are aware of their responsibilities under this Emergency Plan and will fulfill their duties as required.
  - 2.2.7 The Municipal Emergency Operations Centre is the Primary location from which Municipal emergency management operations are conducted under the *overall* direction of the Chief Administrative Officer. The Municipal Emergency Operations Centre is located at the Operations Department 2320 Taunton Rd. Hampton.
  - 2.2.8 The alternate Municipal Emergency Operations Centre is located at Fire Station 1, 2430 Highway 2 Bowmanville.
  - 2.2.9 Emergency and Fire Services is responsible for the initial notification of the Municipal Control Group and supporting agencies.
  - 2.2.10 Operational readiness of the Municipal Emergency Operations Centre is the responsibility of Community Emergency Management Coordinator.
  - 2.2.11 Staff briefings will be conducted during Municipal Emergency Operations Centre operations as often as required, based on the operational requirements and at the discretion of the Chief Administration Officer.
  - 2.2.12 As appropriate, and through prearranged mutual assistance agreements, local and Regional municipalities, plus adjacent jurisdictions, provide assistance in emergency response and recovery capabilities if called upon.
  - 2.2.13 The Municipality may exercise direction and control of their own resources, those outside resources assigned to them by the Regional Municipal Control Group, or resources secured through existing Mutual Aid / Automatic Aid Agreements with other municipalities, cities or regions.
  - 2.2.14 Provincial or federal aid will be coordinated through the Regional Control Group if required.
  - 2.2.15 The Mayor has an executive authority in Clarington for natural or human-caused disasters.
  - 2.2.16 Emergency operations and coordination at all levels of government will be carried out according to standard operational policies, guidelines and industry best practices.
- 2.3 **PLANNING PRINCIPLES**
- 2.3.1 During any real emergency, the emergency event will be handled using best practices and solid emergency planning principles. Emergency planning principles include:

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- 2.3.1.1 Applying systematic notification procedures for recalling all required emergency response personnel with responsibilities under the Emergency Plan;
- 2.3.1.2 Developing emergency plans based on clearly assigned responsibilities and accountabilities for specific components and procedures;
- 2.3.1.3 Developing clearly laid out emergency checklists for emergency response personnel to effectively implement the Emergency Plan or implementing procedures;
- 2.3.1.4 Applying systematic procedures by which to initiate and undertake resident evacuations in an organized and effective manner, independent of time of day or time of year;
- 2.3.1.5 Developing an emergency plan that incorporates the coordination of general response capabilities, dealing with community health effects and community recovery efforts;
- 2.3.1.6 Developing an emergency plan that incorporates coordination with the local media to maintain an information flow to the general public and stakeholders;
- 2.3.1.7 Developing municipal or agency plans that incorporates regular testing to provide reasonable assurance that the emergency procedures contained in the plan are effective and in good working order;
- 2.3.1.8 Developing municipal or agency plans that takes into account staff and general populations with special needs or disabilities including methods of transportation, personal accompaniment and medication if required;
- 2.3.1.9 Developing municipal or agency plans, which, for reasons of risk management, includes a degree of built in redundancy (i.e. designated alternates for key staff, alternate operations centres etc.);
- 2.3.1.10 Developing municipal or agency plans that incorporate a provision for accommodation and care through the provision of basic necessities to displaced persons, a plan to assist persons with family reunification/information and a plan to assist residents with their return home; and
- 2.3.1.11 Developing municipal or agency plans that incorporate a provision for personal monitoring for hazardous materials/radiation contamination.

## 2.4 PLANNING ASSUMPTIONS

- 2.4.1 For the purpose of this Emergency Plan, the following assumptions were made:
  - 2.4.1.1 The Municipality will respond to and will be in charge of emergencies (excluding nuclear) within the boundaries of Clarington and may request support from Durham Region.
  - 2.4.1.2 If the Municipality is overwhelmed by the emergency, upon consultation with the Regional Chair, a Regional emergency may be declared.
  - 2.4.1.3 The Municipality will commit all available resources to save lives and minimize injury and damage to property and infrastructure. Emergency operations are initiated whenever most appropriate for a rapid response to the situation.
- 2.4.2 Many emergencies/disasters can occur with little or no warning allowing little time for preparedness management.
- 2.4.3 The Community Emergency Management Coordinator will execute his/her assigned responsibilities under this Plan and the *Emergency Management & Civil Protection Act, R.S.O., 1990*.
- 2.4.4 All Municipal and agency emergency preparedness planning and coordination will be compatible with the policies and procedures of Regional plans, *The Emergency Management & Civil Protection Act, R.S.O., 1990*.
- 2.4.5 In support of this Emergency Plan, the primary and supporting agencies of each emergency support function have developed emergency operating procedures for their own staff.
- 2.4.6 Local emergency response personnel could experience damage or loss to their homes and personal property and could themselves be the victims of a disaster.
- 2.4.7 Citizens and response organizations from other cities and provinces may send available resources in response to the disaster if requested and as conditions allow.
- 2.4.8 Existing Municipal plans that provide additional resources, prearranged agreements or additional procedures, may be activated to support the emergency response effort.
- 2.4.9 While the probability of a nuclear emergency is very low, the consequences on the residents of Durham Region could be severe. Therefore, extensive detailed, planning must be undertaken at all levels.

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- 2.4.10 The Region of Durham if required will support the Municipality of Clarington on such issues as emergency declarations or terminations, situation reports, media releases and the provision of public information during an emergency.

## Chapter 3 – HAZARD ANALYSIS

### 3.1 MUNICIPAL VULNERABILITY

- 3.1.1 Clarington is a collection of communities covering an area of approximately 232 square miles with a current population of just over 80,000 residents with a projected population of approximately 100,000 over the next 5 years (2011). The majority of residents are located in the southern portion of the Municipality along Lake Ontario in the communities of Bowmanville, Courtice and Newcastle along with the major rail, road transportation, pipeline corridors and Darlington Nuclear Generation Station.
- 3.1.2 Hazard Identification Risk Assessment imply hazards that have a potential in Clarington can be summarized as follows:
  - 3.1.2.1 Weather emergencies;
  - 3.1.2.2 Hazardous materials leaks or spills; and
  - 3.1.2.3 Mass Casualty emergencies
- 3.1.3 A structured emergency management program is required and necessary as Clarington is vulnerable to hazards in each of the following categories:
  - 3.1.3.1 Natural Emergencies: those related to naturally occurring elements and conditions including but not limited to forest fires, floods, severe weather, ice and snow storms;
  - 3.1.3.2 Human-Caused Emergencies: those that are accidental and include chemical spills, explosions or leaks, train derailments, plane crashes, public transit crashes, multi-car pileups and power outages. Technological emergencies are also human caused and can affect critical infrastructure, computer technology, telecommunications and other IT issues. Also included are those related to acts of human based disorder intended to disrupt community.
- 3.1.4 The Emergency Plan along with its supporting plans was developed as a risk specific plan for Clarington and is based on a Hazard Identification Risk Assessment report.
- 3.1.5 The Darlington Nuclear Generation Station is covered under the Provincial Nuclear Emergency Response Plan and is supported by the Durham Region Nuclear Emergency Plan.
- 3.1.6 The Darlington Nuclear Generation Station is assessed to have a low probability for accident but should a severe accident occur the potential consequences could be high.

### 3.2 CRITICAL INFRASTRUCTURE

- 3.2.1 Critical infrastructure defined: *“Critical infrastructure is the interdependent, interactive, interconnected networks of institutions, services, systems, and processes that meet vital human needs, sustain the economy, protect public safety and security and maintain continuity of and confidence in government.”*
- 3.2.2 In other words, critical infrastructure is the basic structural foundation of a society or an enterprise. It is the assets or systems that, if disrupted or destroyed, could have a critical impact on health, safety, security, and the economic well-being of citizens or could adversely affect the functioning of government.
- 3.2.3 Emergency Management Ontario requires that every community identify its Critical Infrastructure to meet the Essential Level Standard of the Community Emergency Management Program under the *Emergency Management Act RSO, 1990, Section 2.1 (1)*.
- 3.2.4 The identification of critical and essential facilities, equipment and systems is a key step toward the protection and preservation of public health and safety, the local economy and the continuity of government at all levels.
- 3.2.5 Eight broad sectors of critical infrastructure are identified by Emergency Management Ontario to help define the type of infrastructure. With some government services being provided by the Region, Clarington may not have critical infrastructure in all categories.
- 3.2.6 The eight sectors identified are as follows:
- 3.2.6.1 Sector 1: Food and Water;
  - 3.2.6.2 Sector 2: Electricity;
  - 3.2.6.3 Sector 3: Telecommunications;
  - 3.2.6.4 Sector 4: Financial Institutions;
  - 3.2.6.5 Sector 5: Gas and Oil;
  - 3.2.6.6 Sector 6: Transportation;
  - 3.2.6.7 Sector 7: Continuity of Government Services; and
  - 3.2.6.8 Sector 8: Public Safety and Security.
- 3.2.7 Each of the broad sectors of the critical infrastructures identified above must be prioritized in Clarington progressing from Level 1 (the most critical) to Level 3 (being the least critical).

