

EMERGENCY MANAGEMENT PLAN (EMP)

APRIL 2024





Durham College of Applied Arts and Technology's (DC) main campus, and both of Ontario Tech University's (Ontario Tech) campus locations, are situated in Oshawa, Ontario, Canada.

DC is located in the Durham Region of Ontario, Canada, with a campus co-located with Ontario Tech University in Oshawa; a second campus in Whitby; and community employment services in Uxbridge, Port Perry, Beaverton, Oshawa and Bowmanville.

Ontario Tech is a public research university located in Oshawa, Ontario, Canada. Ontario Tech's north campus location is situated on approximately 400 acres of land in the northern part of Oshawa. The university also operates a downtown campus location in Oshawa.

Through their missions of teaching the next generation of leaders, conducting research in a wide range of fields and working for the people of Durham Region, Ontario and the world, DC and Ontario Tech embody all the characteristics of international post-secondary institutions.

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Approval Date: 12 March 2024

LETTER OF PROMULGATION

To employees, students and guests:

The preservation of life and property is an inherent responsibility of Durham College, Ontario Tech University, and all members of our campus community. The institutions have prepared this Emergency Management Plan (EMP) to ensure the most effective allocation of resources for the maximum benefit and protection of the campus population during an emergency.

While no plan can prevent emergencies, detailed plans carried out by knowledgeable and well-trained personnel can, and will, minimize loss. This plan establishes the emergency organization, assigns tasks, specifies policies and general procedures, and provides for co-ordination of planning efforts of the various emergency staff and service elements utilizing the Incident Management System (IMS). This plan incorporates and co-ordinates the institutions' facilities and personnel into an efficient organization capable of responding to any emergency. This plan supersedes all previous institutional emergency operations/preparedness plans.

The institutions fully support this plan and urge all employees, students and guests, individually and collectively, to do their share in the institutions' emergency response efforts. The EMP will be reviewed and exercised periodically and revised as necessary to meet changing conditions.

Concurrence of this promulgation letter constitutes the adoption of the IMS by Durham College and Ontario Tech University.

Dr. Elaine Popp
President
Durham College

Dr. Steven Murphy
President and Vice-Chancellor
Ontario Tech University

FOREWORD

Date: July 22, 2022

In order to preserve and advance Durham College and Ontario Tech University (DC and Ontario Tech), a stable and secure infrastructure of services and administration is essential. For normal day-to-day operations, DC and Ontario Tech provide these services centrally and through administrative structures in their schools, departments and operating units. However, in times of extreme emergency, widespread disruption and/or life-threatening crises, critical functional units of DC and Ontario Tech must work together under central co-ordination to protect and preserve their people and assets. The highest priorities of life, safety, property and restoration become the interim mission of DC and Ontario Tech. The DC/Ontario Tech Emergency Operations Centre (EOC) is the key central communication function that will connect the various functional units with decision-makers and assistance.

Founded on the priorities and operational concepts of emergency management, the plan has been prepared primarily for the people who will use it. While it serves the college and university as a whole, the plan is a management guide for those with key assignments and responsibilities during emergency activations. It supports those who manage emergencies on campus and who must keep the business side of the institutions functional. It also supports those who must restore DC/Ontario Tech activities in research, teaching or instruction and public service.

This Emergency Management Plan (EMP) is not the end of emergency planning; it is just the beginning. Since its adoption in 2022, DC and Ontario Tech continue to train, plan and exercise for emergencies. Our focus will be on departmental preparedness and enhancing relationships with municipal, regional and provincial first responders.

Presidents

Durham College and Ontario Tech University

DISTRIBUTION LIST OF PLAN HOLDERS

Department	Number of Plans
Master Binder (EOC)	1
Master Files (EOC)	1

RECORD OF REVISIONS

Date	Pages	Web Files	Email Notification	Hard Copy Distribution
12 March 2024	9			EOC Master Binder

Date	Pages	Web Files	Email Notification	Hard Copy Distribution
<p>NOTE: <i>This plan goes through continuous changes based on the results of actual events, post-exercise drills and activities, and input from units and departments tasked in this plan. The Durham College and Ontario Tech University Emergency Management Plan does not go through a formal annual plan-review process; rather, incremental changes, modifications and adjustments to this plan are made as conditions change. By posting these changes on DC's and Ontario Tech's websites, the most up-to-date version of this plan is instantly available 24/7 to DC, Ontario Tech, and partner responders.</i></p>				
<p>The public version of this plan can be found on:</p> <ul style="list-style-type: none"> • DC's website • Ontario Tech's website 				

