TOWN OF INNISFIL

EMERGENCY PLAN

Enacted Under:
Emergency Management Program By-law 091-23

REVISED: October 25, 2023

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1. Introduction

The Town of Innisfil Emergency Plan (the Plan) establishes a framework for how the Town will respond to, recover from and mitigate the impact of an emergency. It is a tool to assist the Town in providing a timely and effective response to an emergency, or impending emergency, that threatens the life, health, safety and/or property of its residents.

The Plan describes the legal authorities, notification procedures, concept of operations, operational life cycle and collective and individual roles and responsibilities.

1.1 Purpose

The purpose of the Plan is to provide for the efficient planning and implementation of response and recovery measures by the Town of Innisfil during an emergency or impending emergency by:

- Outlining the governance structure for emergency response;
- Identifying Incident Management System (IMS) roles and responsibilities required to respond to and recover from an emergency; and
- Confirming standard response goals for emergency operations and decision making.

The Plan provides for:

- Maximizing the emergency response capability of the town
- Minimizing the impact of the emergency on the health, safety and welfare of residents, on property and the environment of the Town;
- Identification and acquisition of additional resources as may be required to adequately respond to an emergency; and
- Effective coordination and deployment of human and physical resources and services by the Town and its partner agencies.

The plan may be implemented in whole or in part, as the situation warrants.

1.2 Legal Authority

The legislation under which the Town and its employees are authorized to formulate an emergency response plan and respond to an emergency are:

- The *Emergency Management and Civil Protection Act*, RSO 1990, c.E.9, as amended (the "Act"); and
- The Town of Innisfil Emergency Management Program By-Law 091-23

The *Act* states that:

> Every municipality shall formulate an emergency response plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan. [Act, s. 3(1)]

> The Plan shall, assign responsibilities to municipal employees, by position, respecting implementation of the emergency response plan; and set out procedures for notifying the members of the municipal emergency control group of the emergency. [O. Reg. 380/04, s. 15(2)]

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

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

Ontario Regulation 380/04 outlines standards for municipal emergency management programs including:

- Development of an emergency response plan which includes a municipal control group to direct the municipal response to an emergency;
- Implementation of an Emergency Operations Center with appropriate communication systems;
- Designation of an Emergency Information Officer;
- Designation of an Emergency Management Program Coordinator otherwise referred to as a Community Emergency Management Coordinator (CEMC); and
- An Emergency Management Program Committee whose composition includes a senior municipal official appointed by the council.

The Town of Innisfil Emergency Management Program By-Law approves the enactment of the Town of Innisfil Emergency Plan and other requirements for the Town's Emergency Management Program.

The Emergency Information Officer (referred to as Information Officer) is the Manager, Communications & Community Engagement or designated alternate.

The CEMC is the Fire Chief or designated alternate.

The Senior Official for the purposes of the Town's Emergency Management Program Committee is the Chief Administrative Officer (CAO) or designated alternate.

1.3 Definition of an Emergency

Emergencies differ from the normal daily operations carried out by municipal staff and first responder agencies. The *Act* defines an emergency as:

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

1.4 Emergency Management Program Committee

The Emergency Management Program Committee (EMPC) as required by the *Act* consists of representatives from Town departments or agencies, or designated alternates or such successor titles:

- Mayor
- CAO
- CEMC
- CFO/Director of Corporate Services & Innovation
- Director, Operations
- Director, People &Talent
- Director, Planning & Growth
- Fire Chief

The CEMC and CAO, or designated alternates, are the co-chairs of the EMPC.

This committee reviews the emergency management program and Plan annually, recommends changes to the program as considered appropriate, and refers recommendations to Council for further review and approval.