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- 3.2.8 It is the responsibility of the Municipality of Clarington to designate the public and private infrastructure that is critical to maintaining the operations within Clarington.
  - 3.2.9 The Community Emergency Management Coordinator has developed a list of critical infrastructures for Clarington that is deemed confidential and will not be published for security reasons. The information will be shared with Emergency Management Ontario and other emergency planners on a need to know basis. Critical infrastructure within Clarington includes:
    - 3.2.9.1 Municipal government buildings;
    - 3.2.9.2 Works operations facilities;
    - 3.2.9.3 Emergency services facilities and operations;
    - 3.2.9.4 Emergency management facilities;
    - 3.2.9.5 Hydro facilities;
    - 3.2.9.6 Communications facilities;
    - 3.2.9.7 Roadways; and
    - 3.2.9.8 Other.
- 3.3 **EXISTING HAZARDS**
- 3.3.1 Clarington is vulnerable to a wide range of emergency situations. Normally the frequency of a particular hazard is inversely proportional to its magnitude. As a result, large-scale devastating emergencies occur very rarely. Clarington has a significant number of situations that present hazards to residents on a daily basis. All hazards have been identified relative to risk. These existing hazards include but are not limited to:
    - 3.3.1.1 Road Transportation – high volumes of traffic carrying significant volumes of dangerous goods through Durham Region on a daily basis;
    - 3.3.1.2 Rail Transportation – carrying large volumes of hazardous materials/dangerous goods through Durham Region on a daily basis;
    - 3.3.1.3 Commodity Pipelines – transverse the Region carrying large volumes of gas and oil products;
    - 3.3.1.4 Major Heavy Industry – use, handle, store and transport large quantities of dangerous goods;
    - 3.3.1.5 Nuclear Generating Station – pose potential risks of accidental radiation release from equipment failure or emergencies resulting from terrorist activities;

- 3.3.1.6 Flood Prone Areas – flood plains, flood damage centres pose potential risks;
- 3.3.1.7 Air Transportation – daily commercial and business flights from and to Oshawa Airport. Clarington is on the flight path to Pearson Airport.
- 3.3.1.8 Marine Transportation – docks at St. Mary's Cement along with Port Darlington and Port of Newcastle provide for a high volume of marine traffic into Clarington; and
- 3.3.1.9 Weather – Weather is always unpredictable and can create an emergency at any time.

### 3.4 **EVOLVING HAZARDS**

- 3.4.1 Clarington must also plan for and prepare for hazards that will increase in risk due to a number of reasons. Evolving hazards in Clarington include but are not limited to:
  - 3.4.1.1 Heavy industry expansion;
  - 3.4.1.2 Highway 407 extension (increased transportation of dangerous goods);
  - 3.4.1.3 Terrorist threats at nuclear stations, major industry, key government facilities or infrastructure;
  - 3.4.1.4 Global warming increases risks for weather extremes;
  - 3.4.1.5 Influenza pandemic;
  - 3.4.1.6 Bio-terrorism;
  - 3.4.1.7 Computer viruses;
  - 3.4.1.8 Power outages; and
  - 3.4.1.9 Potable water contamination.

### 3.5 **HAZARD ANALYSIS SUMMARY**

- 3.5.1 The people, infrastructure, and the environment of Clarington are vulnerable to a variety of natural and human-caused hazards based on historical records.
- 3.5.2 A recent hazard identification undertaken in Durham Region (*Hazard Analysis and Risk Assessment, Stevenato & Associates, July 2002*) lists the top 10 *potential hazards* to residents, businesses, environment and

property ranked by risks that are “significant and abundant” within the Region. Due to the nature of the Region, these include the following:

- 3.5.2.1 Blizzards;
  - 3.5.2.2 Fire: building and major fires;
  - 3.5.2.3 Train derailment;
  - 3.5.2.4 Hazardous materials spills (on route);
  - 3.5.2.5 Hazardous materials spills (on site);
  - 3.5.2.6 Cold weather extremes;
  - 3.5.2.7 Flash flooding;
  - 3.5.2.8 Toxic gas release (off site);
  - 3.5.2.9 High winds (70+ miles per hour); and
  - 3.5.2.10 Heat wave/hot weather extremes.
- 3.5.3 This risk assessment study is one of the tools used in Clarington in assessing risk hazards and in developing an effective emergency management program. It is not, however, the definitive listing as to where all the hazards lie. As an example, nuclear emergencies are not on the top ten lists.
- 3.5.4 Although nuclear emergencies are extremely low in probability, the potential affects on the residents of Clarington would be severe. Hence, Clarington places a large emphasis on the planning for nuclear emergencies, making it an extremely high priority item.
- 3.5.5 The occurrence of a hazard can have vastly different impacts from those events that go unnoticed to those highly visible events reported in the media. The magnitude of the impact is dependent on a variety of factors and is mathematically calculated to provide what is called the “Impact Factor of a Hazard”.
- 3.5.6 With respect to hazard mitigation, survey respondents in Durham Region were asked to identify mitigative management tools considered most effective in addressing potential hazards. Respondents suggested that the five most effective mitigative management tools, in descending order of importance, are as follows:
- 3.5.6.1 Coordination of emergency response;
  - 3.5.6.2 Crisis communication capacity;
  - 3.5.6.3 Emergency exercises and training;

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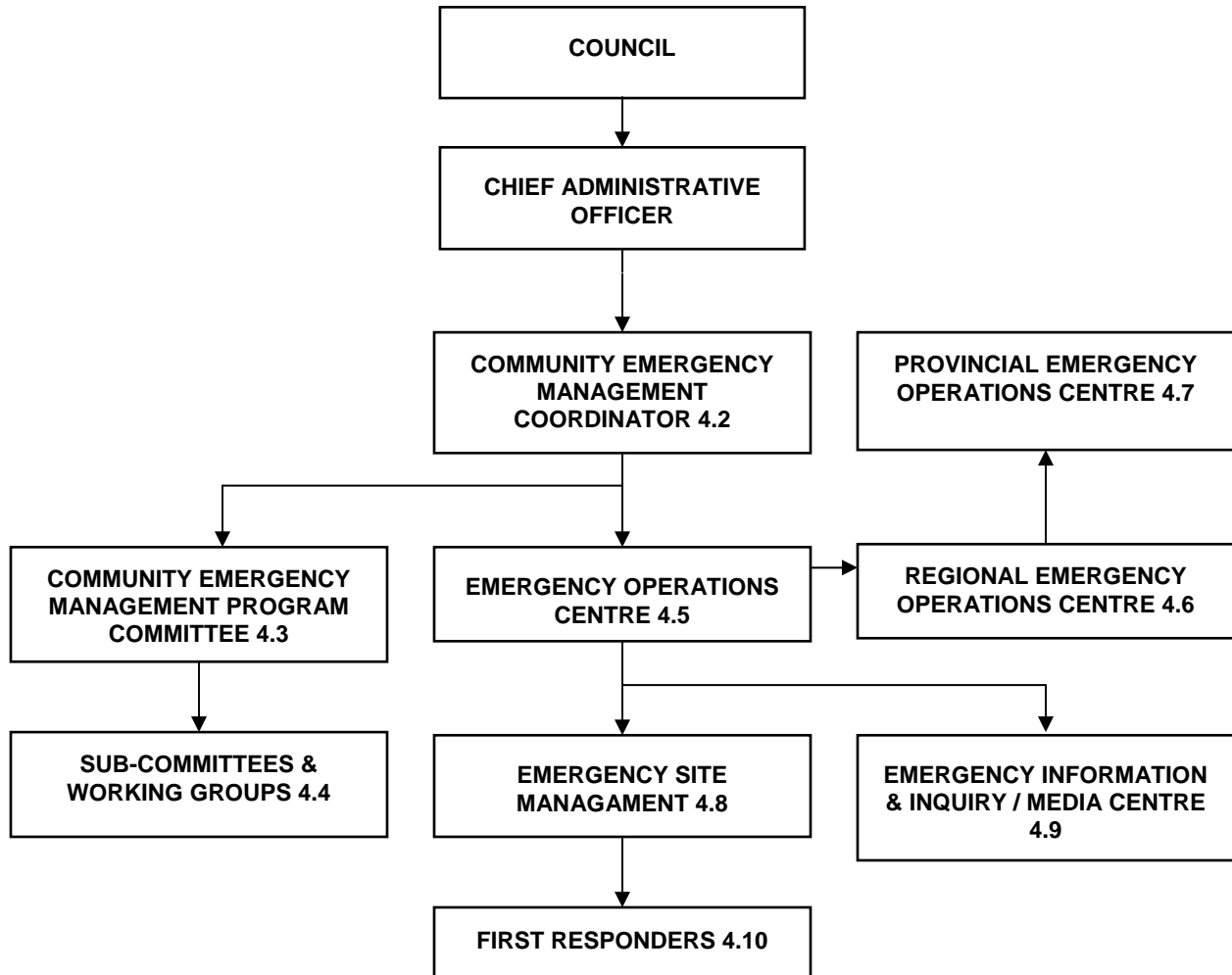
- 3.5.6.4 Emergency planning; and
- 3.5.6.5 Emergency responder training.
- 3.5.7 *The Hazard Analysis and Risk Assessment* recommended that the focus of Clarington emergency planning be on the Municipal hazards noted and that these hazard issues be addressed when conducting the following operations:
  - 3.5.7.1 Designing emergency planning exercises (involve one or more hazards);
  - 3.5.7.2 Staff training (train for weather extremes, toxic spills, train derailments etc.);
  - 3.5.7.3 Developing expertise with external agencies respecting arson, bomb threats etc.;
  - 3.5.7.4 Purchasing/arranging specialty equipment and supplies (sandbags, spill control equipment etc.);
  - 3.5.7.5 Defining and equipping evacuee centres;
  - 3.5.7.6 Upgrading communications and ensuring that backup communications are in place (ideally compatible with member municipalities);
  - 3.5.7.7 Purchasing/arranging for back-up generators;
  - 3.5.7.8 Providing public education programs (what to do in weather extremes or power outages);
  - 3.5.7.9 Media and public communications;
  - 3.5.7.10 Letters of agreement and/or coordination with external agencies such as CN/CP rail and/or large manufacturers or companies that warehouse large quantities of dangerous goods;
  - 3.5.7.11 Developing business continuity plans for critical regional services; and
  - 3.5.7.12 Coordinating GIS and other data collection systems so that the Region, agencies (e.g. Conservation Authorities) and local municipalities collect similar data in the same format.
- 3.5.8 Many of the above issues are already incorporated into the Clarington's Emergency Management Program and will continue to be addressed on a priority basis.