The Durham College and Ontario Tech University Emergency Management Plan (EMP)

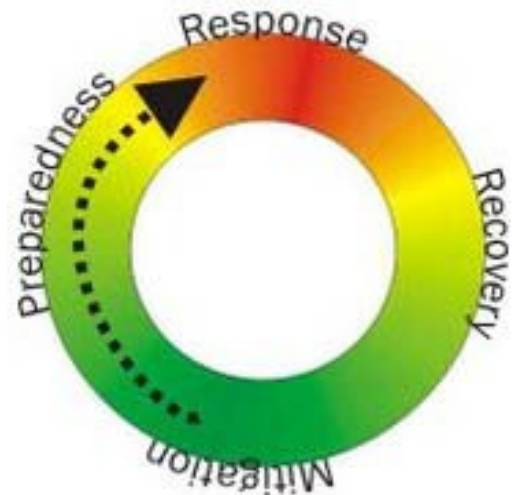
SECTION 1

Introduction, Purpose, Laws & Authority, Planning Assumptions, Concept of Operations & IMS, Plan Objectives, Levels of Emergency, Plan Activation, Emergency Authority, Plan Usage, Plan Review & Critical Incident Planning, Plan Content & Format

INTRODUCTION

A variety of emergencies caused by acts of nature or mankind result in loss of life, property and income; cause human suffering; and disrupt normal campus functions.

During crises, the college and university require special programs to address the needs of an emergency operation and recovery management. To address such emergencies, DC and Ontario Tech have established this Emergency Management Plan, which provides a guideline for the management of the immediate actions and operations required to respond to an emergency or disaster. The overall priorities of DC/Ontario Tech during a disaster are the protection of lives, live assets, valuable research, property, the community and the environment. The overall objective is to respond to emergency conditions and manage the process of restoring DC/Ontario Tech academic and research programs and services. This plan represents the campus Emergency Management Plan, which encompasses the facilities, services and the administration of the campus.



PURPOSE OF THE PLAN

This plan provides the management structure, key responsibilities, emergency assignments and general procedures to follow during and immediately after an emergency. DC and Ontario Tech established this plan to address the immediate requirements for a major disaster or emergency in which normal operations are interrupted and special measures must be taken to:

- Save and protect the lives of students, employees and the public.
- Manage immediate communications and information regarding emergency operations and campus safety.
- Provide essential services and operations.
- Provide and analyze information to support decision-making and action plans.
- Manage DC/Ontario Tech resources effectively in an emergency operation.

This plan does not supersede or replace the procedures for safety, hazardous materials operations or other procedures that are already in place at the college or university. It supplements those procedures with a temporary crisis management structure, which provides for the immediate focus of management on emergency operations and the early transition to recovery operations.

LAWS AND AUTHORITIES

A. Federal

EMERGENCIES ACT

R.S.C., 1985, c. 22 (4th Supp.)

An Act to authorize the taking of special temporary measures to ensure safety and security during national emergencies and to amend other Acts in consequence thereof

[1988, c. 29, assented to 21st July, 1988]

PREAMBLE

WHEREAS the safety and security of the individual, the protection of the values of the body politic and the preservation of the sovereignty, security and territorial integrity of the state are fundamental obligations of government;

AND WHEREAS the fulfilment of those obligations in Canada may be seriously threatened by a national emergency and, in order to ensure safety and security during such an emergency, the Governor in Council should be authorized, subject to the supervision of Parliament, to take special temporary measures that may not be appropriate in normal times;

AND WHEREAS the Governor in Council, in taking such special temporary measures, would be subject to the *Canadian Charter of Rights and Freedoms* and the *Canadian Bill of Rights* and must have regard to the *International Covenant on Civil and Political Rights*, particularly with respect to those fundamental rights that are not to be limited or abridged even in a national emergency;

NOW THEREFORE, Her Majesty, by and with the advice and consent of the Senate and House of Commons of Canada, enacts as follows:

B. PROVINCIAL

THE EMERGENCY MANAGEMENT AND CIVIL PROTECTION ACT

The Emergency Management and Civil Protection Act (R.S.O. 1990) replaced the Emergency Plans Act. Whereas the previous Act gave municipalities the authority to create emergency plans on an elective basis, the new Act requires each municipality to develop, implement, and maintain an emergency management program.

