

October 11, 2017

Version 3.0



COMMUNITY EMERGENCY RESPONSE PLAN



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**IF RESPONDING TO AN EMERGENCY,
FOLLOW THE PROCEDURES FOUND IN THE
APPENDICES OF THIS PLAN**



Documentation Management and Control

Document History

The below table should be updated by the Plan Owner during Plan maintenance.

Document Title	Town of Caledon – Community Emergency Response Plan
Plan Owner	Darryl Bailey, Fire Chief
Primary Users	Caledon Emergency Management Coordinators, CEMC's, Section Chiefs and Emergency Control Group Members
Effective as of	Draft - June 1 2015

Version History

Indicate the authors of the Plan and the dates that the various changes were completed. All changes to this plan should be approved as per the maintenance program.

Version	Date	Changed By	Nature of Amendment	Approval
1.0	September 4, 2015	MNP	Initial version	
2.0	June 27, 2016	G. Boyd	Re-org Revision	
	August 30, 2016	G. Boyd	Re-Org Update	
	October 19, 2016	G. Boyd	Charts Complete	
3.0	January 30, 2017	G. Boyd	Command Structure Updated	

Document Control Distribution List

Distribution of the Plan Appendices is controlled due to the confidential nature of the content. The Document Control Distribution List will identify all individuals that have been given a copy of the Community Emergency Response Plan Appendices. Each individual should keep one current copy of this document in their office and another in their home in a readily accessible, but secure location.



Introduction

Background

The Corporation of the Town of Caledon, herein after referred to as the Town or Caledon, strives to maintain the health and safety of the Town's community. Every effort is made to avoid and prevent the occurrences of emergencies or critical incidents. Proper planning will ensure a timely and appropriate response to emergencies and critical incidents in compliance with applicable laws and industry standards. The Town regularly responds to situations requiring Police, Fire, Ambulance and Public Works services, however, some situations may escalate beyond the scope of normal operations. These situations require the use of a Community Emergency Response Plan that is flexible and adaptable to any emergency situation.

The Community Emergency Response Plan, herein after referred to as CERP, is a tool to assist Emergency personnel and staff designated to provide response to emergencies. The CERP recognizes prevention, mitigation, preparedness, and recovery as proactive components that are critical elements in emergency response. The CERP reflects the Town's commitment to the health and safety of all members of the Caledon community.

In order to comply with Ontario Regulation 380/04 this CERP meets the standards for emergency management programming. Further, the CERP is in compliance with The Corporation of the Town of Caledon Emergency Management By Law. This CERP has been designed by integrating guidelines from the Incident Management System (IMS) Doctrine for Ontario into Caledon's existing response structure. This plan follows the guidelines set out by Ontario's Office of Emergency Management's Provincial Emergency Response Plan¹ and with the Emergency Management By Law. Where there is a discrepancy, the By Law will be followed until such time that it can be amended.

Definitions

Emergency

As defined by Ontario's Emergency Management and Civil Protection Act, an emergency is:

"A situation or an impending situation caused by forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property."²

These situations, by their nature or magnitude, can threaten public safety, public health, property and critical business operations. The Town of Caledon supports response efforts led by the Town's First Responders (Police, Fire and Ambulance).

Incident

An incident is a distinct event or occurrence that may lead to more serious consequences. Not all incidents will escalate into an emergency situation. The Community Emergency Response Plan (CERP) may be activated (partially or fully) to respond to incidents. All incidents will be assessed to determine whether or not they have escalated to an emergency and require further action.

¹ EMO Ontario – Provincial Emergency Response Plan
https://www.emergencymanagementontario.ca/english/emcommunity/response_resources/plans/provincial_emergency_response_plan.html

² Emergency Management and Civil Protection Act:
http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90e09_e.htm



Incident Management System (IMS)

The Emergency Control Group (ECG) is based on the Incident Management System (IMS). IMS is a standardized approach to emergency management that is designed to enable effective, efficient incident management by integrating a combination of staff, facilities, equipment, procedures and communications within a common organizational structure. This system is used by the Region of Peel, Province of Ontario and Ontario's first responders. The Town of Caledon has adopted the IMS structure because it allows for a common, organized response to incidents regardless of cause, size or complexity.

The IMS structure is modular, meaning that individual elements can function independently and can be activated as required. The structure builds from the top down, wherein responsibility and accountability are held by the Command Section of the Emergency Control Group (ECG). The Command Section is led by the ECG Manager or the Community Emergency Management Coordinator (CEMC). Within the Emergency Control Group there are four other sections that provide support to the Command Section, and they are:

- Planning
- Operations
- Logistics
- Finance & Administration

Purpose

The purpose of the CERP is to provide guidance, direction and support to the ECG during a response to an emergency or critical incident.

Scope

The plan applies to all departments in the Town of Caledon, not only those tasked to provide response assistance in an emergency situation. All departments shall bear some responsibility for continuity, recovery and response support of their operations following a critical incident or emergency.

