



EMERGENCY MANAGEMENT PLAN

August 2026

As adopted by

**Town of Grimsby - Town Council
By-law No. 26-49 – Schedule B**

A Bylaw to adopt an Emergency Management Program

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Glossary of Terms

The following terms and acronyms, used in this document, are identified below:

Act	<i>Emergency Management and Civil Protection Act</i> , R.S.O. 1990, c.E.9, and regulations under this act, as amended from time to time.
CEMC	Community Emergency Management Coordinator. A person designated by the municipality under the Emergency Management and Civil Protection Act to coordinate the development and implementation of the municipal emergency management program. An Alternate CEMC will also be identified.
CLT	Corporate Leadership Team for the Town of Grimsby
EIO	Emergency Information Officer
EMP	Emergency Management Plan
EMPC	Emergency Management Program Committee
ECG	Emergency Control Group (referred to as the Municipal Emergency Control Group in the Act, former iterations of the plan referred to this group as the Emergency Operation Centre Management Team)
EOC	Emergency Operations Centre
ECG	Emergency Control Group (previously referred to as Emergency Operations Centre Management Team)
HIRA	Hazard Identification and Risk Assessment
IC	Incident Commander
IMS	Incident Management System
OFMEM	Office of the Fire Marshal and Emergency Management
PEOC	Provincial Emergency Operations Centre
REOC	Region's Emergency Operations Centre

1. Introduction

The Town of Grimsby Emergency Management Plan (EMP) outlines the response framework for the Town of Grimsby during emergencies or disasters. In collaboration with key officials, agencies, departments and stakeholders, the EMP, and its associated Annexes, serves as a guideline within the overarching Emergency Management Program that outlines collective and individual roles and responsibilities in responding to, managing and recovering from an emergency.

Section 2.1 of the Act provides the legal authority to develop and implement a plan of this nature. This section of the Act states:

“Every municipality shall develop and implement an emergency management program and the council of the municipality shall by by-law adopt the emergency management program”.

The EMP is intended to comply with the requirements of the Act.

Note: The Grimsby Emergency Management Plan was previously referred to as the Niagara West Emergency Management Plan. Any references to the Niagara West Emergency Management Plan may be administrative oversight and shall imply the same as Grimsby Emergency Management Plan.

1.1 Purpose

The purpose of the EMP during an emergency is to facilitate and guide the effective co-ordination of human and physical resources, services and activities necessary to:

- Protect and preserve life and property
- Minimize and/or mitigate the effects of the emergency on the residents and physical infrastructure in the Town of Grimsby; and
- Quickly and efficiently, enable the recovery and restoration of Grimsby municipal services.

The EMP also enables the efficient administration, coordination, and implementation of extraordinary arrangements and response measures taken to protect the health, safety and welfare of the residents of the municipality during an emergency by:

- Identifying the governance structure for emergency response for Grimsby;
- Identifying roles and responsibilities required in mitigating, preparing for, responding to and recovering from emergencies and disasters;
- Identifying standard response goals for emergency response operations and decision making; and,

- Outline the necessary structure for a coordinated response by Niagara Region and partner agencies in managing emergencies.

Section 5 of the Act, states that the emergency plan of a lower tier municipality in an upper-tier municipality shall conform to the emergency plan of the upper-tier municipality. Niagara Region as the upper tier municipality provides region wide services in support of the 12 local area municipalities. Therefore, it is important that the EMP is aligned specifically as they relate to the provision of Niagara Region services during emergency situations.

1.2 Definition of an Emergency

Section 1 of the Act defines an emergency as:

“A situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident whether intentional or otherwise.”

Any situation that meets the above definition, occurring within or impacting the municipality may be reason to activate the EMP.

1.3 Legal Authorities

The legislation under which the Town of Grimsby and its employees are authorized to respond to an emergency are:

- The Act; and
- The Emergency Management Program By-law 26-49 for the Town of Grimsby

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

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

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

- Development of an emergency plan which includes a municipal control group to direct the municipal response to an emergency;
- Implementation of an emergency operations centre with appropriate communications systems;
- Designation of an Emergency Information officer; and
- Designation of a Community Emergency Management Coordinator.

The Grimsby Emergency Management Program By-Law approves the enactment of the EMP and other requirements for the program

1.4 Emergency Control Group (ECG)

In Grimsby, the Emergency Control Group (ECG) leads the Municipal Control Group as defined by Ontario Regulation 380/04. Section 6 further details the ECG, and Annex A lists the ECG by staff position title. The ECG list (Annex A) is part of the Emergency Management Program Bylaw and is approved by Council.