The Emergency Management and Civil Protection Act and its associated regulation 380/04 (both current as of the time of this publication) are reproduced in the Annex below. To view the most current versions of the Act and, its associated regulations, please refer to: www.e-laws.gov.on.ca.

PRESERVATION OF LIFE AND PROPERTY

Ontario is subject to numerous identifiable hazards that fall under the broad categories of natural, technological and human-caused. Emergencies related to these hazards can occur at any time and in any place, with or without warning.

The primary reason for an emergency management program is to improve public safety through a co-ordinated and pre-identified process for responding to critical situations. A realistic emergency management program will assist in protecting lives, infrastructure, and property, protect the environment, promote economic stability, and help ensure the continuance of critical assets and government.

LEGISLATION

The Municipal Act, S.O., 2001, as amended, vests authority to municipalities in Ontario to exercise their powers in the provision of “good government,” which is widely interpreted to include asset management as well as the social, economic and environmental well-being of the community. In addition to this broad mandate, the Emergency Management and Civil Protection Act requires municipalities to implement mandatory emergency management programs in conformity with regulations developed by Emergency Management Ontario. Collectively, these statutory requirements mandate how municipalities must prepare for, and respond to, emergency situations occurring within their jurisdictions.

EMERGENCY MANAGEMENT IN ONTARIO

Following the devastating ice storms of 1998 and the completion of the Government of Ontario’s Y2K preparedness and remediation programs, Emergency Measures Ontario, as the organization was then called, began an in-depth study of emergency management in the province. Direct comparisons were drawn between emergency programs in Ontario and those of similar jurisdictions in Canada and the United States. A report, including recommendations to address Ontario’s shortcomings, was completed just before September 11, 2001. The report was amended to include some of the lessons learned related to the catastrophic events of that day. The report was presented to senior Ontario government officials in October 2001. As a result of this report, the Emergency Management and Civil Protection Act was developed and enacted to ensure the safety of its Ontario residents. The implementation of the Act, and its associated standards by municipalities and government ministries, will ensure that Ontario’s comprehensive emergency management programs are, at a minimum, equivalent to those of other large provincial and state jurisdictions in North America.

The following section outlines the guiding principles, standards and structure of emergency management in Ontario.

EMERGENCY MANAGEMENT ONTARIO

Emergency Management Ontario (EMO) is a branch of the Ministry of Community Safety and Correctional Services. EMO is responsible for monitoring, co-ordinating and assisting in the development and implementation of emergency management programs throughout Ontario.

Headquartered in Toronto, with Field Officers stationed across the province, EMO is well positioned to assist municipalities in achieving the requirements of the Emergency Management and Civil Protection Act and the associated Regulation 380/04. Support services, training and advice are available from field staff and EMO products. These are discussed in detail in Preface, Part Two.

STANDARDS

The Province of Ontario requires the implementation of mandatory emergency management programs for all Provincial ministries and municipalities. The standards for Ministry programs will vary depending on the services provided by each individual ministry, and, in some cases, will exceed those required for municipalities. The Community Emergency Management Program Handbook focuses on the mandatory municipal programs required under legislation and will provide specific instructions and guidance for communities in completing mandatory program activities.

The status of each community's emergency management program is monitored on an annual basis by Emergency Management Ontario and reported to the Deputy Minister of Community Safety. Municipalities that successfully complete the mandatory program are acknowledged formally by The Deputy Minister on an annual basis. Those municipalities that fail to achieve the standard are notified of the program requirements that were not met and assistance is provided to ensure that standards are met in subsequent years.

While the legislated municipal program is fairly basic, municipalities are encouraged to consider the implementation of program elements that exceed the minimum requirements and create a truly-risk-based comprehensive model. Many communities have already embraced this approach, and EMO is in the process of creating tools, training, and resources to assist those communities that choose to move forward in this area on a voluntary basis. Section Three of this handbook has been provided for the collection of this material as it becomes available from EMO.