In the planning, development and review of the CERP, the following shall be used:

1. A formal hazard assessment, to determine potential emergency situations
2. Identification of critical infrastructure.
3. Standard Operating Procedures (SOPs) to address; response, evacuation, clean up, mitigation, reporting and recovery.
4. Designated personnel, who shall be trained and shall practice their appropriate responses.

The CERP serves as a guideline, and does not exclude the requirement for sound judgement.

The CERP does not include continuity of operations (business continuity) procedures for the Town of Caledon.

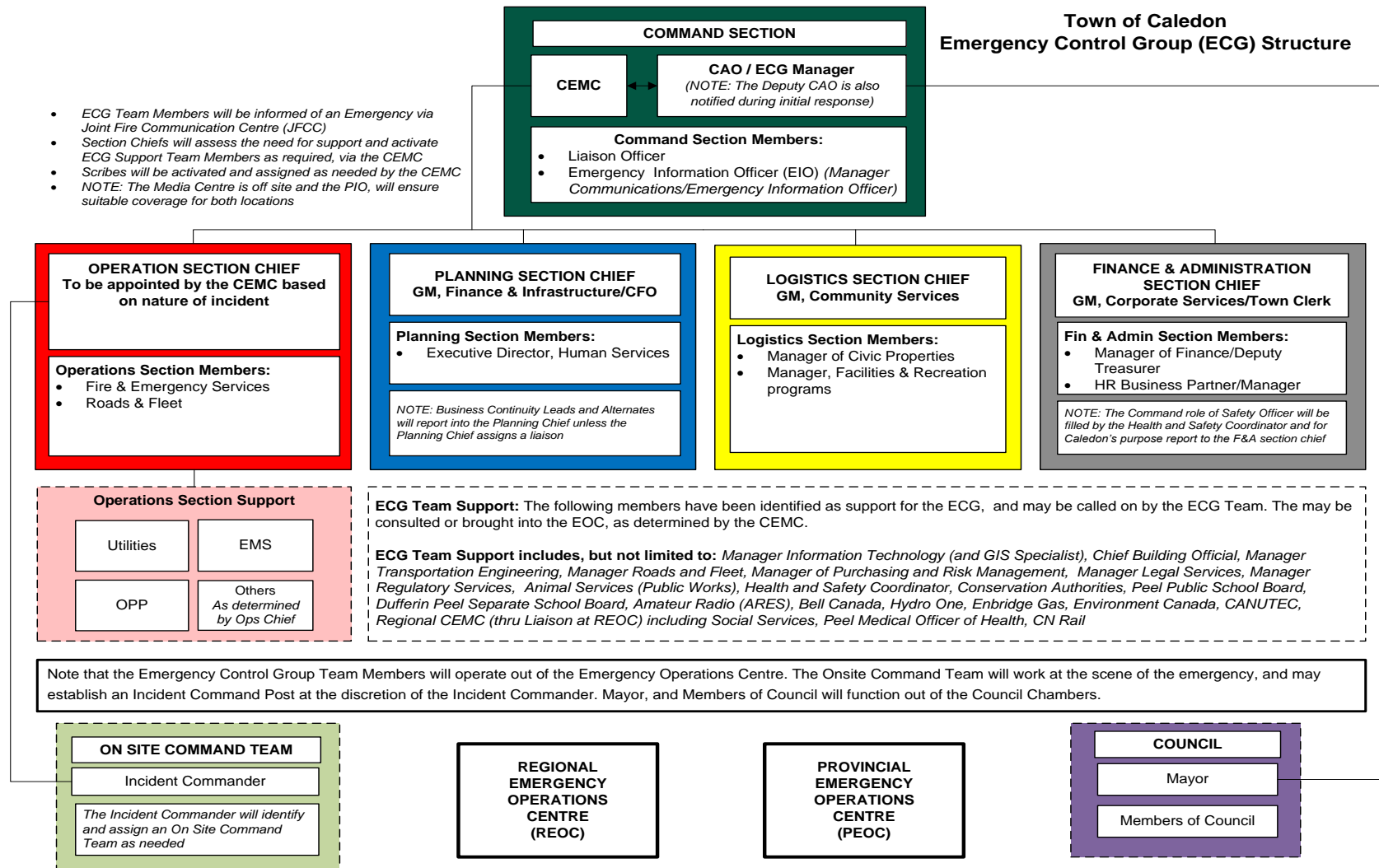
Objectives

The objective of the CERP is to ensure that the ECG will be able to effectively and efficiently manage and react to critical incidents or emergencies affecting the Town.



Emergency Control Group Structure

The following diagram details the structure of the ECG:



Roles and Responsibilities for Response to an Emergency

On Site Command Team

The On Site Command Team is responsible for the overall management of the incident or emergency at the site level, working with First Responders for effective and efficient response. The On Site Command Team is guided by the Incident Commander. At the initial stage of incident response, the first agency on scene will perform the role of Incident Commander. Potential agencies to take on the role as initial Incident Commander may include (but are not limited to) First Responders, Ontario Provincial Police, or the Region of Peel. As the incident evolves and escalates, they would notify the Chief On-call Officer (COCO), who may take on the role of Incident Commander, or alternately, appoint an Incident Commander. The Incident Commander will determine the need for and identify and appoint any necessary support that they and the response requires. This may include Site Deputies, Scribes etc.