1.5 Emergency Operations Centre Management Team

In the Town of Innisfil, the Emergency Operations Centre Management Team (EOC Management Team acts as the municipal emergency control group as defined by Ontario Regulation 380/04. The EOC Management team is composed of the following municipal officials or their designated alternates holding the following positions:

EOC Management Team Position	Municipal Official
EOC Director	CAO

Information Officer	Manager, Communications & Community Engagement
Risk Management Officer	Manager, Legal & Clerk Services
Liaison Officer	CEMC
Operations Chief	Operations Business Manager
Planning Chief	Clerk
Finance & Admin Chief	CFO/Director of Corporate Services & Innovation
Logistics Chief	Chief of Staff

2. Hazard Identification Risk Assessment

The Emergency Management Program has identified hazards that may occur in Innisfil and assessed them in terms of probability, frequency of occurrence, magnitude of consequence or impact, and changing risk. Results of the Hazard Identification Risk Assessment (HIRA) assist in to develop training and exercise scenarios and may initiate the development of hazard-specific emergency plans or procedures.

As a result of the HIRA, the following risks in Innisfil represent major incidents involving multiple locations or having a significant impact on City facilities, infrastructure, operations, or the public:

- Freezing rain
- Cyber attack
- Tornado
- Power outage
- Hazmat transportation – road
- Transportation – GO train
- Extreme cold
- Human health emergency
- Severe winter storm

3. Concept of Operations

On a day-to-day basis, first responders and Town departments manage incidents and issues. As the size, scope and complexity of an incident increases, additional support from within the Town may be required to provide an effective response. The Town may call upon neighbouring municipalities and/or the County of Simcoe to provide assistance. The Town may also call upon the Provincial government to provide supplemental financial and/or physical resources to manage the impact of the emergency.

There are multiple response levels to an emergency within the Town of Innisfil:

3.1 Site Response

The emergency responders at the site(s) of the emergency provide tactical response to the emergency as they attempt to mitigate its effects and bring the emergency under control.

3.2 Corporate Response

Where that the requirements of the emergency exceed the capability of those initial agencies, a coordinated multi-agency or multi-jurisdictional response is required, or there are broader impacts to the community then the Emergency Operations Centre may be activated.

The Emergency Operations Centre (EOC) is a physical or virtual location where the leadership of the Town can gather to collectively support emergency response and manage the consequences of an emergency. The EOC is utilized, where necessary, to centralize and coordinate efforts occurring at the site(s).

EOC Management Team

The EOC Management Team provides for the overall management and coordination of site support activities and consequence management. The EOC Management Team acts as the City's emergency control group under the *Act*. During an emergency, the EOC Management Team are notified and asked to respond to the EOC.

3.3 Policy Group

The Head of Council and Councillors act as the Policy Group when the Town activates the EOC. The Policy Group may be established to receive information or reports during an emergency, and to provide any necessary policy direction to the EOC Management Team. The Act and Emergency Response Plan have assigned responsibility for the management of emergency situations to the EOC Management Team; therefore, the Policy Group does not have responsibility for emergency management during an emergency. The Policy Group does have power under the *Act* to end a declared emergency.

Head of Council

The Mayor or Acting Mayor is the Head of Council during an emergency. The Head of Council has all the powers set out in the *Act* and Emergency Plan for purposes of an emergency and declared emergency.

Councillors

During an emergency the responsibilities of Councillors are to:

- Assist relaying approved information to area residents;
- Attend community or evacuee meetings;
- Reassure constituents;
- Support actions taking place in the community;
- Liaise back through Mayor concerns from within Wards; and
- Follow leadership and requests of the Mayor.

4. Implementation

4.1 Emergency Monitoring Status Indicators

The Town has established Emergency Monitoring Status Indicators to identify phases of an emergency event and the actions that Town staff and/or the EOC Management Team will undertake:

Routine Operations (Green)	Declaration of **Routine Operations** means when the Town of Innisfil is operating under normal conditions. Under these conditions the Town of Innisfil maintains ongoing surveillance for abnormal events.
Enhanced Operations (Yellow)	Declaration of **Enhanced Operations** means that abnormal events, potential or actual emergency has been detected or is in development. Under these conditions the Town of Innisfil enhances its surveillance and monitoring activities and takes appropriate related actions.
Emergency Operations (Red)	Declaration of **Emergency Operations** means that the Town of Innisfil is in an Emergency Response Mode. Under these conditions Town of Innisfil implements its Emergency Response Plan and activates its Emergency Operations Centre (EOC) in order to coordinate the appropriate response activities.
Recovery Operations (Grey)	Declaration of **Recovery Operations** means that the Town of Innisfil is working to ensure the smooth transition from Enhanced or Emergency operations to Routine operations.