1.5 Mayor and Council

It is important for Council members to understand and support the coordinated and timely management of information in emergency situations. The Mayors and Councillors, in their capacity as Council, will act as the Policy Group in the event of the activation of their municipal EOC. The mayor, or designate, as part of the ECG, will relay information and requests for policy direction to Council members.

The main responsibilities of the municipal Councillors are to:

- Assist in the relay of approved information to residents in the affected area(s);
- Attend community or evacuee meetings;
- Reassure constituents;
- Support actions taking place in the affected area(s);
- Liaise back through the Mayor concerns from citizens within the community;
- Provide overall policy direction;
- Set expenditure limits; and
- Change/amend bylaws or policies as required.

1.6 Municipal and Support Agency Emergency Procedures

The EMP has been developed to ensure that it integrates directly with the Region's Emergency Plan to ensure their emergency response procedures or guidelines align. These procedures or guidelines will outline the department or support agency's responsibilities during an emergency.

1.7 Emergency Management Program

The Grimsby Emergency Management Program is set out in Schedule A of the EMP Bylaw and is included as Annex M of this plan.

The Program implemented for Grimsby allows for continuous improvement to develop, implement, maintain and evaluate emergency management and the continuity of operational programs that address prevention, mitigation, preparedness, response and recovery that meet all the necessary requirements of the Act.

1.8 Emergency Management Program Committee

The Town has established an Emergency Management Program Committee (EMPC) in accordance with Ontario Regulation 380/04 under the Emergency Management and Civil Protection Act. The EMPC advises and assists the Town in the development, implementation, and continuous improvement of the municipal emergency management program.

The EMPC is separate from the Emergency Control Group (ECG), which is responsible for coordinating the municipal response during an emergency.

The EMPC shall conduct an annual review of the Town's emergency management program and make recommendations to Council for revisions and improvements as required. The Committee will meet as required to review the following: Emergency Management Plan and associated Annexes, training and exercise activities, program requirements, and emerging emergency management issues.

Meetings may be called by the Committee Chair, the CEMC, or as required.

Members of the EMPC include:

- CAO (Chair)
- CEMC (Program Coordinator)
- Fire Chief
- Corporate Leadership Team
- Communications Specialist
- Supervisor, Quality and Compliance

- Other municipal staff or external agencies as require

2. Concept of Operations

First responders as well as municipal and regional departments manage many emergencies that occur on a day-to-day basis. As the magnitude of an emergency increases, so will the requirement for additional support. Grimsby may call upon the Niagara Region to provide assistance. Niagara Region, in turn, may call upon the Provincial Emergency Operations Centre to provide resources to assist in dealing with the overall impact of the public emergency. Grimsby may also contact the PEOC directly for support.

This Emergency Plan has been developed to address the hazards and risks identified through the municipality's Hazard Identification and Risk Assessment (HIRA) and other local risk considerations. While it establishes the framework for responding to the municipality's priority risks, it is not possible to anticipate every emergency scenario. The principles, structures, and processes described in this Plan are intended to be applied flexibly to support a coordinated, scalable, and effective response to both anticipated and unforeseen emergencies

2.1 Site Response

The emergency responders at the site or sites of the emergency provide tactical response to the emergency as they attempt to mitigate its effects and bring the emergency under control. When additional resources and support are required, the incident commander (refer to 6.1 herein) may request the activation of the EOC to provide support.

2.2 Emergency Operations Centre (EOC)

An EOC is a physical location where the ECG will gather to collectively and collaboratively carry out the Emergency Management Plan.

2.2.1 Municipal Response

Grimsby has designated and equipped an EOC where the ECG and relevant agencies will gather to provide support to the site of the emergency. Annex C outlines the quick set up guideline for the primary EOC. In some circumstances the EOC could be activated using a virtual platform such as Microsoft Teams.

2.2.2 Regional Response

Niagara Region's EOC is where the Niagara Region response to any emergency event occurring within or impacting within regional boundaries is managed. Niagara Region has designated and equipped both a primary and alternate EOC.

2.3 Emergency Control Group (ECG) Responsibility and Authority

The ECG provides the overall management and coordination of site support activities and consequence and recovery management. The ECG is responsible for:

- Initiate, coordinate, direct and otherwise bring about the implementation of this emergency management plan and undertake such other activities as they consider necessary to address the emergency.
- Notifying response agencies and coordinating the activities of the various departments and organizations which are needed to effectively respond to and recover from the emergency;
- Providing support to the incident commander and site personnel;
- Collecting situational awareness information for prioritizing, evaluating, summarizing, and disseminating and displaying the information where necessary;
- Establishing priorities based on all the information gathered and developing EOC Incident Action Plans;
- Expend funds for the purpose of responding to and recovering from the emergency, including obtaining and distributing emergency materials, equipment and supplies, in alignment with the requirements of any by-law governing the commitment of funds and the payment of accounts. (both personnel and equipment) needed to manage the emergency;
- Coordinating all internal and external information including communicating emergency information to the general public; and
- Maintaining the day-to-day critical activities of the community outside of the emergency area.