Where the emergency has response support from other jurisdiction and or agencies external to the Town of Caledon, a unified command may be established, to coordinate the multi-jurisdictional response. In this case the Incident Commander for the Town of Caledon may report into a higher ranking or other jurisdiction Incident Commander to mutually support the response.

Emergency Control Group

The Emergency Control Group (ECG) coordinates the emergency response through communication and direction of required resources. The role of the team is to minimize the impact of the emergency through safeguards of life safety, property and the environment.

The ECG will include a Command Section led by the ECG Manager (CAO or Deputy CAO) or the Community Emergency Management Coordinator (CEMC), an Operations Section led by the Operations Section Chief, a Planning Section led by the Planning Section Chief, a Logistics Section led by the Logistics Section Chief, and a Finance and Administration (F&A) Section led by the F&A Section Chief.

Standing members of the ECG are pre identified staff of Town of Caledon, and consist of the ECG Manager, CEMC and Section Chiefs. However, during a response to a large scale emergency the ECG, and at the discretion of the CEMC, may also include additional support from the pre identified ECG Section Team Members. If required, and also at the discretion of the CEMC, the ECG Support Team may be requested to provide support to the ECG. Also as required, there may be support from the following representatives of external agencies, including but not limited to:

- A Senior OPP Official
- A member from Peel Regional Paramedic Services
- A Regional CEMC or alternate may coordinate and liaise with other Regional Departments and Programs.
- Representatives from applicable utilities

Additional support roles are detailed in the Emergency Response Flow diagram, found in this document.

Detailed checklists for the Section Chiefs outline the responsibilities for each Section and can be found in [Appendix B: Emergency Control Group – Response Action Checklists](#) section of this Plan.

The ECG will conduct response cycle briefings/meetings which will be led by the CEMC with Section Chiefs providing updates. After the initial response cycle, Section Chiefs will assess the need for Section Member support and activate those additional members as required. However, after the initial response cycle the Section members will be provided ongoing status updates of the response, so that they will be fully apprised of the response, should they be required.



Further descriptions of Roles and Responsibilities can be found in the respective ECG Action Checklists found in [Appendix B](#).

Council

The Members of Council, for the purposes of this document will consist of the Mayor, Head of Council, and Council Members.

Upon being notified of a potential Emergency, and after consultation with the ECG Manager / CAO and the CEMC, the Mayor may declare a State of Emergency. Please refer to the section “*Declaration of a State of Emergency*” and [Appendix H: Declaration of Emergency Form](#). It is important to note that the ECG Team may partially or fully activate and execute a response, without there being a Declared State of Emergency. Additionally, a State of Emergency must be declared within 10 days from the start of the incident to qualify for government financial assistance.

If a State of Emergency is declared Council is required to convene within 72 hours. The Mayor may choose to have Council meet prior to that time, or where the ECG has been activated, in order to receive updates from the ECG Manager, and to provide strategic advice to the ECG to ensure the health and safety of the community. The ECG Manager / CAO will be the point of contact between the Mayor, and Council members and the ECG. Council will convene in council chamber or another location suitable for the emergency, but not in the Emergency Operations Centre.

The Policy Group

An IMS structure typically has a “Policy Group” identified. The team would be responsible for reviewing and revising policies as required for emergency response. They may also be responsible for interpreting policies as they affect the response to an incident or emergency.

Should an incident or emergency bring about the need for policy change, a Policy Group will be convened to review and re-write the policy at time of incident. After the incident of emergency is over, the Policy Group will take the necessary steps to formalize the amended policy.

Currently the Town of Caledon has not formalized a Policy Group for emergency purposes, but will at time of emergency or critical incident should it be required. The Policy Group will be comprised the ECG Manager, the CEMC, and the ECG Section Chiefs.



Notification of an Incident

Notification that an incident may or has escalated into an emergency will be communicated to the Chief On-Call Officer (COCO). The notification will be communicated by First Responders, including, but not limited to:

- District Chiefs (reporting fatalities, large loss, multi station issues),
- Public Works (through roads supervisors),
- Public Health,
- Communications (through media monitoring),
- OPP,
- Region of Peel (REOC),
- Other Regional Partners, or the
- Provincial EOC (PEOC)



Activation of the Emergency Control Group

The following actions will be taken to activate the ECG:

- The COCO will conduct an assessment and notify CAO of incident as an FYI, or make a recommendation of partial activation or full activation of Emergency Control Group.
- Any ECG Member is capable of initiating the activation of the ECG via a staff member who is identified as a CEMC. The level of activation is based on (but not limited to) incident severity, resources, political issues, evacuation and pollution control.
- The CAO will authorize the full or partial activation of the ECG, and also designate a CEMC.
- The CAO will assume the role of ECG Manager, or where the CAO is not available, the Deputy CAO will assume the role of ECG Manager.
- The CAO or Deputy CAO may choose to designate the CEMC to act as ECG Manager depending on the nature and severity of the incident or emergency.