### 3.6 SPECIAL FACILITIES / POPULATIONS

- 3.6.1 Durham Region is home to a number of special facilities / populations that need to be considered during any type of emergency event. Special facilities are those that would be, in effect, more vulnerable to the effects of given hazards than general facilities or the general population.
- 3.6.2 These facilities include:
  - 3.6.2.1 Hospitals;
  - 3.6.2.2 Childcare centres;
  - 3.6.2.3 Homes for the aged;
  - 3.6.2.4 Nursing homes;
  - 3.6.2.5 Public and secondary schools;
  - 3.6.2.6 Residential schools; and
  - 3.6.2.7 May require a significant amount of specialized transportation assistance in the event of an emergency, dependent on the time of day or time of year.
- 3.6.3 Special facilities and populations without transportation will be assisted with their transportation needs through the Durham Region Evacuation and Sheltering Plan
- 3.6.4 Special populations could include both non ambulatory or disabled persons within Durham Region.

## Chapter 4 – EMERGENCY PLANNING STRUCTURE AND RESPONSE ORGANIZATION

4.1 **FIGURE 1 EMERGENCY PLANNING STRUCTURE AND RESPONSE ORGANIZATION**



### 4.2 COMMUNITY EMERGENCY MANAGEMENT COORDINATOR

4.2.1 The Community Emergency Management Coordinator is responsible for the development and implementation of the emergency management program consisting of emergency plans, training programs, exercises for Municipal employees and partner agencies, public education on risks to public safety and public preparedness for emergencies, and any other elements required as prescribed in the *Emergency Management & Civil Protection Act, R.S.O., 1990, Chapter E.9*. The Community Emergency Management Coordinator reports to the Chief Administrative Officer.

- 4.2.2 The Community Emergency Management Coordinator is also responsible on a day-to-day basis for the coordination of plans and procedures for Municipal departments.

### 4.3 **COMMUNITY EMERGENCY MANAGEMENT PROGRAM COMMITTEE**

- 4.3.1 The Community Emergency Management Program Committee is the management team that oversees the development, implementation and maintenance of a community's emergency management program. The Community Emergency Management Program Committee may be made up of but is not limited to the following stakeholders:

- 4.3.1.1 Clarington Emergency & Fire Service;
- 4.3.1.2 Durham Regional Police Service;
- 4.3.1.3 Durham Health Service, including Emergency Medical Services;
- 4.3.1.4 Clarington Public Works, Operations;
- 4.3.1.5 Local business and industry leadership (particularly those associated with hazardous facilities);
- 4.3.1.6 Transportation – public agencies and private corporations;
- 4.3.1.7 Clarington community land use planners;
- 4.3.1.8 Clarington economic development coordinator;
- 4.3.1.9 Natural resources agencies;
- 4.3.1.10 Education system, (all levels) – public, separate, and private as appropriate;
- 4.3.1.11 Social services with responsibilities in evacuations and receiving centres;
- 4.3.1.12 Volunteer agencies;
- 4.3.1.13 Elected official(s); and
- 4.3.1.14 Others as required

### 4.4 **SUB-COMMITTEES & WORKING GROUPS**

- 4.4.1 To develop specific aspects of the Essential Level and other standards as outlined in the Framework for Community Emergency Management Programs

### 4.5 **EMERGENCY OPERATIONS CENTRE**

- 4.5.1 The Emergency Operations Centre is situated at the Operations Department, 2320 Taunton Road, and is appropriately equipped to support emergencies.
- 4.5.2 When the Emergency Plan is activated, the Municipal Control Group will be brought together to the Emergency Operations Centre.
- 4.5.3 The Operations Officer will be responsible for coordinating, planning, administering, and managing operations related to the Municipal Control Group.

### 4.6 **REGIONAL EMERGENCY OPERATIONS CENTRE**

- 4.6.1 The Regional Operations Centre is situated at the Durham Region Headquarters, 605 Rossland Rd. east in Whitby. Personnel in the Regional Emergency Operations Centre coordinate Regional and Provincial response efforts to emergencies and support municipalities.

### 4.7 **PROVINCIAL EMERGENCY OPERATIONS CENTRE**

- 4.7.1 Emergency Management Ontario staffs the Provincial Emergency Operations Centre on a 24/7 basis and routinely monitors public safety in Ontario. The Provincial Emergency Operations Centre is maintained in a state of operational readiness for immediate activation when required. The Provincial Emergency Operations Centre is the focal point for managing a provincial response to a community emergency. The Provincial Emergency Operations Centre staff interacts with staff from Ministry Action Groups, Municipal and Regional Control Groups, Federal departments and nuclear facilities, among others.
- 4.7.2 The role of the Provincial Emergency Operations Centre is to support both Durham Region and the Municipal Control Groups.
- 4.7.3 Depending on the nature of the emergency, its duration and magnitude, employees from a number of Provincial ministries and federal departments may be required to staff the Provincial Emergency Operations Centre to support a provincial response.

### 4.8 **EMERGENCY SITE MANAGEMENT**

- 4.8.1 The Municipal Control Group will assign the Fire Chief or designate as the Emergency site Manager.

### 4.9 **EMERGENCY INFORMATION & INQUIRY CENTRE**

- 4.9.1 The Emergency Information and Inquiry Centre is located at Darlington Sports Centre 2276 Taunton Rd. Hampton. The Emergency Information and Inquiry Centre offer telephone and/or walk-in service and provide a

## Municipality of Clarington Emergency Plan

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location where citizens of Clarington, and any other interested persons, may obtain information about the emergency situation or response.

### 4.10 **MEDIA CENTRE**

4.10.1 The Media Centre is co-located with the Municipal Emergency Operations Centre. All Clarington-sponsored media conferences and interviews will be conducted at this site or another site as determined by the Chief Administrative Officer or the Community Emergency Management Coordinator and relative to the emergency.

### 4.11 **FIRST RESPONDERS**

4.11.1 Police, Fire, Ambulance personnel first to respond to an emergency.

### 4.12 **MUNICIPAL CONTROL GROUP**

4.12.1 The Municipal Control Group is comprised of:

4.12.1.1 Mayor;

4.12.1.2 Chief Administrative Officer;

4.12.1.3 Director of Fire Emergency Services/CEMC;

4.12.1.4 Director of Corporate Services

4.12.1.5 Director of Finance

4.12.1.6 Director of Operations

4.12.1.7 Director of Community Services

4.12.1.8 Director of Planning

4.12.1.9 Director of Engineering

4.12.1.10 Fire Services representative;

4.12.1.11 Durham Regional Police Service representative; and

4.12.1.12 Others as required

4.12.2 The Municipal Control Group has the authority to make decisions on behalf of the Municipality. The overall responsibilities of the Municipal Control Group are as follows:

4.12.2.1 Coordinating emergency actions;

4.12.2.2 Set priorities;

4.12.2.3 Providing resources to the emergency site(s);

- 4.12.2.4 Providing essential services to the areas of the Municipality not affected by the emergency; and
- 4.12.2.5 Coordinate recovery.
- 4.12.3 Specific responsibilities of the Municipal Control Group are:
  - 4.12.4 Assess the short, medium, and long-term emergency operating requirements for Clarington;
  - 4.12.5 Recommend declaring, extending, and terminating of a state of emergency;
  - 4.12.6 Make policy decisions;
    - 4.12.6.1 Set operational priorities, assign resources, and issue instructions to departments;
    - 4.12.6.2 Resolve inter-departmental or inter-organizational disputes; and
    - 4.12.6.3 Ensure communications with all other levels of government, external agencies, and the public is coordinated.
  - 4.12.7 Municipal Control Group members also have individual responsibilities.