3. Implementation and Activation

3.1 Implementation of the Plan

The EMP may be implemented, in whole or in part, as soon as an emergency occurs, or is expected to occur, which is considered to be of such magnitude as to warrant its implementation. The EMP can also be implemented in anticipation of large events.

When an emergency exists but has not yet been declared, municipal departments and emergency response agencies may initiate appropriate response actions within their respective legislative authorities, operational procedures, and assigned responsibilities to protect life, property, and the environment. Such actions shall be coordinated in accordance with this Plan and may include implementing protective measures, such as evacuation, shelter-in-place, or access control, where appropriate

3.2 Activation of the Plan

In Grimsby, the CAO, the CEMC, and any member of the CLT group have the authority to activate the EOC when they feel the activation of the EOC is necessary. A consideration checklist for activating the EOC can be found in Annex N.

3.3 Emergency Notification Procedure

Notification of the Emergency Control Group may be initiated by the CAO, the Community Emergency Management Coordinator (CEMC), the Mayor, the Incident Commander, or another designated municipal official when, in their judgment, an incident requires municipal coordination beyond routine emergency response

Where immediate municipal coordination is required and the above staff members are not available, the senior responding emergency service official may request activation of the notification process.

The Emergency Notification Procedure is outlined in Annex C.

Upon notification of the activation of the Emergency Control Group or Emergency Operations Centre (EOC), ECG members shall notify appropriate departmental personnel, activate departmental emergency procedures as required, and report to the designated EOC location or participate virtually, as directed.

4. Declaration and Termination of an Emergency

4.1 Prior to a Declaration

When an emergency exists, but has not been declared, the Town employees and first responders may take such action(s) as identified in the EMP necessary to protect lives and property. The EOC can be activated and operated without an emergency declaration.

4.2 Declaration of an Emergency

The Mayor (or designated alternate) should declare an emergency under section 4 of the Act where he or she considers it necessary to implement the EMP to protect property and the health, safety and welfare of the inhabitants of their municipality. A consideration checklist for declarations is available in Annex N.

4.2.1 Municipal Emergency Declaration

The Mayor (or designated alternate) has the authority to declare an emergency within the boundaries of the Municipality.

4.2.2 Regional Emergency Declaration

The Regional Chair or designated alternate, as head of the council, has the authority to declare an emergency within the boundaries of the Niagara Region.

Although the Regional Chair is empowered to declare a regional emergency at any location within the regional boundaries, the Regional Chair does not have the power to declare an emergency on behalf of any local area municipality. That power rests only with the Mayor of each specific municipality and their respective designated alternates.

In declaring an emergency, the Mayor (or designated alternate) will identify the geographical boundaries of the emergency area. The decision whether to declare an emergency and the designation of geographical boundaries of the emergency area will be made in consultation with the ECG.

The ECG will ensure that all the necessary personnel and supporting agencies concerned are advised of the declaration of the emergency.

Upon declaration of an emergency in Grimsby, the Mayor or designate shall notify:

- Provincial Emergency Operations Centre (PEOC);
- Niagara Region Emergency Services
- Members of municipal Council; and
- Niagara Regional Chair.

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

- Local Member(s) of Federal Parliament (MPs);
- Local Member(s) of Provincial Parliament (MPPs);

- Local media; and
- Residents.

4.2.3 Provincial Emergency Declaration

The Premier of the Province of Ontario (or designated alternate) has the authority to declare a provincial emergency to exist within the boundaries of the Province of Ontario.

4.3 Termination of an Emergency

When it has been determined by the ECG that the emergency declaration should be terminated, the Mayor (or designated alternate) will receive that recommendation and make an official termination of the declared emergency in writing. The Premier of Ontario may also terminate an emergency.

The EOC director or designate, will ensure that all personnel and Supporting Agencies concerned are advised of the termination of the emergency. Upon termination of an emergency in the Town, the Mayor or designate shall notify:

- Provincial Emergency Operations Centre (PEOC);
- Members of Council; and
- The Niagara Regional Chair.

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

- Local Member(s) of Federal Parliament (MPs);
- Local Member(s) of Provincial Parliament (MPPs);
- Local media; and
- Residents.

5. Partners and Resources

5.1 Support Agency

A Support Agency is an agency or organization that is either an Assisting Agency or Cooperating Agency as defined below in Article 5.3 below.