Declaration of a State of Emergency

Authority to Declare

The ECG Manager / CAO will notify the Town of Caledon's Mayor, after consultation with the CEMC, and may make the recommendation to the Mayor to declare that an emergency exists.

The Mayor will make a decision based on the consultation. The declaration of an emergency will assist in protecting the property of the Town and the health, safety, and welfare of the community.

The declaration must be declared anytime between zero hours and 10 days from the incident occurring.

The CEMC must notify the Minister of Community Safety & Correctional Services (CSCS) / Solicitor General of the declaration of an emergency

The *Declaration of Emergency Form* found in [Appendix H](#) must be completed by the Mayor and submitted per directions located on the Form.

A State of Emergency will be declared if a situation escalates beyond the scope of normal operations with regards to the following factors:

- Need for Provincial funds
- Need for insurance for the protection of volunteers
- Need to expend extraordinary Town funds
- Need for resources that exceed the Towns day-to-day operations
- Need for Provincial involvement or the need for inter-ministerial Resolutions at the local level.

Notification of a State of Emergency

Once a State of Emergency has been declared by the CEMC, and the Minister of CSCS / Solicitor General has been notified, via Emergency Management Ontario, the CEMC will notify the following of the declared State of Emergency:

- The Region of Peel CEMC , who will inform the Regional Emergency Operations Centre and the Region of Peel Chair
- Other Council Members
- Provincial Emergency Operations Centre
- Neighbouring municipal offices as required
- The public
- The media

The Role of the Region of Peel and Province of Ontario

Section 5 of the *Emergency Management and Civil Protection Act, 2003* states that emergency plans for a municipality within a Region should align to the Emergency Plan of that Region.

Caledon's CERP will support and align itself to the Emergency Plan for the Region of Peel.

Should an incident / emergency exceed the scope of the Town; the Mayor will declare a State of Emergency. The activation of the Provincial Emergency Response Plan (PERP) and Provincial Emergency Operations Centre (PEOC) will override the emergency plans for both the Town and Region.

The Community Emergency Response Plan recognizes that the Region of Peel, Province of Ontario and the Town of Caledon will often work together to respond to, and reduce the impacts of an emergency. Dependent on the specific emergency or scope of the emergency, assistance may also come from



elsewhere within the Region or Province. This includes mutual aid service agreements in place to respond to emergencies. A listing of those agencies can be found in [Appendix T: Reciprocal Agreements / Mutual Aid Agreements](#).

If the Region of Peel is providing assistance, or operating their Region Emergency Operation Centre (REOC), then information between the Region and the Town's operations centres would flow between the Liaison Officers in the Command Section of the respective teams. It is important to note that these roles may actually reside in each other's command centres. If this is the case, the Emergency Response Plan supporting that respective command centre and team shall be followed.

If a State of Emergency has been declared and the emergency warrants, it is possible that the Town's Emergency Operation Centre (EOC) may collapse into the REOC or Provincial Operations Centre (PEOC).

Regional or Provincial assistance to the Town is not dependent on declaration of a State of Emergency, following pre-arranged in place agreements.



Escalation Levels

The level of operational response adopted by the ECG will depend on the severity of the incident or emergency and the appropriate type and level of staffing required to monitor and/ or respond.

The following levels are integrated with appropriate communication levels and activities.

Level 1 - Routine Monitoring

Monitoring for potential or actual emergencies will be continual. The Chief On-call Officer (COCO) will monitor incidents that warrant close attention. Incidents at level 1 are manageable and have a relatively low impact on the community. Ward Councilors will be notified of an incident if it occurs in their respective ward. Incidents are manageable through normal operations of local resources. No additional resources are required.

Level 2 - Enhanced Monitoring

At this level, the developing situation will be continually assessed by the COCO. Appropriate audiences will be informed as required including the CAO, standing members of the ECG and Mayor. Incidents at level 2 have a moderate impact on the community.

Level 3 - Activation

The ECG may be fully or partially activated at level 3. Assessments of the current situation will be carried out for initial response by the COCO or CEMC. The ECG team will provide response, and will be appropriately supported to carry out necessary tasks. Appropriate audiences will be notified including the Mayor and ECG Support Team members.



Activation Triggers

The table below provides guidelines for determining emergency levels and subsequently determining whether or not it is advisable to activate the ECG, CERP, EOC and convene Council.

Note:

- These descriptions are merely guidelines; judgement is paramount when determining the Emergency Level of an incident.
- The ECG Section Chiefs and or Section Members can be activated without the activation of the Emergency Operations Centre.
- The ECG can be activated (all or in part) without a declaration of a State of Emergency
- Not all descriptions of incidents need to be present for a level to be declared.