## Chapter 5 – NOTIFICATION AND RESPONSE

### 5.1 GENERAL

- 5.1.1 The Municipal Notification Procedure lays out a process to notify the Municipal Control Group that an emergency response is necessary or has the potential to require their assistance. They are also advised of the current situation and any initial response actions taken or to be taken.
- 5.1.2 The Municipal Control Group will take the lead role and can request assistance from the Regional Emergency Operations Centre. Appropriate Municipal staff will be notified either to report or be available if required.
- 5.1.3 The Emergency Site Manager is designated by the Municipal Control Group. The Emergency Site Manager is supported by a department or first response agency Commander from the Municipal Control Group.
- 5.1.4 Assistance with this emergency may require the activation of mutual aid, mutual assistance agreements, etc., with other first response agencies, neighboring Municipalities. The Province or federal government will provide additional support if necessary or provide full direction from the Provincial Emergency Operations Centre in the event of a nuclear emergency.

### 5.2 MUNICIPAL NOTIFICATION PROCEDURE

- 5.2.1 The Fire Chief will be notified by Fire Dispatch of a major incident.
- 5.2.2 After consultation with the Chief Administrative Officer the Fire Chief will request Fire Dispatch notify the Municipal Control Group by calling the designated person listed in each group of the Activation List.
- 5.2.3 In the event that the designated person of each group is not reached the Dispatcher will attempt to call the alternate person.
- 5.2.4 Once notified of the emergency, designates/alternates will be responsible for contacting support staff identified within their individual departmental plans.
- 5.2.5 Upon completion of notification of designates and/or alternates on the activation list, the Fire Chief will be informed of designates/alternates contacted.
- 5.2.6 The following message will be utilized when contacting designates/alternates:
  - 5.2.6.1 *The Municipality is convening the Municipal Control Group as a result of the following situation \_\_\_\_\_.*

## Municipality of Clarington Emergency Plan

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5.2.6.2 *You or your Alternate is requested to report to the Municipal Emergency Operations Centre located at the Operations Centre, Hampton.*

5.2.6.3 *Will you please confirm with Emergency & Fire Services Dispatch your availability to attend at once?*

5.2.7 The Fire Chief will contact Durham Emergency Management Office Duty Officer and Durham Regional Police to confirm full activation of the Municipal Control Group.

### 5.3 NUCLEAR NOTIFICATION PROCEDURE

5.3.1 Durham Region is a designated Municipality under Provincial Nuclear Emergency Response Plan is responsible for off-site response.

5.3.2 Durham Region Nuclear Notification Procedures – For nuclear emergencies, the Durham Emergency Management Office duty contact is the initial contact (24/7) for Durham Regional Police Service to initiate a regional, offsite response.

5.3.3 The Durham Emergency Management Office duty contact person is advised by Emergency Management Ontario of the offsite response requirements and then requests Durham Regional Police Service to notify the appropriate municipality of those response actions to be taken. In this “top-down” approach, the Durham Emergency Management Office duty contact initiates all offsite response requirements ordered by the Provincial Emergency Operations Centre.

5.3.4 The four Nuclear Notification Categories are defined by the Province in the Provincial Nuclear Emergency Response Plan and are listed with their definitions.

### 5.4 TABLE 1 – NUCLEAR NOTIFICATION CATEGORIES TABLE

<b>CLASSIFICATION</b>	<b>DEFINITION</b>
<b>Reportable Event</b>	An event affecting the nuclear installation that would be of concern to offsite authorities responsible for public safety.
<b>Abnormal Incident</b>	An abnormal occurrence at the station that may have a significant cause and/or may lead to more serious consequences.
<b>Onsite Emergency</b>	A serious system malfunction that results in a significant atmospheric emission of radioactive material or is likely to result in an emission at a later time.
<b>General Emergency</b>	An ongoing major atmospheric emission of radioactive material or is likely within the next 12 hours.

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## 5.5 NUCLEAR RESPONSE ACTIONS

- 5.5.1 For nuclear events, Durham Region uses the standardized types of offsite response for each nuclear emergency classification set by the Province under the Provincial Nuclear Emergency Response Plan. Response to a liquid emission event will be dealt with under the *Regional Liquid Emission Response Plan* and not the Provincial Nuclear Emergency Response Plan, unless it is combined with reactor-core damage.

## 5.6 TABLE 2 – RESPONSE ACTIONS – NUCLEAR EVENTS TABLE

CLASSIFICATIONS	REGIONAL RESPONSE LEVELS
<b>Reportable Event</b>	<u>Routine Monitoring</u> – Durham Emergency Management Office monitors situation from home or office and confirms communications arrangements with Provincial Emergency Operations Centre Duty Manager. <b>Community Emergency Management Coordinator notified and kept updated.</b>
<b>Abnormal Incident</b>	<u>Enhanced Monitoring</u> – Durham Emergency Management Office staff and <b>Community Emergency Management Coordinator’s monitor situation from the Regional Emergency Operations Centre / Emergency Operations Centres.</b> Durham Emergency Management Office to update the Emergency Operations Centres, and other Primary Zone municipalities.  Durham Emergency Management Office to confirm communications arrangements with Provincial Emergency Operations Centre and Emergency Operation Centres and review emergency preparedness arrangements.
<b>Onsite Emergency (No Emission Occurring)</b>	<u>Activation (Partial)</u> – Regional response notification to Durham Regional Police Service Communications, Central Ambulance Communications and all municipalities in both Primary Zones. <b>Emergency plan activated and Emergency Operations Centre set-up.</b> Regional Emergency Operations Centre and affected Emergency Operations Centres partially staffed. Regional Emergency Operations Centre / Emergency Operations Centres monitor media until Joint Information Centre/ Provincial Emergency Operations Centre is operational.
<b>Onsite Emergency (Emission Occurring)</b>	<u>Activation (Full)</u> – Regional response notification to entire Regional Emergency Response Organization. Activate Public Alerting Plan for Primary Zones. <b>Set up and fully staff the Emergency Operations Centre, reception, evacuee, and emergency worker centres on a 24-hour basis.</b> Activate the Regional Evacuation and Sheltering Plan. <b>Declare a Municipal Emergency.</b>
<b>General Emergency</b>	<u>Activation (Full)</u> – As noted above.

## Municipality of Clarington Emergency Plan

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- 5.6.1 In nuclear events, the Province determines the offsite response. Regional nuclear responses are outlined above. More specific actions will be contained in detailed regional, departmental, or agency standard operating procedures.
- 5.6.2 The Fire Chief will be notified by Fire Dispatch of any reported nuclear notification categories.
- 5.6.3 After consultation with the Chief Administrative Officer and the Mayor the Fire Chief may request Fire Dispatch notify the Municipal Control Group by calling the designated person listed in each group of the Activation List.
- 5.6.4 In the event that the designated person of each group is not reached the Dispatcher will attempt to call the alternate person.
- 5.6.5 Once notified of the emergency, designates/alternates will be responsible for contacting support staff identified within their individual departmental plans.
- 5.6.6 Upon completion of notification of designates and/or alternates on the activation list, the Fire Chief will be informed of designates/alternates contacted.
- 5.6.7 The following message will be utilized when contacting designates/alternates:
  - 5.6.7.1 *The Municipality is convening the Municipal Control Group as a result of the following situation \_\_\_\_\_.*
  - 5.6.7.2 *You or your Alternate is requested to report to the Municipal Emergency Operations Centre located at the Operations Centre, Hampton.*
  - 5.6.7.3 *Will you please confirm with Emergency & Fire Services Dispatch your availability to attend at once?*

## Chapter 6 – CONCEPT OF OPERATIONS

### 6.1 GENERAL

- 6.1.1 Operations will normally be carried out in two phases for natural or human-caused hazards. These phases are called the response phase and the recovery phase.
- 6.1.2 Response Phase – Response includes the actions taken once an emergency has occurred to deal with the immediate effects and can include mitigation efforts expended at all locations and sites supporting the emergency effort. Such actions by the Municipal Control Group or lead departments will be mainly based on prearranged plans, procedures, and preparations.
- 6.1.3 Response operations for major emergencies will be handled from the Municipal Emergency Operations Centre.
- 6.1.4 Recovery Phase – Recovery or restoration includes all the efforts necessary to restore a municipality to normal after a natural or human-caused emergency has occurred. This includes the actions required to assess and deal with the short and longer-term effects after the impact has passed.
- 6.1.5 It is expected that certain departments will take a lead or a partnership role in any emergency relating to their direct field of expertise.
- 6.1.6 The recovery phase begins once the immediate effects of the emergency have passed. At this point, the recovery plan will be activated to deal with the personal, infrastructure, and financial issues.
- 6.1.7 Recovery operations for major emergencies will not likely be handled from the Emergency Operations Centre but will be dealt with through formation of a number of committees to deal with the personal, infrastructure, and financial issues.