5.2 Governmental or Support Agency Requests for Assistance

It is possible that assistance from other levels of government, or Support Agencies with specialized knowledge or expertise, may be required to help successfully respond to an emergency.

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

Where provincial assistance is required, which is outside of the normal departmental or service working agreements, the request will be made to OFMEM through the PEOC.

Requests for personnel or resources from the federal government are requested through the PEOC who in turn liaises with the Federal Government Operations Centre.

5.3 Support Agency Composition

The Liaison Officer is responsible for inviting required or requested Support Agencies to the EOC, as identified by the EOC Director and ECG, as determined to appropriate for a given emergency on a case-by-case basis.

During an EOC activation, various Support Agencies may be working with the EOC. Support Agencies are defined as either assisting agencies or cooperating agencies:

Assisting Agencies

Assisting Agencies are external agencies or organizations that directly provide operational/tactical resources to the site(s) and/or EOC. Each Assisting Agency should have a branch coordinator in the EOC under the Operations Section who should have the authority to make decisions and commitments on relevant matters for their agency.

Cooperating Agencies

Cooperating Agencies are those external agencies that support the incident or supply assistance that is not directly operational or tactical in nature. Their role is usually not critical enough to have a branch coordinator in the EOC. The Liaison Officer will be the Cooperating Agencies' primary contact within the EOC.

These Assisting Agencies and Cooperating Agencies may include but are not limited to the following:

- Niagara Regional Police Services (NRPS)
- Niagara Emergency Medical Services (NEMS)

- Niagara Peninsula Conservation Authority
- 211
- Enbridge Gas
- Grimsby Power
- Trans-Canada Pipelines
- Canadian Red Cross
- CN Rail
- CP Rail
- Niagara Health System
- Hamilton Health System
- Salvation Army
- Niagara District School Board
- Niagara Catholic District School Board
- Amateur Radio Emergency Services (ARES)
- Provincial and Federal Ministries as required (e.g. MOE, MTO, MNR, etc.)
- Bell Canada
- Regional Fire Coordinator or Alternate Fire Coordinator
- Office of the Fire Marshal and Emergency Management (OFM)
- Emergency Management Ontario (EMO)

5.4 Federal and Provincial Resources

Requests for provincial or federal assistance, including specialized resources or Canadian Armed Forces support, shall be coordinated through the Provincial Emergency Operations Centre (PEOC) in accordance with provincial emergency management procedure

Communities requiring provincial assistance or advice related to emergency management may contact the Provincial Emergency Operations Centre (PEOC) at any time. Requests for assistance may be made before or during an emergency and, in themselves, do not transfer municipal responsibility, authority, or control for managing the emergency. Requests for provincial assistance shall be coordinated through the PEOC in accordance with established provincial emergency management procedures

During an emergency, Emergency Management Ontario (EMO) may deploy a Provincial Liaison Officer or Field Officer to the municipal Emergency Operations Centre (EOC) to support coordination and communication between the municipality and the Province. The Provincial representative may assist with facilitating requests for provincial resources and, where required, support the coordination of requests for federal assistance through established provincial processes

6. Incident Management System

6.1 Incident Commander (Site)

The Incident Commander (IC) at the site, appointed by unified command or determined by the first agency on scene, is responsible for directing and/or controlling resources by virtue of explicit legal, agency, or delegated authority and is responsible for the overall management of the response. As the situation changes, the IC may change based on level of authority. The IC is responsible for and/or has the authority to:

- Establish a unified command structure for the purpose of information sharing, establishing objectives regarding emergency site management and prioritizing resources where applicable between the responding agency ICs;
- Designate an emergency site media coordinator;
- Implement the strategies established by the ECG at the emergency site(s);
- Ensure that responding agencies make available the human and material resources that are required at the emergency site;
- Maintain a communication link with the ECG for the flow of information regarding the management of the emergency site;
- Maintain a record of events, decisions made, and actions taken as IC;
- Participate in a debriefing with ECG regarding the emergency, if required; and
- Assist the CEMC in creating an after-action report on the emergency.