4.2 Reporting an Emergency

A responding agency or municipal department is likely to be the first on-site authority to an emergency. On-site responders will assume control at the site and assign a lead agency. If, in the judgment of the lead agency, the situation requires more support resources, or there are consequences to the community at large, the lead agency will contact their senior departmental staff to activate the EOC.

The following criteria may indicate a situation, whether actual or anticipated, that requires the EOC and/or Emergency Plan be activated:

- Need for site support
- Large-scale complex response
- Significant population impact/at risk
- Uncertain conditions/risk of escalation
- Information management issues
- Major planned event
- Potential threat to be monitored
- Widespread disruption to the normal business of the Town
- Require extraordinary emergency spending outside of current budgetary approval

4.3 Emergency Notification System and EOC Activation

When an emergency exists but has not yet been declared to exist by the Mayor, municipal employees may take action under this Emergency Plan to protect lives and property in the Town of Innisfil. It is not necessary for the Town of Innisfil to formally declare an emergency to implement the necessary actions.

Any member of the Emergency Management Program Committee, or their alternate, has the authority to implement the Plan and activate the EOC by notifying the CEMC.

Upon notification of an emergency, the CEMC will notify members of the EOC Management Team members by the most appropriate means for the situation to have them assemble at an EOC location or be on standby. When the primary cannot be reached an alternate will be contacted.

Depending on the nature of the emergency or threat of impending emergency the following EOC activation levels may be implemented:

- A full activation notifies all EOC Management Team members to attend the EOC.
- A partial activation notifies only selected EOC Management Team members to attend the EOC.
- A standby activation notifies EOC Management Team members and instructs them to be on standby for further information and/or direction.

Where a threat of an impending emergency exists, the CEMC will notify the CAO for advice. The CAO may, in consultation with the Mayor, decide on what action is to be taken. Subject to the determination of the appropriate course of action, the CEMC may activate the Plan and implement the ECG notification or depending on the nature and magnitude of the emergency place the group on standby.

5. Declaration and Termination of an Emergency

5.1 Actions Prior to a Declaration

When an emergency exists, but has not yet been declared to exist, municipal employees are authorized to take such action(s) as detailed or authorized under the Emergency Plan. An official 'declaration of emergency' does not have to made for this Plan to be implemented or the EOC to be activated.

5.2 Declaration of an Emergency

The Mayor or Acting Mayor, as Head of the Council, is responsible for declaring that an emergency exists within the boundaries of the Town of Innisfil. In declaring an emergency, the Head of Council will identify the geographical boundaries of the emergency area. The decision whether to declare an emergency and the designation of geographical boundaries of the emergency area will be made in consultation with the EOC Management Team.

The EOC Management Team will ensure that all personnel and supporting agencies concerned are advised of the declaration of the emergency.

Upon declaration of an emergency in the Mayor shall notify:

- The Solicitor General and Office of Fire Marshal and Emergency Management (OFMEM) by email or fax, through the Provincial Emergency Operations Centre (PEOC); and
- Members of Council.

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

- County of Simcoe
- Local Member(s) of Provincial Parliament (MPPs);
- Local Member(s) of Federal Parliament (MPs);
- Local media; and
- The public.

5.3 Termination of an Emergency

When EOC Management Team determines that an emergency should be terminated, the Mayor and/or Council will declare that the emergency is terminated. The Premier of Ontario may also declare a municipal emergency is terminated.

Upon termination of emergency the Mayor shall notify:

- The Solicitor General and Office of Fire Marshal and Emergency Management (OFMEM) by email or fax, through the Provincial Emergency Operations Centre (PEOC); and
- Members of Council.

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

- County of Simcoe
- Local Member(s) of Provincial Parliament (MPPs);
- Local Member(s) of Federal Parliament (MPs);
- Local media; and
- The public.

6. Requests for Assistance

It is possible that assistance from other levels of government, or external partner agencies with specialized knowledge or expertise, may be required by the Town of Innisfil to help successfully respond to an emergency situation.