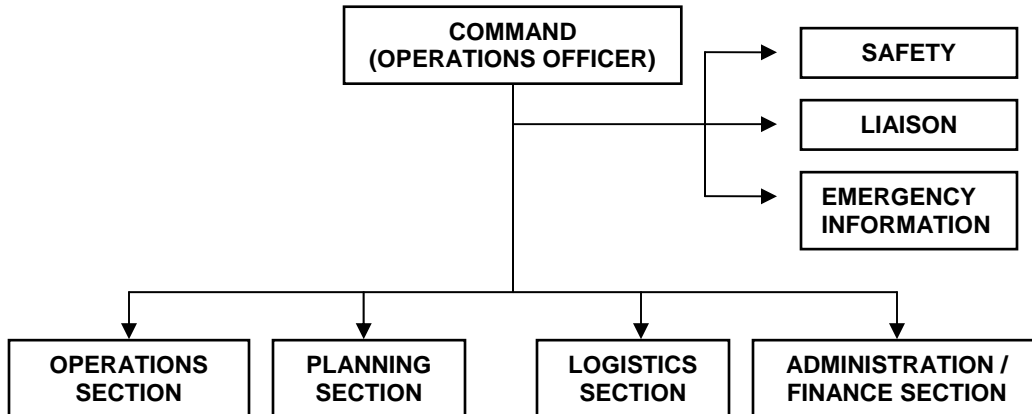
### 6.2 INCIDENT MANAGEMENT SYSTEM

- 6.2.1 Incident Management System is utilized by Clarington for Community Emergency Management Programs.
- 6.2.2 The Incident Management System provides a command structure that is common to all emergency operations centres including the Provincial, Regional, department, and Municipal Emergency Operations Centre. It is a simple model that allows the organizational flexibility to *upscale* or *downscale* supporting resources as needed.
- 6.2.3 It is expected that all emergency sites and each community organization deployed will utilize Incident Management System. *All groups utilize all the same functions and management structure at all emergency operations centres and all emergency sites as required.* Each group

maintains contact with its counterpart in the Municipal/Regional Operations Centre(s) or respective organization centres. (See Figure 2.)

6.2.4 The standardized Incident Management System is modeled after the North American emergency management standards and recommended best practices that draw substantially from the National Fire Protection Association (NFPA) 1561 and the National Incident Management System.

## 6.3 FIGURE 2 – INCIDENT MANAGEMENT SYSTEM



## 6.5 INCIDENT MANAGEMENT SYSTEM FUNCTION DETAILS

6.4.1 **Command (Operations Officer)** – Has the authority to give formal orders, instructions, or directives. The three functions that support Command are:

6.4.1.1 **Safety** – Ensure safety of all site personnel, and pass on information received from Command Emergency Operations Centre indirectly impacting the overall safety of the emergency management efforts;

6.4.1.2 **Liaison** – Staff located in the Emergency Operations Centre that act as a link between Command Emergency Operations Centre and their organizations/group of organizations involved in the management of the situation; and

6.4.1.3 **Emergency Information** – Development and timely disseminate approved emergency information messages and bulletins to the media.

6.4.2 **The Operations Section** – Staff is responsible for coordinating the operational requirements (resources and equipment) of the site as required to fulfill the emergency management requirements. Staff action decisions made by the Emergency Site Manager/Command and share information between all elements as required.

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- 6.4.3 **The Planning Section** – Staff is responsible for the development, dissemination, and evaluation of emergency management and response plans. These response plans are incident specific and may make modifications should they be required. Staff action decisions made by the Emergency Site Manager and share information between all elements as required.
- 6.4.4 **The Logistics Section** – Staff is responsible for coordinating all material, services, equipment, and the resources required to manage and resolve the emergency. Staff act on decisions made by the Emergency Site Manager and share information between all elements as required.
- 6.4.5 **The Finance and Administration Section** – Staff perform administrative, financial, and staffing duties specific to the emergency. This includes capturing incident-related costs, maintenance and scheduling of support personnel, records, and administering contracts.
- 6.4.6 It must be recognized that there is an overlap of the above four groups within the Municipal Emergency Operations Centre. The Municipal Control Group will perform some or all functions depending upon the nature of the emergency.
- 6.4.7 Emergency Operations will be carried out in such a manner as to permit the departments, Municipal Emergency Operations Centre, external organizations, institutions, and industry to operate cohesively. The Incident Management System will be used to define the basic command structure, roles, and responsibilities required for the effective management of an emergency situation.
- 6.4.8 The Emergency Site Manager also uses this structure and reports to the equivalent command in the Municipal Emergency Operations Centre. Once a Site Manager is designated, he/she reports to the Operations Officer in the Emergency Operations Centre.
- 6.5 **NUCLEAR EMERGENCY**
- 6.5.1 Under the *Emergency Management & Civil Protection Act, R.S.O., 1990, Chapter E.9*, the emergency powers conferred upon the Premier of Ontario may be delegated to a minister of the Crown. In the case of a nuclear emergency, that minister will be the Minister of Community Safety and Correctional Services.
- 6.5.2 During nuclear emergencies, the Province is in control of offsite emergency operations from the beginning of a nuclear emergency at either the Pickering or Darlington Nuclear Station. All other agencies and organizations including the Municipality of Clarington shall conform to the directives in the Provincial Nuclear Emergency Response Plan.
- 6.5.3 During nuclear emergencies, the Province will direct offsite response activities of the designated municipalities. Durham Region directs and coordinates the offsite response activities of local municipalities through

the Municipal Control Group from the Regional Emergency Operations Centre.

- 6.5.4 Using a consultative process, Durham Region will assist the local municipalities with the implementation of protective actions and precautionary management in their community as directed by the Provincial Emergency Operations Centre under the Provincial Nuclear Emergency Response Plan.

### 6.6 **COMMAND AND CONTROL**

- 6.6.1 The Municipal Control Group is responsible for the emergency coordination and the implementation of any protective actions required with the Municipality. Support from Durham Region may be requested at any time.
- 6.6.2 In order to ensure that emergency site operations are conducted in an organized and coordinated manner, an Emergency Site Manager will be appointed for the emergency site by the Municipal Control Group. The Emergency Site Manager will be responsible for the coordination of all emergency site team activities and reporting through the appropriate command at the Municipal Emergency Operations Centre.
- 6.6.3 The Emergency Site Manager will:
- 6.6.3.1 Provide regular information updates to the Municipal Emergency Operations Centre;
  - 6.6.3.2 Evaluate the need for and provide requests for resources; and
  - 6.6.3.3 Maintain contact with the Municipal Emergency Operations Centre.
- 6.6.4 Information will be provided from the emergency site and requests for resources will be forwarded from the Emergency Site Manager to their respective command in the Municipal Emergency Operations Centre. The Municipal Emergency Operations Centre will then provide existing or requested additional resources to assist the site.
- 6.6.5 The Emergency Site Manager is designated by the Municipal Emergency Operations Centre based on the particular emergency and could be chosen from any operating department or from the first responder groups.
- 6.6.6 For non-nuclear emergencies, the Regional Emergency Operations Centre will provide additional resources and assistance to any local municipality upon request. If a municipality becomes overpowered, the Regional Chair may declare a regional emergency. The Regional Emergency Operations Centre may also be asked to assume full responsibility of an emergency for a municipality.

## 6.7 PRECAUTIONARY MANAGEMENT

- 6.7.1 Precautionary management is the measures taken in the early stages of an emergency to minimize the impact on the general public. These would include operations like school and park closures, the closing of workplaces in the private and public sectors, etc.

## CHAPTER 7 – RECOVERY PLANNING

### 7.1 GENERAL

- 7.1.1 Recovery planning is a process of returning a community back to normal or near normal once the immediate threat to life and property has passed. The process starts when directed by the Municipal Control Group, and the timing will be determined by the nature of the emergency.
- 7.1.2 In some emergencies, response and recovery actions could be happening simultaneously.
- 7.1.3 In a nuclear emergency, the Provincial Emergency Operations Centre will advise Durham Region when the immediate emergency has passed and the recovery process will begin. This information would then be communicated to the Municipal Emergency Operations Centre of the affected municipalities.
- 7.1.4 Normally, recovery planning will commence when the immediate response to an emergency has been completed and the situation has been stabilized. To begin the recovery process, a series of committees may need to be formed to deal with various aspects of the community assistance. These might include the following areas of need:
  - 7.1.4.1 Financial assistance;
  - 7.1.4.2 Infrastructure repair/rebuilding; and
  - 7.1.4.3 Personal assistance.