EMERGENCY MANAGEMENT AND CIVIL PROTECTION ACT

Emergency Management and Civil Protection Act R.S.O. 1990, Chapter E.9

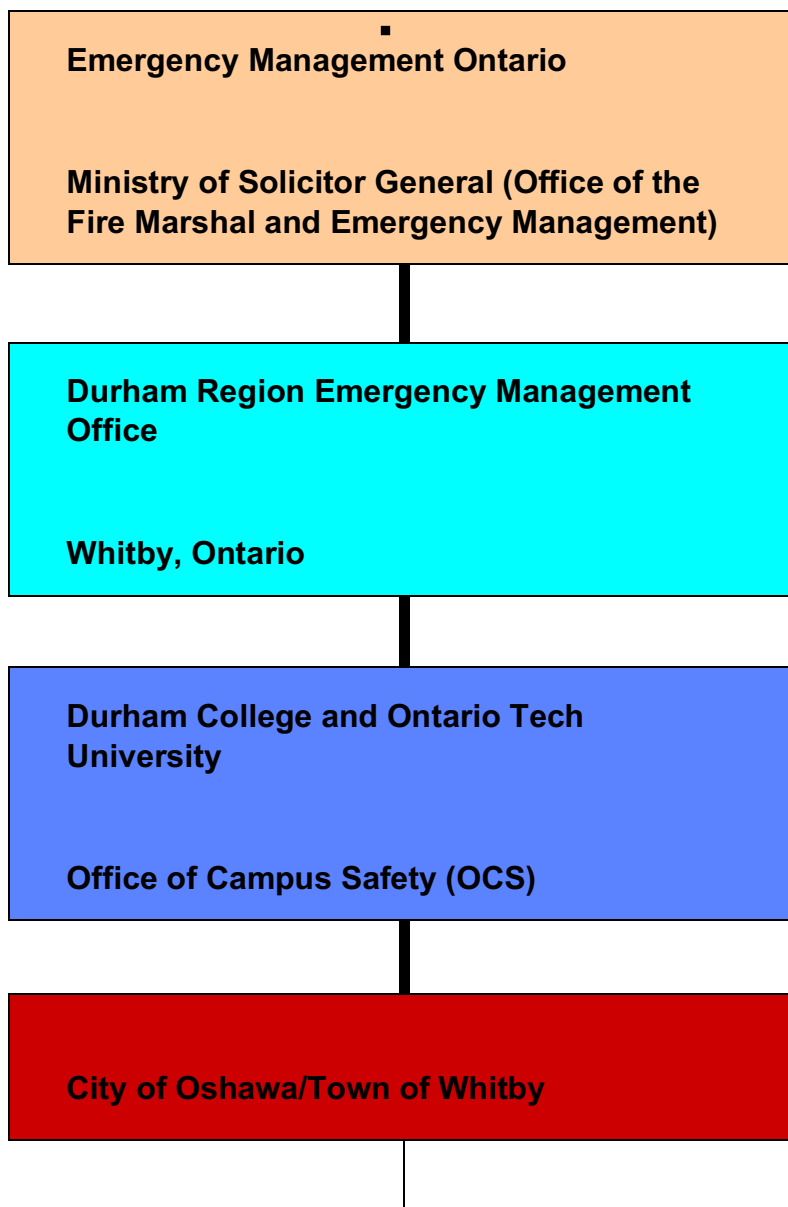
Amended by: 1999, c. 12, Sched. P, ss. 3-9; 2002, c. 14, ss. 2-16; 2002, c. 17, Sched. C, s. 10; 2003, c. 1, s. 14; 2006, c. 13, ss. 1, 2.

DISASTER CO-ORDINATION WITH LOCAL, REGIONAL AND PROVINCIAL AGENCIES

The university is a public educational institution with its campus located in the City of Oshawa in Ontario. The college is a public educational institution with campuses located in the City of Oshawa and the Town of Whitby in Ontario. DC and Ontario Tech will co-ordinate with local, regional and provincial agencies as appropriate under the circumstances of a given emergency. The process for reporting an emergency co-ordination is shown in Figure 1, Disaster Co-ordination with Local, Regional and Provincial Agencies.

FIGURE 1

Disaster Co-ordination with Local, Regional and Provincial Agencies



PLANNING ASSUMPTIONS

Emergency planning requires a commonly accepted set of assumed operational conditions that provide a foundation for establishing protocols and procedures. These assumptions are called planning assumptions, and the standard practice is to base planning on the worst-case conditions.