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

6.1 Requesting Simcoe County Assistance

The Mayor, CAO or the CEMC may request assistance from the County of Simcoe at any time without loss of control or authority for managing the existing emergency situation.
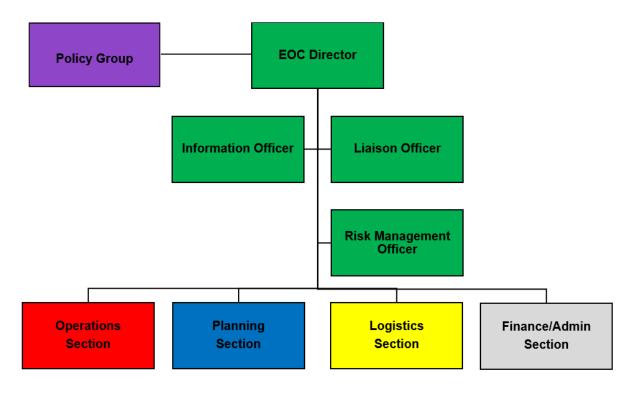
6.2 Requesting Provincial Assistance

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

6.3 Requesting Federal Assistance

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

7. Incident Management System

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

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│ Policy Group │────────│ EOC Director │
└──────────────┘        └──────────────┘
                 ┌────────────────┐  ┌────────────────┐
                 │ Information     │  │ Liaison Officer│
                 │ Officer        │  │                │
                 └────────────────┘  └────────────────┘
                            ┌──────────────────┐
                            │ Risk Management  │
                            │ Officer          │
                            └──────────────────┘
  ┌────────────┐  ┌────────────┐  ┌────────────┐  ┌──────────────┐
  │ Operations │  │ Planning   │  │ Logistics  │  │ Finance/Admin│
  │ Section    │  │ Section    │  │ Section    │  │ Section      │
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7.1 Response Goals

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

1. Provide for the health and safety of all responders
2. Save lives

3. Reduce suffering
4. Protect public health
5. Protect critical infrastructure
6. Protect property
7. Protect the environment
8. Reduce economic and social losses

7.2 Policy Group

The responsibilities of the Policy Group include:

- Provides overall policy direction;
- Changes/amends bylaws or policies.
- Requests for county and/or municipal-level assistance;
- Declares State of Local Emergency (Head of Council);
- Declares termination of State of Local Emergency;
- Acts as an official spokesperson;
- Ensuring members of Council are notified of an emergency; and
- Notifying Mayors of adjoining municipalities of the emergency, as required.

7.3 EOC Management Team

The primary responsibility of the EOC Management Team is to provide for the overall management and coordination of the response and consequence management. It is the responsibility of the EOC Management Team 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 the EOC, any sites and other EOCs.

Additional collective responsibilities of the EOC Management Team are:

- 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 strategic direction and support to the response including the Incident Commander, site personnel and response agencies;
- Collecting as much information as possible on the status of the emergency and vetting the information, prioritizing it, evaluating it, summarizing it, disseminating/displaying it and acting upon required needs;
- Establishing priorities based on all the information gathered and developing EOC Action Plans through regular business cycle meetings;
- Obtaining, coordinating and managing payment of any additional resources (both personnel and equipment) needed to support the response;
- Coordinating all internal and external information and communicating advisories, warnings, and emergency information to staff and the general public;

- Provide recommendation to Head of Council to declare or terminate a state of emergency; and
- Overall management responsibility for the Town's business continuity.

The EOC Management Team consists of the following positions:

- EOC Director
- Information Officer
- Risk Management Officer
- Liaison Officer
- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance & Administration Section Chief

EOC Director

- Overall authority and responsibility for EOC activities;
- Ensures organizational effectiveness;
- Sets EOC priorities and objectives for each operational period and ensures objectives are carried out;
- Approves the Incident Action Plan;
- Liaises with the Policy Group and advises if declaration or termination of an emergency is recommended;
- Approves emergency information releases; and
- Establishes staffing levels on the EOC Management Team and ensures they are staffing their Sections as required.