## Chapter 8 – EMERGENCY INFORMATION AND PUBLIC DIRECTION

### 8.1 GENERAL

8.1.1 In the event of an emergency, emergency information procedures assist with:

8.1.1.1 Providing emergency information to the media and general public; and

8.1.1.2 Providing emergency information to Municipal, Regional, and Provincial staff.

### 8.2 COMMUNICATIONS HIERARCHY

8.2.1 Emergency information will be coordinated by the Emergency Information Officer. It is important that media releases begin immediately after the emergency begins to provide the current status and then be provided at regular intervals thereafter.

8.2.2 For a list of local media agencies see Annex M

8.2.3 The Emergency Information Officer will:

8.2.3.1 Gather, verify, coordinate, and approve all information released to the media in consultation with the Mayor and Operations Officer;

8.2.3.2 Produce information products for dissemination to the media;

8.2.3.3 Disseminate information to the media and public on a regular basis as important new information becomes available;

8.2.3.4 Process information requests;

8.2.3.5 Arrange for Municipal Control Group member or experts to meet with the media to respond to inquiries on a specific topic as required;

8.2.3.6 Establish communication links and regular liaison with the Municipal Control Group and Emergency Site Manager to determine what information to release to the media and public and will attend all operations meetings;

8.2.3.7 Establish communication links and regular liaison with the other media coordinators within the region or province to coordinate the release of authorized information;

8.2.3.8 Set up and coordinate a media centre, and ensure that there is adequate administrative support, office or area space, and telephone facilities to support live interviews from local media;

## Municipality of Clarington Emergency Plan

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- 8.2.3.9 Inform appropriate agencies of the location/phone number of the media centre;
  - 8.2.3.10 Prepare for press conferences and briefings with the media;
  - 8.2.3.11 Prepare, distribute, and file hard copies of media releases;
  - 8.2.3.12 Set up and manage a media monitoring and rumor control centre; and
  - 8.2.3.13 Provide “controlled” tours to the emergency site or to the Emergency Operations Centre if requested.
- 8.2.4 The Municipality of Clarington may request assistance at any time and be supported by the Durham Region Corporate Communications staff or the provincial emergency information resources if needed.
- 8.2.5 In the event of a water infrastructure or health emergency, the lead role will be taken by either Durham Region Works or Health Departments. The respective department involved will issue releases and updates to inform the Province, Regional, and Municipal staff; the media; and the general public on a regular and as-required basis.
- 8.2.6 Nuclear Emergencies (Pickering or Darlington Generating Stations) – Nuclear emergencies are controlled by Emergency Management Ontario who directs the offsite response actions to the designated municipality. (Durham Region is a designated municipality for the Pickering and Darlington Nuclear Generating Stations.)
- 8.2.7 The Province through the Provincial Emergency Operations Centre will coordinate the media emergency information and media releases for any type of offsite response due to a nuclear emergency. Local municipalities may issue media releases dealing with local issues such as road closures.

### 8.3 MEDIA CENTRE

- 8.3.1 The Media Centre is co-located at the Municipal Emergency Operations Centre and press conferences will be held at this location and / or at the emergency site upon the decision of the Control Group.
- 8.3.2 At no time will the press or public be allowed near the Municipal Emergency Operations Centre or be allowed within the building unattended. The Public Information Officer shall be responsible for policing the movements of the public and press.
- 8.3.3 The Public Information Officer shall direct the Mayor and other media spokespersons into the media centre and ensure appropriate tables and chairs are in place.

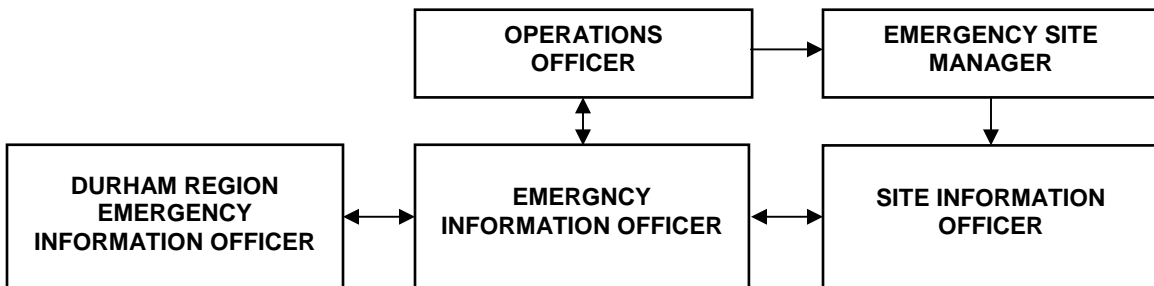
8.4 **MEDIA COVERAGE**

8.4.1 In the event of an emergency, the general public should monitor local radio and television stations for ongoing updates and regular status reports as well as the Municipal website. (www.clarington.net)

8.5 **SPOKESPERSON(S)**

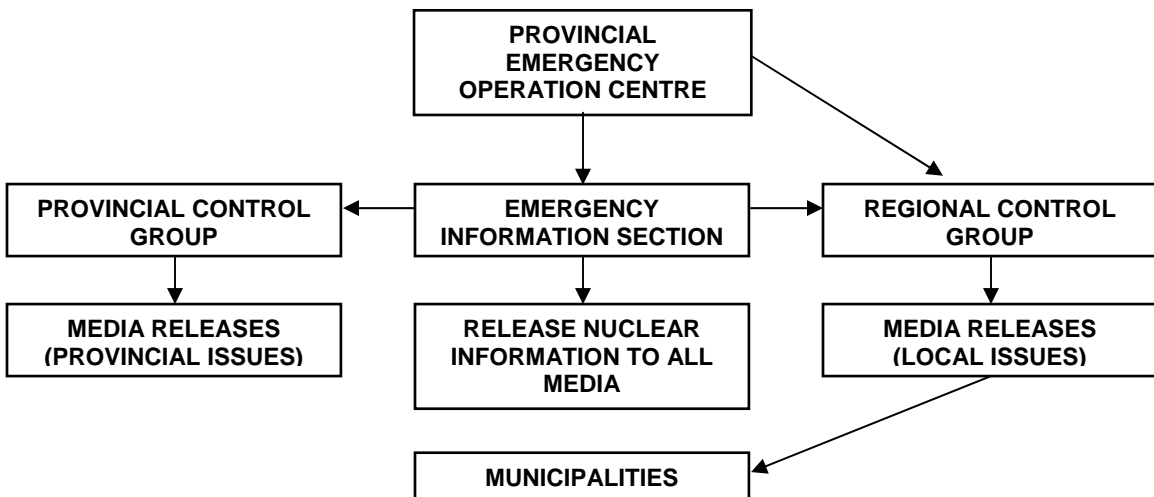
8.5.1 The Emergency Information Officer will assist the Mayor (designated spokesperson) with the preparation and dissemination of public information. The Emergency Information Officer will prepare statements of public information for the Mayor (designated spokesperson) based on information collected at the Emergency Operations Centre business cycle meetings.

8.6 **FIGURE 3 – EMERGENCY MEDIA CENTRE ORGANIZATION CHART**



8.7 **NUCLEAR EVENTS**

8.8 **FIGURE 4 – NUCLEAR EVENTS ORGANIZATION**



8.8.1 In nuclear events, initial emergency information flows directly from the Provincial Emergency Operations Centre to the Emergency Information Section. Information is formatted to the Regional Emergency Operations Centre and forwarded on to affected municipal stakeholders.

- 8.8.2 It is important that stakeholders are an integral part of the regional emergency information distribution and that they be kept informed and updated of changing emergency conditions. These include but are not limited to:
- 8.8.2.1 The general public and vulnerable populations in the affected area (schools, hospitals);
  - 8.8.2.2 Regional Emergency Operations Centre;
  - 8.8.2.3 Local municipalities within Durham Region;
  - 8.8.2.4 Provincial Emergency Information Section; and
  - 8.8.2.5 Other involved stakeholders.
- 8.8.3 The Emergency Information Section will be set up in Toronto to relay emergency information to the Regional Emergency Operations Centre and to provide media monitoring and other relative media services.
- 8.8.4 Local municipalities may issue local information relating to road closures, etc., or other non-technical activities within their jurisdiction.
- 8.9 **NUCLEAR EVENTS – RESPONSIBILITIES**
- 8.9.1 **Province** – In the event of a nuclear emergency, the Emergency Information Section is set up by Provincial staff from Emergency Management Ontario in Toronto.
- 8.9.2 The overall operational responsibilities are as follows:
- 8.9.2.1 Emergency Management Ontario is fully responsible for the setup and operation of the Emergency Information Section in Toronto. This includes maintaining the Provincial Nuclear Emergency Response Plan and the Emergency Information Section Procedures. The Emergency Information Section Procedures are annually reviewed and updated as required by Emergency Management Ontario ;
  - 8.9.2.2 Emergency Management Ontario will be responsible for writing and also providing the prescript Emergency Bulletins for release to the general public during an event at either the Darlington or Pickering Nuclear Generating Station;
  - 8.9.2.3 The Province, Emergency Management Ontario is fully responsible for the staffing and operation of the Emergency Information Section; and
  - 8.9.2.4 Media releases relating to technical related station activities must be validated by Emergency Management Ontario and the

Emergency Information Section prior to release to the general public.