For DC and Ontario Tech, as for all organizations in high-risk areas, the worst-case conditions are represented by the hazard. Using the Threat, Hazard, Identification, Risk, Assessment (THIRA) model, the planning assumptions incorporated into this plan include:

- People may be trapped and injured in collapsed structures. Damage may cause displacement of people.
- Road and local streets may be blocked by debris, hampering the emergency operation function. Major roads, overpasses, bridges and local streets may be damaged.
- Critical lifeline utilities may be interrupted including water delivery, electrical power, natural gas, telephone communications, microwave and repeater-based radio systems, cellular telephones and information systems.
- Regional and local services may not be available.
- Buildings and structures, including homes, may be damaged. Normal suppliers may not be able to deliver materials.
- Contact with family and homes may be interrupted.
- People may become stranded at DC/Ontario Tech with conditions that may be unsafe to travel off campus.
- DC and Ontario Tech will need to conduct their own rapid damage assessment, situation analysis and deployment of on-site resources. While the emergency conditions exist, management of emergency operations on campus is done from the Emergency Operations Centre (EOC).
- Communication and exchange of information will be one of the highest priority operations at the EOC. The Internet or intranets may be down.

CONCEPT OF OPERATIONS AND INCIDENT MANAGEMENT SYSTEM (IMS)

This plan provides the organizational management systems for the campus to follow during emergencies. It is designed to be flexible and allow for partial or full activation, as appropriate to the situation. It is based on a worst-case scenario and provides for the critical functions and roles of DC and Ontario Tech during an emergency operation.

DC and Ontario Tech will respond to crisis situations using the standards of the provincially recognized Incident Management System (IMS). The IMS enables one or more responding agencies to initiate and conduct co-ordinated field response to an incident. The priorities are life safety, incident stability and property conservation.

IMS is a management system that can be used to manage emergency incidents or non-emergency events such as convocation. The system works equally well for small incidents and large-scale emergency situations. The system has built-in flexibility to expand or contract based on current needs. It is a uniform system, so personnel from a variety of agencies and geographic locations can be rapidly incorporated into a common management structure.

The on-scene Incident Commander (IC) is the individual responsible in the field for all incident activities, including development of strategies and tactics and the ordering and the release of resources. For example, in a civil disorder the Office of Campus Safety will provide the IC. Other examples are as follows:

- Bomb threat, hostage, terrorism – Office of Campus Safety (OCS)
- Hazardous material incidents – Environment, Health and Safety
- Snow or debris removal – Facilities Services/Student Housing
- Utility failure – Facilities Services
- Public health emergencies – Student Health Services

The IC will establish an Incident Command Post (ICP). The ICP is the field location at which the primary tactical-level, on-scene incident command functions are performed. Examples of an ICP include the following: vehicle, mobile command post, trailer, tent, or within a building. The ICP should be positioned outside of the present and potential hazard zone but close enough to the incident to maintain command. Every incident must have some form of ICP.

In a crisis requiring response by local emergency personnel, the DC/Ontario Tech Incident Commander will initiate Unified Command (UC). UC is a unified team effort that allows all agencies with responsibility for the incident to manage the incident by establishing a common set of objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility, or accountability. For example, building fires will require Oshawa Fire Services (OFS)/Whitby Fire and Emergency Services (WFES) and Region of Durham Paramedic Service assistance. The Office of Campus Safety (OCS) will respond with an on-scene Incident Commander and institute Unified Command with OFS/WFES. Other Unified Command examples are as follows:

- Explosion
- Hazardous material spill
- Meningitis outbreak

The DC/Ontario Tech Incident Commander will notify the Emergency Operations Centre (EOC) Manager when emergency conditions reach the following levels (See Section 1, page 8):

- Level 1 – The EOC Manager may be notified for informational purposes.
- Level 2 or 3 – The EOC Manager is notified when the Incident Commander believes that the possibility of a Level 2 or 3 emergency exists.

The Incident Command System Organization is built around the following command and general staff activities:

Command Staff

- Director, Office of Campus Safety (OCS)(IC)
- Manager, Emergency Management (IC)
- Manager, Public Safety and Security (IC)
- Public Information Officer (Communications and Marketing)
- Liaison Officer (as assigned)

General Staff

- Operations Section Chief (as assigned)
- Planning Section Chief (as assigned)
- Logistics Section Chief (as assigned)
- Finance and Administration Section Chief (as assigned)

SEE FIGURE 5 (SECTION 2, PAGE 10), EMERGENCY OPERATIONS CENTRE AND INCIDENT MANAGEMENT SYSTEM RELATIONSHIP.