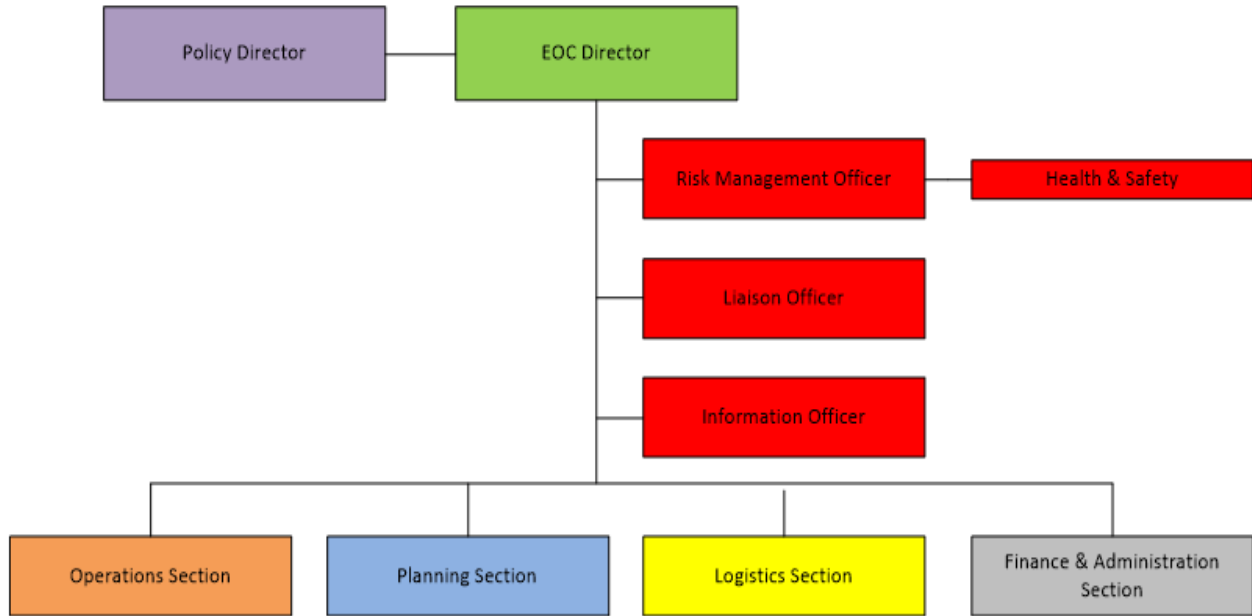
6.2 Response Goals

The following response goals are applied to all emergency situations in order of priority:

- Provide for the health and safety of all responders;
- Save lives;
- Reduce suffering;
- Protect public health;

- Protect critical infrastructure;
- Protect property;
- Protect the environment; and
- Reduce economic and social losses.

6.3 Incident Management System Functions



6.3.1 ECG

The primary responsibility of the ECG is to provide for the overall management and coordination of site support activities and consequence and recovery management issues. It is the responsibility of the ECG to ensure that response priorities are established, and that planning and response activities are coordinated both within the EOC (i.e. between sections) and between sites and other EOCs.

The ECG consists of the following positions:

- Policy Director;
- EOC Director;
- Community Emergency Management Coordinator;
- Emergency Information Officer;
- Risk Management Officer;
- Liaison Officer;

- Operations Section Chief;
- Planning Section Chief;
- Logistics Section Chief;
- Finance and Administration Section Chief.

The assignment of these roles and their alternatives is outlined in Annex A.

6.3.2 Policy Director

The Policy Director is the Mayor or designate and holds the position of Policy Director as the head of the Policy Group (which is Council – see section 1.5). Responsibilities of the Policy Director include:

- Acting as liaison between the Emergency Operations Centre Director and Council
- Declaration/termination of an emergency
- Bringing recommendations for changing/amending bylaws or policies to the Policy Group (Town Council) with the assistance of Town staff.
- Official spokesperson, if required.
- Ensuring Members of Council are notified of the emergency.
- Notifying the Mayors of the affected and/or adjoining municipalities of the emergency, if required and providing any status reports.

6.3.3 EOC Director

Has overall authority and responsibility for the activities of the EOC which include:

- Assess the Situation – Gather information about the emergency. Assess the magnitude and severity of the situation to determine the appropriate level of EOC activation.
- Support Site(s) – Provide support to Incident Commanders and Support Agencies and ensure that all actions are coordinated within the established priorities.
- Develop / Approve Action Plans – Prepare EOC action plans with the ECG based on an assessment of the situation and available resources. Set priorities and response objectives for affected areas.
- Inform Others – In consultation with the Emergency Information Officer, assist emergency information actions using the best methods of

dissemination. Approve press releases and other public information materials. Keep the Policy Group informed.

- Manage the EOC – Establish the appropriate EOC staffing level and continuously monitor organizational effectiveness.
- Liaising with the Incident Commander - To confirm the geographical boundaries of the emergency area as declared by the Policy Director (per section 5.2.2).
- Confirming the adequacy of expenditure limits – As identified by the municipal Purchasing By-law.