Emergency Information Officer

- Establishes/maintains media contacts;
- Establishes a communications link with Customer Service to ensure dissemination of approved emergency information and gather information on public inquiries/questions;
- Prepares news releases coordinates media interviews and press conferences;
- Prepares public information materials;
- Establishes communication strategies for internal and external audiences;
- Monitors media and information sources;
- Liaises and coordinates messages with other Information Officers;
- Obtains EOC Director approval for all internal and external messages; and
- Ensures public safety information is provided in accessible formats as required.

Public Inquiry Centre Coordinator

- Reports to the Information Officer;
- Establishes a public inquiry service including the appointment of personnel and designation of phone lines; and
- Responds to and re-directs inquiries.

Liaison Officer

- Invites required or requested agencies to the EOC, as identified by the EOC Director and EOC Management Team;
- Liaises with the Provincial Emergency Operations Centre and Emergency Management Ontario Field Officer;
- Maintains contact with external agencies and other EOCs and serves as a coordinator for organizations not represented in the EOC; and
- Facilitates a debriefing with the EOC personnel and other appropriate agencies or organizations and prepares an After-Action Report on the emergency.

Risk Management Officer

- Ensures good risk management practices including due diligence in information collection, decision-making and implementation are applied throughout the emergency response;
- Monitors situations for risk exposure to personnel, property and the Town and ascertains probabilities and potential consequences of future events;
- Provides legal advice to EOC Management team, as they apply to the action of the Town in response to the emergency;
- Provided advice to the Head of Council and EOC Management Team with respect to the interpretation of legislation;
- Provides advice and assistance on matters related to health and safety for EOC personnel including monitoring, assessing and recommending modification to safety conditions in the EOC; and
- Liaises with site Safety Officer regarding health and safety issues for site personnel, as required.

7.4 Operations Section

The Operations Section communicates directly with emergency site(s), field personnel, and Command Centres. The function of the Operations Section is to gather situational information from site and share it with the Planning Section and other members of the EOC Management Team. The Operations Section coordinates any resource requests from the site, supports site operations and coordinates multi-agency or multi-department

support to the site. The Operations Chief will also direct deployment of all EOC issued resources to the Incident Commander(s) at the site.

Operations Chief

- Establishes appropriate Branches within the Operations Sections, continuously monitoring and modifying as required;
- Ensures coordination of Operations functions including supervision of Branches required to support the emergency event;
- Ensures operational objectives and assignments identified in EOC Action Plans are carried out effectively;
- Consults with Planning Chief to clearly define areas of responsibility between the Operations and Planning Sections;
- Maintains communications link with Incident Command(s) to coordinate overall response, resource requests and event status information; and
- Approves special resource requests and/or obtain approval of EOC Director, as required.

Branch Coordinators

Branch Coordinators respond to the EOC, as required based on the need of the emergency, to oversee the operations of a Town department, division, section or outside agency. A Branch Coordinator is responsible for coordinating the activities of their department/agency site personnel and dispatch centre (if one exists) with other Branches in the Operations Section. 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:

a) Roads
   - o Provides information and advice on roads operations, traffic control, and corporate fleet;
   - o Provides site support and coordinates resource requests such as arranging for mutual aid and additional equipment; and
   - o Liaises with the Ministry of the Environment and Conservation Authority, as required.
b) Fire
   - o Provides information and advice on firefighting and rescue matters;
   - o Maintains communications link with Incident Commander(s) at site(s) to coordinate overall response, resource requests and event status information;
   - o Initiates fire mutual aid arrangements, as required;
   - o Liaises with other community and provincial fire agencies including the Ontario Fire Marshall, as required; and