Levels	Description	Activation of ECG and/or EOC	External Support
Low	<ul style="list-style-type: none"> • Minor incident; manageable with local resources • Low impact on people / greater community / damage to property • No media attention 	<ul style="list-style-type: none"> • No 	<ul style="list-style-type: none"> • Notify appropriate council members • No notification or activation of other agencies
Moderate	<ul style="list-style-type: none"> • Moderate incident - disruption that requires resources beyond those available locally. • Moderate impact on people / greater community and moderate impact / damage to property • Multiple buildings affected / threatened; impact on large area of town • Some impact with utilities (heat , water, power) • Evacuation and moderate displacement of residents. Medium period of time (7-12 hours) • Local media attention, with possibility of wider media attention • Injury • The incident is a business continuity disruption for the Town. 	<ul style="list-style-type: none"> • Assessment of the incident will be passed from the COCO to the CAO. • Full or Partial activation of the ECG and / or EOC can be authorized by the CAO and activated by the CEMC. • Possible declaration of a State of Emergency is at the discretion of the Mayor based on advice from the ECG Manager and the CEMC. • If declaring a State of Emergency the full ECG and EOC should be activated. 	<ul style="list-style-type: none"> • Notify appropriate council members • Possible notification to Region of Peel • Possible activation of Mutual Aid Agreements • Possible declaration of a State of Emergency (i.e. PEOC)