6.3.4 Risk Management Officer/Health and Safety Officer

Has overall authority and responsibility for the following EOC activities:

- Ensures good risk management practices are applied throughout the response and recovery and that every function within the EOC considers the management of risk.
- Identifies liability and loss exposures to personnel and property.
- Provides informed opinion on probabilities and potential consequences of future events and matters related to legal obligations and how they may be applicable to the actions of the municipality during the emergency.
- Provides advice on health and safety issues and if required, activates the Health and Safety Officer.
- Provides advice and assistance on matters related to occupational health and safety regulations for EOC personnel.
- Monitors, assesses, and recommends modifications to safety conditions in the EOC and halting unsafe operations, as necessary.
- Liaises and provides advice to the Emergency Site Safety Officer regarding health and safety issues for site personnel, as required.
- This position is severable subject to the direction of the Director and nature of the emergency event.

6.3.5 Liaison Officer

Has overall authority and responsibility for the following EOC activities:

- Invites required or requested Support Agencies and stakeholders to the EOC, as identified by the EOC Director and ECG and maintains contact when required.

- Provides input on the strategic direction and advice to the ECG regarding emergency management issues.
- Liaises with the neighbouring Municipal and Regional CEMCs, OFMEM and other provincial and federal representatives, as required.
- In conjunction with the EOC Director, facilitates a debriefing with the EOC personnel and other appropriate Support Agencies and prepares an after-action report on the emergency.

6.3.6 Emergency Information Officer

Has overall authority and responsibility for the following EOC activities:

- Establishes and maintains media contacts.
- Prepares news/social media releases; coordinating interviews, news conferences, and/or media briefings.
- Develops public information materials; providing messaging for use by 211 and EOC staff.
- Establishes communications strategies for internal and external purposes.
- Monitors media and information sources including 211.
- Liaises and coordinates messages with other internal and external Information Officers.
- Ensures public safety information is provided in accessible formats as required by provincial legislation.

A support team from Niagara Regional corporate communications may assist the EIO in meeting these tasks if required. This support team includes personnel for online communications.

6.3.7 Operations Section Chief

The EOC Operations Section Chief coordinates resource requests, resource allocations, and response operations in support of Incident Commanders at one or more sites. This position is typically filled by a Senior Municipal Official that may be considered a subject matter expert (e.g. Director of Public Works for water related emergencies) or designate and has overall authority and responsibility for the following EOC activities:

- Maintain Communications – Establish communication links with incident command posts and the Emergency Operations Centre if activated.
- Participate in ECG Meetings – Prepare section objectives for presentation at ECG meetings, at least once in each operational period.

- Coordinate Response – Direct the coordination of operations in cooperation with other Support Agencies.
- Coordinate Resource Requests – Collect and coordinate resource requests from site(s), working with the EOC Logistics Section.
- Share Operational Information – Collect and distribute operational information to the planning section, the EIO, and other EOC Sections.
- Manage the Operations Section – Establish the appropriate Operations Section or divisions and continuously monitor organizational effectiveness.

6.3.7.1 Branch Coordinators

Branch Coordinators oversee the operations of a particular department, division, section or agency. A Branch Coordinator will be responsible for coordinating the activities of their department/Support Agency site personnel and dispatch centre (if one exists). Additional branch staff may be needed, dependent on the size of the emergency event and the support required. Branch Coordinators may include, but are not limited to:

- Regional Fire Branch Coordinator
- Regional Police Branch Coordinator
- Niagara EMS Branch Coordinator
- Emergency Social Services Branch Coordinator
- Public Works Branch Coordinator
- Public Health Branch Coordinator

6.3.8 Planning Section Chief

The Planning Section is responsible to:

- Assess the Situation – Gather information about the emergency. Collect, analyze, and display situation information. Prepare periodic situation reports.
- Manage the Planning Section – Establish the appropriate Planning Section Unit and continuously monitor organizational effectiveness.
- Participate in ECG Meetings – Prepare section objectives for presentation at ECG meetings, at least once in each operational period.
- Managing Display Boards - Ensure that the situation unit is maintaining current information for the EOC situation report.

- Anticipate Future Events – Conduct advance planning activities to forecast possible events and requirements beyond the current operational period. Report recommendations to the ECG.
- Track Resources – Track resources assigned to the EOC and to the Incident Commanders through the EOC and Mutual aid.
- Keep Records – Document and maintain paper and electronic files on all EOC activities.
- Plan for EOC Demobilization – Set out a schedule for demobilization and assist Section Chiefs in debriefing EOC personnel as they leave.
- Plan for Recovery – Initiate recovery efforts at the earliest time and develop plans for short-term and long-term recovery appropriate to needs.
- Coordinate Technical Specialists – Provide technical support services to EOC sections and branches, as required.
- Prepare After Action Report – Coordinate the assembly of EOC lessons learned from contributions from EOC staff and from Support Agency representatives.