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- o Assists other departments/agencies with non-firefighting operations, as required.
- c) Police
  - o Provides information and advise on policing and public safety;
  - o Maintains communications link with Incident Commander(s) at site(s) to coordinate overall response, resource requests and event status information;
  - o Coordinates evacuation procedures including traffic control on evacuation routes;
  - o Assists in the establishment, security and operations of evacuation and reception centres;
  - o Ensures protection of life and property and provisions of law and order;
  - o Notifies the coroner and Medical Officer of Health of fatalities, as required; and
  - o Liaises with other community, provincial and federal police agencies as required.
- d) Paramedic
  - o Provides information and expertise regarding emergency medical services including liaison with hospitals, Medical Officer of Health, and other healthcare agencies; and
  - o Maintains communications link with Incident Commander(s) at site(s) to coordinate overall response, resource requests and event status information.
- e) Electrical Utilities
  - o Provides information and expertise on electrical energy system;
  - o Coordinates the response of InnPower resources to maintain and restore power; and
  - o Coordinates with Information Officer regarding media and public messaging regarding power interruption and restoration of services.
- f) Water Utilities
  - o Provides information and expertise on water and wastewater infrastructure; and
  - o Coordinates the response of InnServices resources to maintain and restore water systems.
- g) Buildings
  - o Provides information and expertise on structural safety of buildings and construction of buildings;
  - o Identifies and prioritizes damaged structures to be inspected; and
  - o Coordinates building inspection personnel and ensures necessary actions are taken to mitigate/terminate danger to the public where a building is involved.
- h) Public Health

- Acts as a coordinating link for all emergency health services and provides advice on the provision of public health matters including immunization programs, food safety inspections, drinking and recreational water quality, indoor air quality, communicable disease and infection control and any other site public health response;
- Maintains a communications link with on-site senior health officials for the purpose of coordinating the overall response, resource request, and event status information;
- Provide authoritative instructions on public health related matters through the Information Officer; and
- Coordinates the response to anticipated or actual disease-related emergencies including coordination of prevention and control efforts.

7.5 Planning Section

The Planning Section is led by the Planning Chief who is responsible for all functions unless delegated. The Planning Section:

- Collects, evaluates, validates and disseminates incident situation information and intelligence;
- Displays situation information;
- Develops and documents Incident Action Plans in coordination with other functions;
- Maintains all EOC documentation;
- Conducts advance planning activities and makes recommendation for action;
- Track the status of EOC-issued resources;
- Coordinates acquisition of technical experts; and
- Facilitates the transition to the recovery phase.

7.6 Logistics Section

The Logistics Sections is led by the Logistics Chief who is responsible for all functions unless delegated. The Logistics Section:

- Provides/acquires requested resources including personnel, facilities, equipment and supplies;
- Arranges access to technological and telecommunication resources and support;
- Acquires and arranges resources for the transportation of personnel, evacuees and goods;
- Provides other support services such as arranging for food and lodging for workers within the EOC and other sites;
- Arranges for EOC security; and
- Implements emergency human resources policies including volunteer recruitment and training.

7.7 Finance and Administration Section

The Finance and Administration Section is led by the Finance & Admin Section Chief who is responsible for all functions unless delegated. The Finance and Administration Section:

- Provides information and advice on financial matters as they relate to the emergency;
- Monitors the expenditure process, and response and recovery costs;
- Coordinates claims and compensation;
- Tracks and reports on personnel time;
- Develops service agreements and/or contracts; and
- Oversees the purchasing processes.

8. Emergency Plan Supporting Documents

This section outlines supporting documents and/or plans for emergency response and response. The following list does not cover all available documents; some may be added as needed.

8.1 Emergency Notification Procedure

The Emergency Notification Procedure outlines the process for the notification of EOC personnel to place them on standby or request that they respond to the EOC. The procedure also includes the confidential contact information for EOC personnel.

8.2 EOC Manual

The EOC User Manual provides further information regarding the EOC facility including the staffing, physical layout, equipment, and resources available in the EOC.

8.3 Emergency Information Plan

This document coordinates communications from city departments, agencies, and boards to media outlets, city employees, businesses and residents to deliver information before an impending emergency (if possible), during or after a disaster or 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 with City staff are also outlined.

If required, in the event of a major emergency requiring a response from other levels of government, Region, or other municipalities, communications from the Town of Innisfil will be coordinated with these entities.

9. Emergency Plan Review and Maintenance

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

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

It is the responsibility of each person, department, service and agency cited in this Plan to notify the CEMC of any and all changes that affect its activation and/or operability.

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

9.1 Plan Training

The CEMC will provide annual training on the implementation of the Emergency Plan to municipal employees.

9.2 Plan Testing

The Emergency Plan will be tested a minimum of once annually through an exercise coordinated by the CEMC.

9.3 Plan Distribution

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