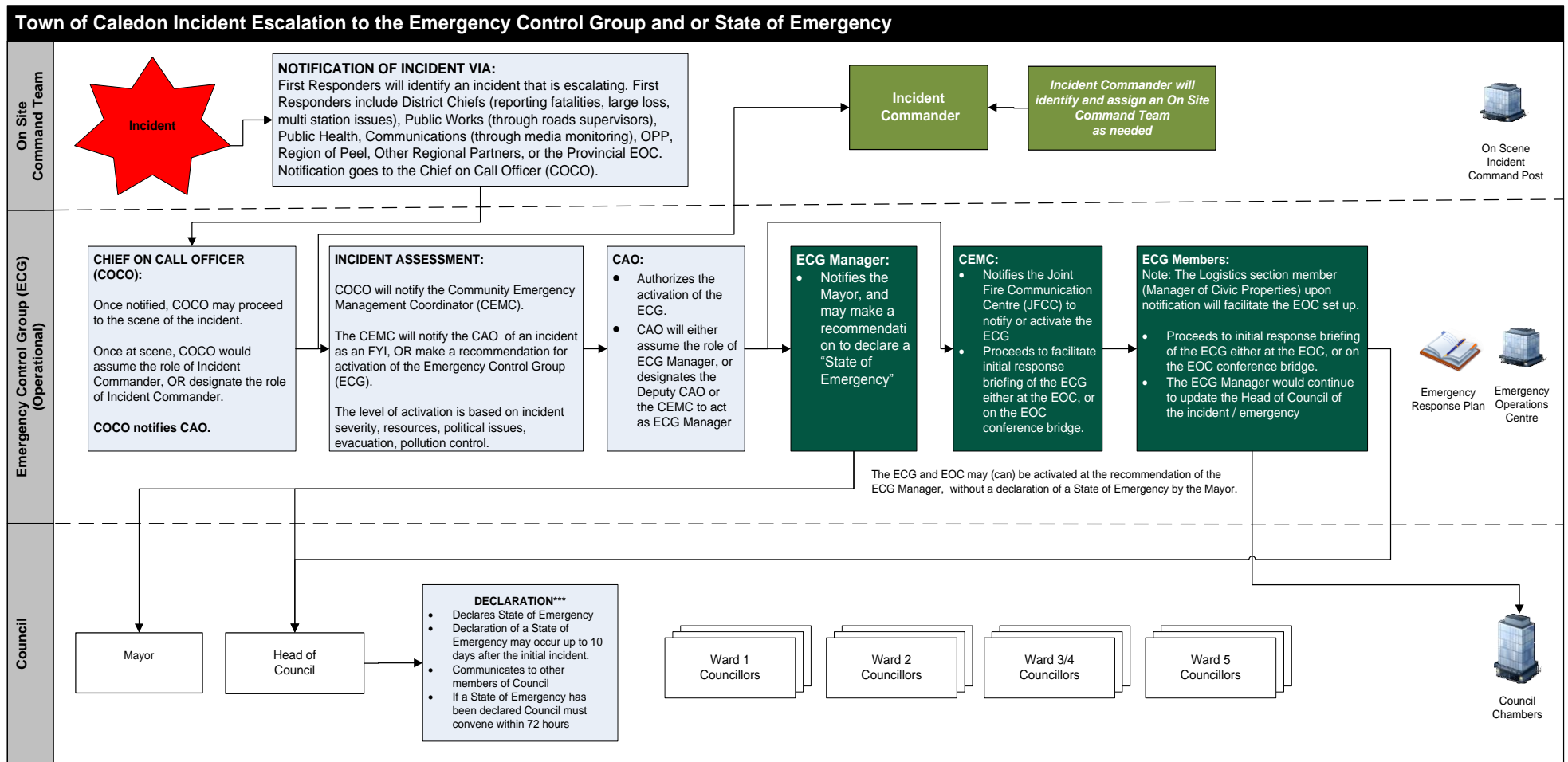


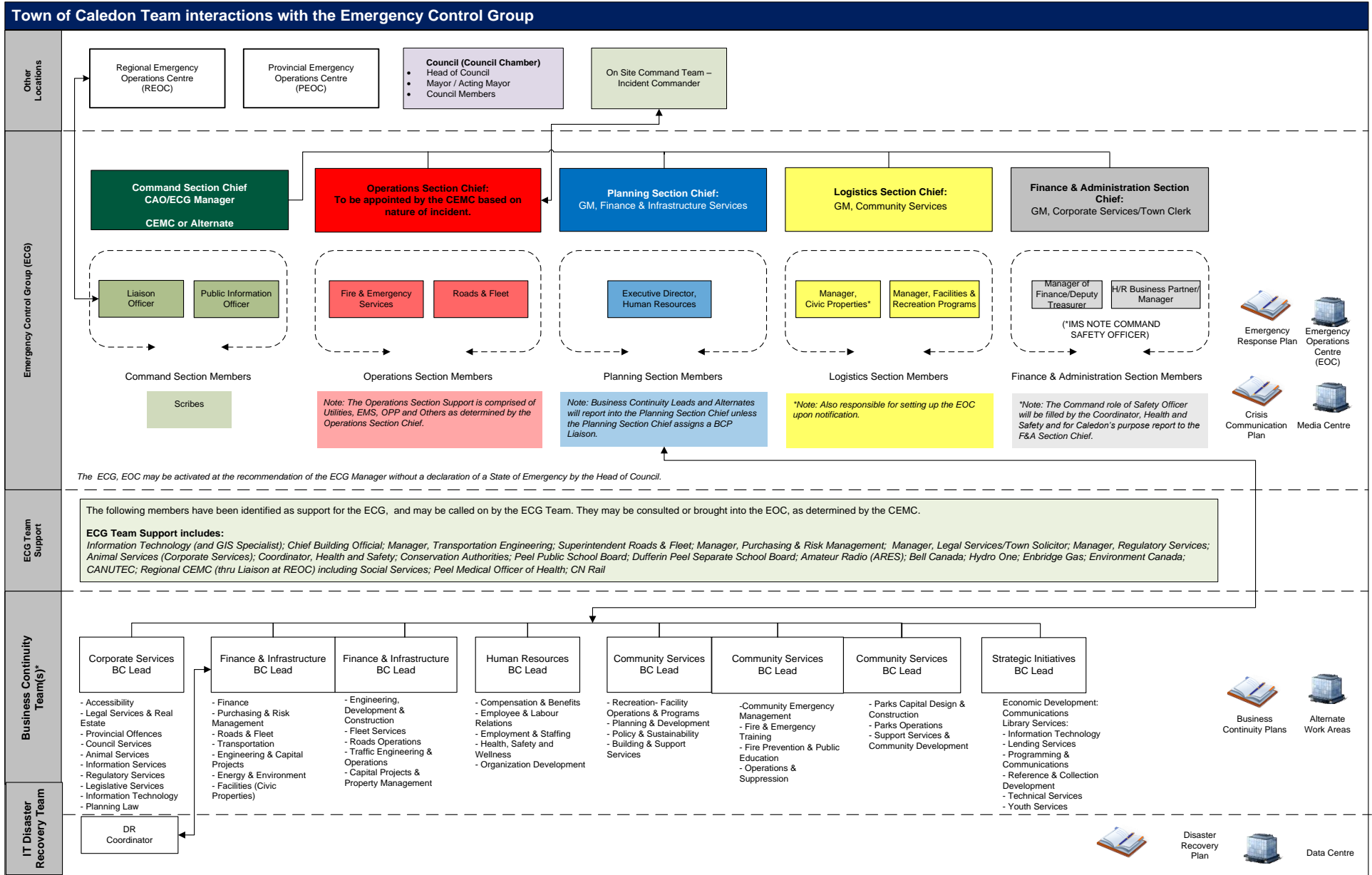
Levels	Description	Activation of ECG and/or EOC	External Support
High	<ul style="list-style-type: none"> • Major incident that requires extensive resources, support and coordination. • High impact on people / greater community and high impact / damage to property • Multiple buildings affected / threatened; • Normal operations reduced due to strain on resources • Suspended utilities (heat, water, power) for extended period of time • Widespread evacuation and longer-term displacement of residents • Significant coordination required with external recovery agencies (Region of Peel, Red Cross) • National Media attention on site • The incident is a business continuity disruption for the Town. 	<ul style="list-style-type: none"> • Assessment of the incident will be passed from the COCO to the CAO. • Activating the ECG and EOC is authorized by the CAO and activated by the CEMC • Declaring a State of Emergency is at the discretion of the Mayor based on advice from the ECG Manager and the CEMC. • If a State of Emergency is declared full activation of the ECG and EOC will occur. 	<ul style="list-style-type: none"> • Region of Peel (REOC) • Province of Ontario (PEOC)



Emergency Response Flow

The following diagram details the flow of an incident to an emergency and when / where the teams are activated. The diagram details the flow of information for an incident / emergency and also includes the information flow should the Corporation experience a business disruption.