6.3.9 Logistics Section Chief

The Logistics Section is responsible to:

- Manage the Logistics Section – Establish the appropriate Logistics Section Units and continuously monitor organizational effectiveness.
- Provide Telecommunication and Information Technology Services – Support use of telecommunication and information technology in EOC.
- Support EOC – Provide and maintain EOC facilities, including all utilities, food, water, and office supplies.
- Supply Equipment and Material Resources to Sites – Coordinate all requests for resources from initiation to delivery to support the Operations Section.
- Participate in ECG Meetings – Prepare section objectives for presentation at ECG meetings, at least once in each operational period.
- Coordinate Personnel – Acquire and assign personnel with the appropriate qualifications to support site requests. Develop systems to manage convergent volunteers.
- Arrange Transportation – Coordinate transportation requests in support of response operations.

6.3.10 Finance and Administration Section Chief

This position is typically filled by the municipal Treasurer or designate and has overall authority and responsibility for the following EOC activities:

- Record Personnel Time – Collect and process on-duty time for all EOC personnel, including volunteers and Support Agency representatives. Ensure uninterrupted payroll for all employees.
- Coordinate Purchasing – Control acquisitions associated with emergency response or recovery, including purchase orders and contracts in consultation with the Risk Management Officer. This work shall be done in alignment with the current procurement Bylaw
- Coordinate Compensation and Claims – Process workers' compensation claims within a reasonable time.
- Participate in ECG Meetings – Prepare section objectives for presentation at ECG meetings, at least once in each operational period.
- Record Costs – Maintain financial records for response and recovery throughout the event. Keep the EOC Director, ECG, and elected officials aware of the current fiscal situation.
- Maintain Records – Ensure that all financial records are maintained throughout the event or disaster.

7. Emergency Plan Supporting Documents

The annexes contained within this Emergency Plan are controlled operational documents used by the Emergency Management Program Committee (EMPC), Emergency Control Group (ECG), and supporting departments/agencies during emergency response. The Community Emergency Management Coordinator (CEMC) is responsible for coordinating the review, maintenance, and revision of the annexes in consultation with applicable stakeholders. Annexes may be updated as required to ensure accuracy and operational readiness and are not subject to the same approval process as the Emergency Management Plan itself, unless changes affect the approved policies, authorities, or structure of the Plan

7.1 Annex A – Emergency Control Group Roles and Positions

The Town of Grimsby Emergency Management Plan identifies municipal positions and alternates assigned responsibilities for supporting the implementation of the Plan during an emergency. These designated officials form part of the municipal emergency management structure and are responsible for carrying out assigned duties in

accordance with the Plan. The Emergency Management Plan is included as a Schedule to the Emergency Management Program By-law for Council approval and adoption.

7.2 Annex B – Emergency Contact List

The Emergency Contact List provides detailed confidential contact information for ECG personnel and external resources

7.3 Annex C – Emergency Notification Protocol

The Emergency Notification Protocol outlines the process for notification of ECG personnel to place them on alert and/or activate the EOC.

7.4 Annex D – EOC Standard Operating Guidelines and Checklists

These documents outline the procedures involved in the activation and operation of the EOC, including facility location details, access, setup, guiding principles, managing information and resources, and roles and responsibilities for functions within the IMS.

As a supplement to the EMP, the EOC Standard Operating Guidelines and Checklists provide information to enable EOC responders to fulfil their key responsibilities in managing an emergency.

7.5 Annex E – Hazard Identification and Risk Assessment (HIRA)

The purpose of the HIRA is to identify the hazards, which have caused, or possess the potential to cause, disastrous situations by overwhelming response capabilities within the Grimsby and the Region of Niagara. This information assists in preparing for more effective emergency responses and operations. The planning phase will seek to mitigate the effects of a hazard, to prepare for response measures, and to ensure the safety of our citizens, preserve life and minimize damage.

The HIRA for Grimsby has been developed in cooperation and collaboration with the development of the Region's HIRA.

7.6 Annex F – Critical Infrastructure Identification (CI)

The purpose of the CI is to identify facilities and other infrastructure that is at risk of being impacted by emergencies. There are 9 CI sectors: Food and Water, Transportation, Financial institutions, Electricity, Communication Systems, Health Care, Public Safety & Security, Gas & Oil and Continuity of Government.

7.7 Annex G – Crisis Communications Plan

The Crisis Communications Plan coordinates communications within Grimsby in cooperation with the Niagara Region and agencies to media outlets, municipal employees, businesses, and residents to deliver information before a pending emergency (if possible), during, and after an emergency. This includes the release of appropriate and factual information to the media and to the public, issuing directives to the public, responding to requests for information, and monitoring media outlets and other sources of information. Methods of internal communications are also outlined.