- 8.9.3 **Durham Region** – The Lower Level Media and Conference Centre are used for media conferences. Durham Regional staff will forward all public (nuclear) inquiry calls to the Emergency Information Section.
  - 8.9.4 Durham Emergency Management Office maintains local nuclear emergency plans and provides a liaison between Emergency Management Ontario and Durham Region with respect to the Emergency Information Section through the Regional Emergency Operations Centre.
  - 8.9.5 Durham Emergency Management Office is responsible for setting up and manning the Regional Emergency Operations Centre to ensure communication is managed during nuclear emergencies if required.
  - 8.9.6 Durham Emergency Management Office staff will assist the Municipal Control Group at the Municipal Emergency Operations Centre.
  - 8.9.7 Durham Emergency Management Office may send a representative to Clarington Emergency Operations Centre during emergencies.
- 8.10 **THE EMERGENCY INFORMATION SECTION**
- 8.10.1 The Emergency Information Section is a provincial facility set up to provide a current and accurate source of emergency information to the media and the general public on nuclear events.
  - 8.10.2 The will act as the main source of emergency information on behalf of these agencies during the emergency. During nuclear emergencies the Emergency Information Centre provides timely information to the general public on the current status of the emergency situation at either the Darlington or Pickering Nuclear Station.
  - 8.10.3 The Emergency Information Section is operated by Emergency Management Ontario and has information linkages and operational relationships between the following centres:
    - 8.10.3.1 Provincial Emergency Operations Centre (directs overall nuclear response);
    - 8.10.3.2 Regional Emergency Operations Centre overseeing the local emergency response functions;
    - 8.10.3.3 Affected organization/facility (e.g. Ontario Power Generations nuclear stations); and
    - 8.10.3.4 The federal government (the federal government provides spokespersons and assistant spokespersons representing Health Canada, as the lead agency, and the Canadian Nuclear Safety Commission).

8.10.3.5 The Emergency Information Section operates under the Emergency Information Centre Procedures Manual prepared by the Ministry of Community Safety and Correctional Services.

## 8.11 PUBLIC DIRECTION

8.11.1 The general public will take direction and implement subsequent protective actions from the information provided through local media. The Public Alerting System will initiate the offsite response (nuclear) or other actions required by notifying the general public.

8.11.2 Details of the situation in progress will be verified for the public through local television or radio. First responders may assist in the public notification process.

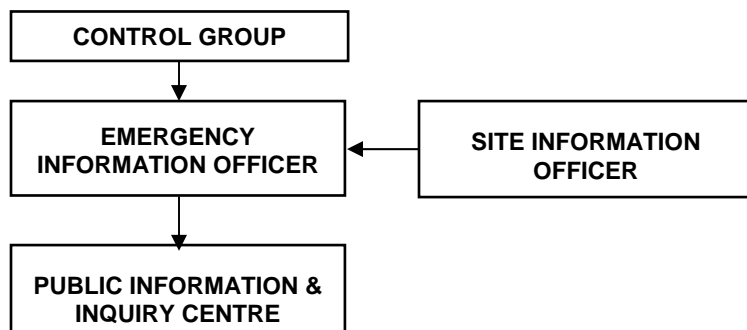
## 8.12 EMERGENCY INFORMATION & INQUIRY CENTRE

8.12.1 The Emergency Information & Inquiry Centre located at Darlington Sports Centre 2276 Taunton Rd. Hampton, provides a credible outlet for the general public to obtain current and accurate information relating to the emergency in progress.

8.12.2 The Emergency Information & Inquiry Centre managed by the Emergency Information Officer works independently from the Emergency Operations Centre but maintains close contact with them. The Emergency Information Officer liaises with the Operations Officer at the Emergency Operations Centre to identify what information can be released to the public and media.

8.12.3 See Annex O for Municipal Emergency Information Plan

## 8.13 FIGURE 5 – INTERACTION BETWEEN PUBLIC INQUIRY SERVICE AND CONTROL GROUP



## Chapter 9 – FINANCIAL MANAGEMENT/ASSISTANCE

### 9.1 GENERAL

- 9.1.1 During an emergency, it is imperative to have financial control and proper documentation in place to oversee any required emergency expenditures.
- 9.1.2 The Director of Finance will be responsible for developing the municipality's financial management process prior to the emergency, monitoring expenditures during an emergency, and assisting with expenditure reconciliation after an emergency, whereby emergency funding may be obtained if required.
- 9.1.3 The Director of Finance will report to the Municipal Emergency Operations Centre.
- 9.1.4 Once an emergency situation has come through the recovery phase, it is imperative to attempt to recover lost revenues for emergency expenditures through normal insurance policies or disaster relief agencies.

### 9.2 FINANCIAL MANAGEMENT

- 9.2.1 It is the intent of this Plan to:
  - 9.2.1.1 Provide guidelines for basic financial management to all departments responding under the provisions of this Plan;
  - 9.2.1.2 Ensure that any Council resolutions are provided expeditiously for expenses incurred during an emergency;
  - 9.2.1.3 Ensure that financial operations are conducted in accordance with the accepted accounting policies, best practices, and standards set within the Municipality of Clarington; and
  - 9.2.1.4 Provide guidance for basic assumptions so that lost revenues are recovered through insurance policies, Ontario Disaster Relief Assistance Program, or Disaster Financial Assistance Arrangements where possible.
- 9.2.2 Accepted emergency purchasing procedures will be developed by the Purchasing Manager and followed for all purchases made during the emergency with the following assumptions:
  - 9.2.2.1 The Purchasing Manager shall maintain a list of emergency purchase orders for use during an emergency;
  - 9.2.2.2 Due to the nature of most emergency situations, finance operations will be carried out with compressed time frames and other pressures, from time to time, necessitating the use of non-

routine procedures. This in no way lessens the requirement for sound financial management and accountability;

9.2.2.3 Each agency or organization involved in the emergency will have their own designated person responsible for financial management in accordance with their own approved process already in place;

9.2.2.4 It is expected that at least partial reimbursement will come from the provincial or federal governments for services and resources, but it is recognized that at least the initial payments will be borne by the Municipality of Clarington; and

9.2.2.5 The Purchasing Manager shall maintain a list of available suppliers/contractors with 24-hour availability. This list shall be updated as required. Critical suppliers should be encouraged to have contingencies plans for continuity of business operations to ensure that they can supply the required product or service during an emergency.

### 9.3 EXPENDITURE OF MUNICIPAL FUNDS

9.3.1 Extreme care and attention to detail must be taken throughout the emergency response effort and recovery period to maintain logs, formal records, and file copies of all expenditures including personal timesheets in order to provide clear and reasonable accountability and justification for future reimbursement requests. All expenditures shall be recorded.

9.3.2 Reimbursement is not automatic even when proper procedures are used and accountability is maintained. Reimbursement is also subject to the terms and conditions of insurance policies or disaster relief programs.

9.3.3 All records relating to the allocation and disbursement of municipal funds pertaining to the elements and activities covered in this Plan must be maintained as applicable in compliance with standard policies and accounting procedures.

9.3.4 The Municipality of Clarington, as well as any agency or organization involved in the emergency response effort, is responsible for the allocation and disbursement of its own funds as well as individual record keeping.

### 9.4 FUNDING ASSISTANCE

9.4.1 There are programs in place for municipalities to attempt to obtain reimbursement of funds after a major emergency or disaster has occurred. The Municipality of Clarington will first exhaust existing insurance policies before seeking compensation from additional programs.

## Municipality of Clarington Emergency Plan

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- 9.4.2 Programs available include the Ontario Disaster Relief Assistance Program and the (Federal) Disaster Financial Assistance. Ontario Disaster Relief Assistance Program requires some fundraising to obtain financial assistance for private costs as outlined in their documentation. Disaster Financial Assistance Arrangements provides financial assistance to the Province above a pre-determined level (funding formula) of expenditure.
- 9.4.3 The Ontario Disaster Relief Assistance Program is intended to alleviate the hardship suffered by private homeowners, farmers, small business enterprises, and non-profit organizations (such as municipalities) whose essential property has been damaged in a sudden and unexpected natural disaster.
- 9.4.4 Ontario Disaster Relief Assistance Program will provide funding for those who have suffered heavy losses for essential items such as shelter and the necessities of life. When damages are so extensive that they exceed the financial resources of the affected individuals, the municipality and community at large are expected to assist and provide support. Individuals are, however, expected to bear the initial responsibilities for their losses.
- 9.4.5 Ontario Disaster Relief Assistance Program does not provide full cost recovery for all damages resulting from a disaster but helps eligible recipients restore essential furnishings and property only to pre-disaster condition according to the funding formula.
- 9.4.6 Ontario Disaster Relief Assistance Program does not cover damages to privately-owned, non-essential property nor to essential property where private insurance is normally available.
- 9.4.7 If the Municipality of Clarington experiences extraordinary damage to public infrastructure due to a natural disaster, the local Municipal Services Office of the Ministry of Municipal Affairs and Housing will be contacted to determine eligibility for assistance.
- 9.4.8 The Minister of Municipal Affairs and Housing is authorized to declare a “disaster area” under the Ontario Disaster Relief Assistance Program. Municipal Council’s asking for assistance must adopt a Council resolution outlining the following issues:
- 9.4.8.1 The municipality’s request for a disaster area declaration; and
  - 9.4.8.2 Whether all or part of the municipality is to be declared a disaster area.
- 9.4.9 Under Ontario Disaster Relief Assistance Program, the request for a disaster declaration must be submitted within 14 working days of the date of the disaster. Council resolutions should be very clear about the definition of the disaster area as only damages within the declared area are eligible for Ontario Disaster Relief Assistance Program funding.