Emergency Control Group Roles

The ECG coordinates the emergency response through communication and direction of required resources. The role of the ECG is to minimize the impact of the emergency through safeguards of life safety, property and the environment.

Detailed checklists which outline the responsibilities for each ECG Section Chief can be found in [Appendix B](#). Contact information for the ECG can be found in [Appendix C](#).

Role	Section Chiefs / Command Roles and Alternate	Position/ Title
COCO	Lead	Deputy Chief of Operations
	Alternate	Deputy Chief Support Services
	Alternate	Fire Chief
ECG Manager	Lead	CAO
	Alternate	Acting CAO, as designated by the CAO <i>(Note that the designate is always activated as part of the ECG)</i>
CEMC	Lead	Fire Chief
	Alternate	Executive Director, Strategic Initiatives
	Alternate	Deputy Fire Chief
	Alternate	Deputy Fire Chief
	Alternate	Public Education Officer



Emergency Information Officer (EIO)	Lead	Executive Director, Strategic Initiatives
	Alternate	Coordinator, Communications
Liaison Officer	Lead	Public Education Officer
	Alternate	Chief Fire Prevention Officer
Operations	Chief	Appointed by the CEMC based on the nature of the incident
	Alternate	Fire & Emergency Services or Roads & Fleet
	Member	To be appointed based on incident
Planning	Chief	GM, Finance & Infrastructure Services CFO
	Member	Executive Director, Human Services
Logistics	Chief	GM, Community Services
	Member	Manager, Civic Properties
Finance & Administration	Chief	GM, Corporate Services/Town Clerk
	Member	Manager of Finance/Deputy Treasurer
	Member	H/R Business Partner/Manager



On-Site Command Team

The ECG coordinates closely with the On-Site Command Team, whose roles are outlined below. Note that the Incident Commander for the Town may report into a Regional or Provincial Incident Commander should there be a unified response with other jurisdictions.

On-Site Command Team Roles	
Role	Position / Title
Incident Commander	As designated by the COCO / CEMC.
On Site Command Team	The Incident Commander, in consultation with the COCO / CEMC, will identify and assign an On Site Command Team as needed. This Team will report into the Incident Commander, and may also report into an ECG Section Chief if providing on-site representation for that specific Section.



Emergency Operations Centre

The purpose of the Emergency Operations Centre (EOC) is to serve as an established and recognized location for the ECG to coordinate the management of resources, personnel and information during a response. Set up of the EOC can be found in [Appendix D](#).



The Response Cycle

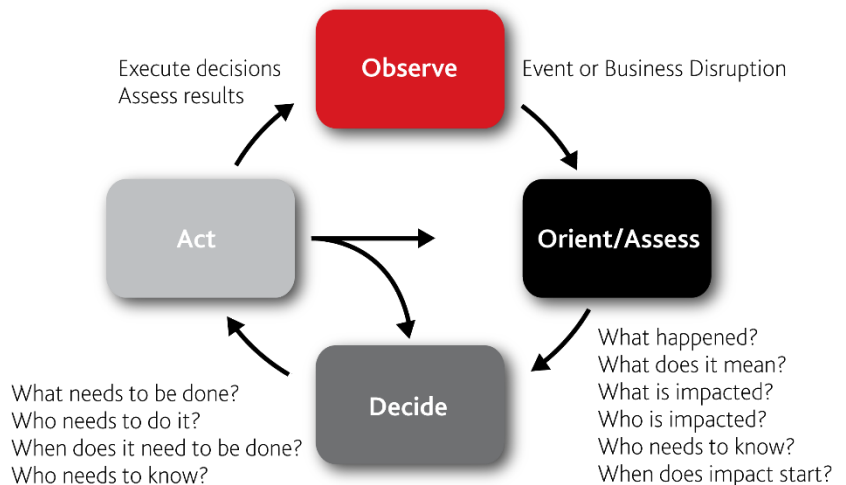
The activity occurring within the EOC could easily become chaotic if a clear management cycle is not in place. Accordingly, the Response Cycle is a process with clear timetables, reporting requirements and periods for executing on actions that all participants responding to an emergency must observe.

The response cycle starts with a period of briefing followed by a period of action which in turn leads into another briefing. This is sometimes referred to as a response rhythm. The timing of the response cycle should be modified to meet the needs of the response;

however, the selected timing should be between one and eight hours. In alignment with best practices, it is typical for ECG members, specifically Section Chiefs, to brief on the top of the hour. Response teams / work groups external to the ECG, including the On Site Team, will schedule their briefings around the ECG's briefing. All Section Chiefs should receive their briefings from their members or other response teams before presenting their status to the ECG Command at the top of the hour.