In the event of a major emergency requiring a response from multiple Niagara municipalities and Niagara Region, communications should be coordinated through Niagara Regional Police and municipal Information Officers.

7.8 Annex H – Mass Evacuation Plan

The Mass Evacuation Plan was developed as a regional resource to support municipalities within Niagara Region during large-scale evacuation incidents. The Plan aligns with guidance provided by Emergency Management Ontario (EMO) and incorporates recognized emergency management principles for evacuation planning, coordination, and response

7.9 Annex I – Water Operations Emergency Response Plan

The Water Operations Emergency Response Plan and associated procedures establish the roles, responsibilities, and operational guidelines for responding to emergencies affecting the municipal drinking water system. These documents have been developed as part of the municipality's Drinking Water Quality Management System (DWQMS) Operational Plan and provide specific technical response procedures to support drinking water-related incidents. The Water Operations Emergency Response Plan complements, and is implemented in conjunction with, the municipality's Emergency Management Plan established under the Emergency Management and Civil Protection Act (EMCP)

7.10 Annex J – Responsibilities of Niagara Region in a Local Municipal Emergency

This document provides an operational guideline outlining the roles, responsibilities, and support functions of Niagara Region departments and services during a local municipal emergency. It identifies how Regional resources, services, and capabilities support and coordinate with local municipalities in accordance with established emergency management procedures, mutual aid agreements, and applicable legislation.

7.11 Annex K – Regional Emergency Social Services (ESS) Plan

The aim of the Regional Emergency Social Services Plan is to make provision for the efficient administration, coordination and implementation of the extraordinary arrangements and measures taken to protect the health, safety and welfare of the residents of Niagara during any emergency once they are outside of immediate danger.

This response includes both Niagara Region staff and external Support Agencies that work to provide services including, but not limited to, shelter, food, clothing, emergency first aid, registration and inquiry, personal services, and financial assistance.

7.12 Annex L – Town of Grimsby Emergency Management Program Bylaw

This document is the Bylaw that authorizes and adopts the Emergency Management Program for the Town of Grimsby. This Bylaw was executed in August 2026.

7.13 Annex M – Town of Grimsby Emergency Management Program

This document forms part of the Emergency Management Bylaw, as executed in August 2026. The Program implemented for Grimsby allows for continuous improvement to develop, implement, maintain, and evaluate emergency management and the continuity of operational programs that address prevention, mitigation, preparedness, response and recovery that meet all the necessary requirements of the Act.

7.14 Annex N – Consideration checklist

This checklist provides considerations and content towards informing decisions to activate the EOC or to make an emergency declaration.

7.15 Annex O – Declaration Form

Form to be used for declaring an emergency.

7.16 Annex P – Termination Form

Form to be used for terminating an emergency

7.17 Annex Q – Emergency Reception Centres

Information about Emergency Reception Centres in Grimsby

7.18 Annex R – Distribution List of the EMP and Annex control list

7.19 Additional Annexes

Additional annexes may be developed and attached to the EMP as they are required and developed.

8. Emergency Plan Review and Maintenance

The EMP (without the confidential annexes) will be maintained and distributed by the CEMC to the public via the website.

The EMP will be reviewed annually pursuant to the regulations under the Act and, where necessary, revised by the EMPC. The review and recommended revisions will be coordinated by the CEMC.

Revisions made to the EMP shall be approved only by By-law of Council. However, revisions to the annexes and minor administrative or housekeeping changes may be made by the CEMC.

It is the responsibility of each person, Support Agency, service or department identified within EMP to notify the CEMC forthwith, of the need for any administrative changes or revisions to the EMP or Annexes.

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

Each department and Support Agency should designate a member of its staff to review, revise and maintain its own functional emergency response procedures or guidelines on a periodic basis and ensure they align with the EMP.

8.1 Exercising of the Emergency Plan

Pursuant to the Regulations under the Act, at minimum, one exercise will be organized and conducted annually by the CEMC to test the overall effectiveness of the EMP. Recommendations arising from the annual exercise shall be considered by the CEMC and EMPC for revisions to the EMP.

8.2 Plan Distribution

Copies of the EMP will be provided to EOC personnel, Support Agencies, the Province, and bordering municipalities and regions that may have a role to play in responding to

or providing assistance for emergencies in Grimsby. A detailed list outlining the distribution is in Annex R.

8.3 Revision History

Rev. No.	Revised by	Details	Revision Date

Members of the public may access this document online at www.grimsby.ca

Accessible format available on request

Questions or comments pertaining to this Emergency Management Plan or the Town of Grimsby's Emergency Management Program should be directed to the Community Emergency Management Coordinator as listed on the Town of Grimsby website.