- 9.4.10 The Council resolution must be accompanied by information supporting the request for assistance. This information includes:
- 9.4.10.1 The number of private properties, farms, small businesses, and non-profit organizations that have incurred damages as a result of the disaster;
  - 9.4.10.2 The number of residents, small businesses, or farms affected;
  - 9.4.10.3 The extent and the preliminary cost estimates of damages suffered;
  - 9.4.10.4 Newspaper clippings, photographs, and other documentary evidence where available; and
  - 9.4.10.5 Other information that Council feels is pertinent to add.
- 9.4.11 Durham Region may adopt a resolution in support of the Municipality of Clarington's request for a disaster declaration and agree to adopt a disaster relief committee.
- 9.5 FEDERAL DISASTER FINANCIAL ASSISTANCE**
- 9.5.1 In the event of a large scale disaster in Canada, the federal government can provide financial assistance to provincial and territorial governments through the Disaster Financial Assistance to help them meet the basic costs of response and recovery when such expenditures exceed what an individual province or territory could reasonably be expected to bear on its own.
- 9.5.2 The provincial government designs, develops, and delivers financial assistance to the victims of emergencies and disasters, deciding on the amounts and types of assistance that may be provided. The federal government may then be requested by a provincial government to help pay the costs it incurred in responding to an emergency or disaster under the terms of the Disaster Financial Assistance.
- 9.5.3 The Disaster Financial Assistance has been in place since 1970 and is administered with the assistance of predetermined guidelines whose sole purpose is to ensure that federal financial assistance is provided in a fair and equitable way across Canada.
- 9.5.4 Federal assistance is paid to the province/territory under Disaster Financial Assistance and not directly to individuals or communities. It is important to note that there is no fixed budget for disaster financial assistance because there is no way of predicting the amount that may be required in any given year.

## Chapter 10 – MUTUAL AID/ASSISTANCE AGREEMENTS

### 10.1 PURPOSE & PROVISIONS

- 10.1.1 As outlined by Emergency Management Ontario, all communities should attempt to create regional mutual aid and mutual assistance agreements. Such agreements can greatly improve a community's ability to respond to larger-scale emergencies.
- 10.1.2 Mutual aid or assistance agreements are in place to supply additional resources when Municipal resources have been depleted to deal with extraordinary emergency situations.
- 10.1.3 The Municipality of Clarington may receive assistance through the Durham Region Fire Mutual Aid Plan.
- 10.1.4 The objective of the Mutual Aid Plan is to provide a means whereby the fire departments in Durham Region may initiate the necessary action to save and/or protect lives, property, and/or the environment during a major fire or emergency.
- 10.1.5 The Mutual Aid Plan is organized and operational on a reciprocal, or no charge basis, among the participating fire departments.
- 10.1.6 The *Emergency Management & Civil Protection Act, R.S.O., 1990*, suggests that municipalities may be directed by the Premier to provide assistance to other municipalities. Pre-arranged agreements will simplify the process of providing personnel, services, equipment, and material during an emergency.
- 10.1.7 As directed under the enhanced level requirements for municipal emergency plans, the Municipality of Clarington will enter into mutual assistance agreements with neighboring municipalities and other agencies/organizations as needed.
- 10.1.8 Nothing in these agreements requires or obligates either party to provide assistance, and no liability arises against the assisting municipality if it fails to respond to a request for assistance.
- 10.1.9 The municipality may, at its discretion, determine the type and scope, nature, and amount of assistance to be provided.

## Chapter 11 – TRAINING

### 11.1 GENERAL

- 11.1 The *Emergency Management & Civil Protection Act, R.S.O., 1990, Chapter E.9, 3 (5)*, requires that every Municipality conduct Municipal Control Group training programs annually to ensure the readiness of employees of the municipality and other persons to act under the Emergency Plan.
- 11.2 The Community Emergency Management Coordinator is responsible for coordinating training programs and exercises to ensure the readiness of Municipal staff to act under the Plan. The Community Emergency Management Coordinator will maintain a database of staff training.
- 11.3 Staff training may be achieved through any or all of the following activities:
  - 11.3.1 Staff attending internal or external general training sessions;
  - 11.3.2 Staff attending refresher and/or upgrading sessions, as required;
  - 11.3.3 New staff, or staff transferred to different positions, attending training; and/or
  - 11.3.4 Departmental distribution of related material or information newsletters to staff with responsibilities under the Plan.
- 11.4 Professional development opportunities for staff may be provided, including attending appropriate emergency response courses, such as Red Cross Training, Emergency Preparedness Canada, etc.
- 11.5 Durham Emergency Management Office will offer training programs to local municipalities from time to time as the need arises.
- 11.6 Assistance or information about available training programs or conferences may be obtained through the Community Emergency Management Coordinator.
- 11.7 Each department is responsible for ensuring that its staff is trained to carry out their assigned duties under this Plan.

## Chapter 12 – EXERCISES

### 12.1 TESTING THE PLAN

- 12.1.1 The *Emergency Management & Civil Protection Act, R.S.O., 1990, Chapter E.9, 3 (5)*, requires that every municipality conduct exercises annually to ensure the readiness of employees of the municipality and other persons to act under the Emergency Plan.
- 12.1.2 The Community Emergency Management Coordinator, under direction and approval of the Chief Administrative Officer, is responsible for organizing annual testing of the Plan and conducting exercises. Conducting exercises is a municipal responsibility but from time to time will be done in coordination with Durham Emergency Management Office.
- 12.1.3 Each component of the Plan can be tested in isolation as well as in coordination with one another. It is vital that all major elements of the Plan are tested annually.
- 12.1.4 The type of exercises/drills tested will vary from year to year, be derived from the HIRA, include a natural progression becoming increasingly complex, and be appropriate to community needs.
- 12.1.5 Immediately following an exercise, a debriefing will be conducted with departments, agencies, and key personnel to review and evaluate the exercise and make recommendations.

## Chapter 13 – PUBLIC EDUCATION & AWARENESS

### 13.1 GENERAL

- 13.1.1 The development and implementation of a Community Emergency Management Public Education and Awareness Program is a requirement of the *Emergency Management & Civil Protection Act, R.S.O., 1990*.
- 13.1.2 Public awareness is an important component of the Emergency Management Program put in place so that the general public will know what to expect before, during, and after an emergency event.
- 13.1.3 Public awareness is general information provided to the broader public to increase awareness about emergency management.
- 13.1.4 Public education is specific information provided to educate the target audience in high risk areas about protective actions to reduce the risk of life and property damage in the event of an emergency.
- 13.1.5 The Municipality of Clarington developed a Public Awareness Strategy to ensure that these needs are met. This strategy will be reviewed and revised annually to ensure compliance with the program requirements under the *Emergency Management & Civil Protection Act, R.S.O., 1990*.

### 13.2 RESPONSIBILITIES

- 13.2.1 The Community Emergency Management Coordinator is responsible for the development and implementation of public education and public awareness programs.
- 13.2.2 These programs will be coordinated with Durham Region and neighboring municipalities, as well as the Durham Regional Police Service and other appropriate agencies.

### 13.3 PUBLIC AWARENESS DELIVERY METHODS

- 13.3.1 The public awareness information program provided might include:
  - 12.3.1.1 Brochures;
  - 12.3.1.2 Media releases;
  - 12.3.1.3 Municipality of Clarington web site, [www.clarington.net](http://www.clarington.net);
  - 12.3.1.4 Community displays; or
  - 12.3.1.5 Other media as deemed appropriate.

### 13.4 PUBLIC EDUCATION

13.4.1 Public education might include:

12.4.1.1 Programs/presentations for students, service clubs, industries, institutions, etc.;

12.4.1.2 Hazardous material education and training in the high school curriculum; and

12.4.1.3 Providing specialized instructions, such as information regarding sheltering-in-place, for those living within a “high risk” area of the Municipality.

13.4.2 Questions regarding emergency preparedness are referred to the Fire Chief/ Community Emergency Management Coordinator for follow up.