A warning should be given to all ECG members/ EOC attendees (specifically the Section Chiefs) ten minutes before the briefing is due to start, this will allow them to update themselves on the activities during the previous hour and prepare themselves for the briefing. The briefing should be limited to a reasonable amount of time to allow for time in the cycle for action (if briefing hourly). The following cycle should occur for the briefing:

- The CEMC will start the briefing by summarizing their understanding of the events of the previous hour.
- The CEMC will then invite the ECG Manager, and each Section Chief in turn to brief on their Sections specific actions, achievements and concerns from the previous hour; this should take no more than 5 minute per person.
- The Scribe(s) will update the *Priority / Action Tracking Log*, located in [Appendix N](#), deleting those actions which are complete and adding new actions which are required (Note that each briefing version of the Log should be saved by briefing time).
- Once every member of the team has briefed, the CEMC will prioritize the required tasks and allocate the actions to the ECG Manager and Section Chiefs.
- The CEMC will then summarize the objectives / operational focus for the next business period. Once this is done the ECG Manager and Section Chiefs will be given the opportunity to clarify their actions to ensure buy-in to the plan.
- The CEMC will clearly announce the time of the next briefing after which the briefing will cease and the ECG members will return to operations.
- Their first activity will be to communicate with their respective ECG Section Support Team members and staff to get an update of their actions / events which occurred during the briefing, to communicate the operational direction and allocate new tasks to them and their teams.



The Response Cycle for all Emergency Levels is the same and follows a continuous rhythm / cycle as shown in the diagram above. If all involved in the response management of an incident / emergency follow this basic process, and have the required supporting documentation, then response briefing will be efficient and effective.

Shifts

In the event of an emergency of a longer duration, the schedule for shifts should be documented. All shifts should be determined based on role being fulfilled (e.g. 6 or 8 hours) with overlaps for briefing and transition between roles.

Rhythm of the Response Cycle

A pattern of response briefing, with the corresponding action cycle is usually established for longer lasting responses. A table detailing a sample rhythm that may be put in place by the CEMC, which would help facilitate shift planning and response cycle scheduling Can be found in [Appendix K](#).



Termination of a Declared of Emergency

Termination of a State of Emergency may be authorized by the Mayor.

Termination of a State of Emergency will be declared once the following factors have occurred:

- Public safety issues have resolved
- No further need for extraordinary measures
- No further need for WSIB protection of volunteers
- Town/municipality can handle day to day operations
- Funding mechanisms are in place.

The form for termination of a declared emergency can be found in [Appendix I](#).



Communications

Internal Communication

Internal communication must be clear and concise, and used over the most efficient medium that the emergency / business disruption allows. The most effective method of contacting people will be dependent upon the nature of the event and will be determined at time of event.

The Corporate Communications department will relay any relevant information to the Town of Caledon staff about the incident, emergency or business disruption.

External Communication

External communication is centralized and handled by the Emergency Information Officer (EIO). The EIO will work with the ECG to ensure strategic messaging is coordinated and in alignment with the goals of the Town.

It is important for all staff to understand the media contact policies and procedures in place to respond to an incident. The Corporate Communications Manager, acting as EIO, is the single source releasing ALL information including news releases for stakeholders, suppliers, regulators and the general public.

If anyone is asked for a statement, refer the interviewer/requestor to the Corporate Communications Manager / EIO.



Plan Maintenance and Exercise

The ability to respond under emergency conditions will be assessed and reviewed under non-emergency conditions. The effectiveness of this plan will be tested / exercised on an annual basis. The plan will be tested using emergency exercises of varying duration / complexity to ensure the CERP contents remain appropriate, current and ready to be implemented at any time.

Exercise Objectives could include (but are not limited to):

1. Availability
2. Response Times
3. Flow of Communication
4. Understanding of the Process
5. Staff / Team member training

Scenarios should be developed to ensure the objectives are exercised.

Exercises will simulate emergency incidents that will require activation of this CERP, and the ECG in whole or in part. They will vary in duration and complexity and may include a case study, tabletop exercise using a sample scenario, alerting and notification of the ECG and/or full simulation exercise.

The CERP will be maintained by the Town's Fire & Emergency Services with support from the identified ECG members. The Town's Fire & Emergency Services will be responsible for the coordination and implementation of exercises to test components of the CERP and the ECG. They will be responsible for identifying and ensuring that staff with assigned responsibilities for response attend emergency management training and exercises.

Revisions to this plan shall incorporate recommendations stemming from such exercises.

This plan is considered a living document and will be revised on an ongoing basis to ensure effectiveness. At a minimum the CERP should be reviewed annually (to be in compliance with the Emergency Management By Law), or as significant change occurs.

This plan should also be reviewed post response to incorporate lessons learned and recommendations. A formal incident review process should be followed. A description of a post incident review process can be found in [Appendix U: Post Incident Review](#). The facilitation of the post incident review is the responsibility of the designated CEMC, and each ECG member that participated in the response will also be required to attend the review.

Copies of this CERP, excluding all Appendices, will be posted on the Town's website. All ECG members will receive a hard copy of the plan, with the Appendices. Soft copies of the plan for ECG members are available through the Public Education Officer, Fire & Emergency Services.