PLAN OBJECTIVES

The objectives of this plan are:

1. Organization

- a. Provide clear and easy-to-follow checklist-based guidelines for the most critical functions and liaisons during an emergency.
- b. Organize this plan into an easy-to-follow format so users can quickly determine their roles, responsibilities and primary tasks.
- c. Link and co-ordinate processes, actions and the exchange of critical information into an efficient and real-time overall operation in which all entities have access into the emergency operations process, and know what is going on at DC/Ontario Tech.

2. Communications and Information Management

- a. Serve as the central point of communications both for receipt and transmission of urgent information and messages.
- b. Serve as the official point of contact for DC/Ontario Tech during emergencies when normal channels are interrupted.
- c. Provide 24-hour full-service communication services for voice, data and operational systems.
- d. Collect and collate all disaster information for notification, public information, documentation and post-incident analysis.
- e. Provide a basis for training staff and organizations in emergency management.

3. Decision–Making

- a. Determine, through a clear decision process, the level of operation and extent of emergency control and co-ordination that should be activated when incidents occur.

4. Emergency Operations

- a. Efficiently utilize the resources on campus to implement a comprehensive and efficient Emergency Management Response Team (EMRT).
- b. Continuously be prepared with a proactive emergency management action plan for the possibilities and eventualities of emerging incidents.

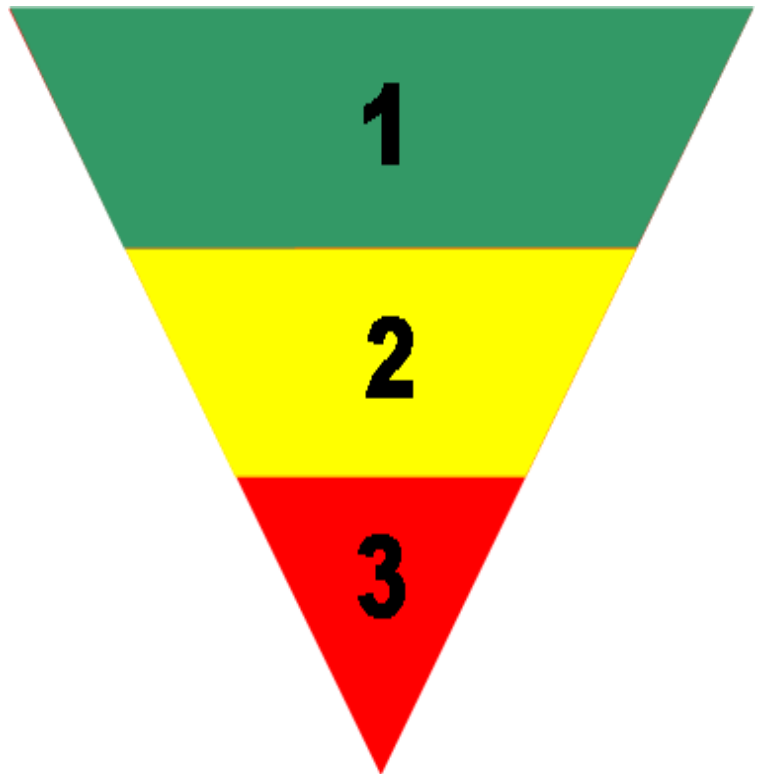
5. Recovery Operations

- a. Transition operations over to normal management processes, as able.
- b. Support business resumption plans and processes, as needed, during restoration phases.
- c. Provide documentation and information support to provincial emergency management disaster assistance (Ontario Disaster Relief Assistance Program) application.

LEVELS OF EMERGENCY

Emergency conditions vary with each incident and activation. As a guide, three levels of emergency are specified, as follows:

1. **Level 1** – Emergency incident that normal emergency services can handle. While there may be some damage and/or interruption, the conditions are localized and the Emergency Operations Centre (EOC) is not needed. This is considered the ‘stand-by’ mode.
2. **Level 2** – Emergency incident is severe and causes damage and/or interruption to operations. A partial or full activation of the EOC is needed. DC/Ontario Tech may be the only affected entities.
3. **Level 3** – Emergency incident conditions in which DC/Ontario Tech must activate the full EOC to address the immediate emergency. Emergency conditions are widespread and DC/Ontario Tech must be self-sufficient for a period of hours to several days. DC/Ontario Tech may request mutual assistance from the City of Oshawa, Town of Whitby, other regional agencies, or request provincial assistance via the Durham Region Emergency Operations Centre (DEMO).



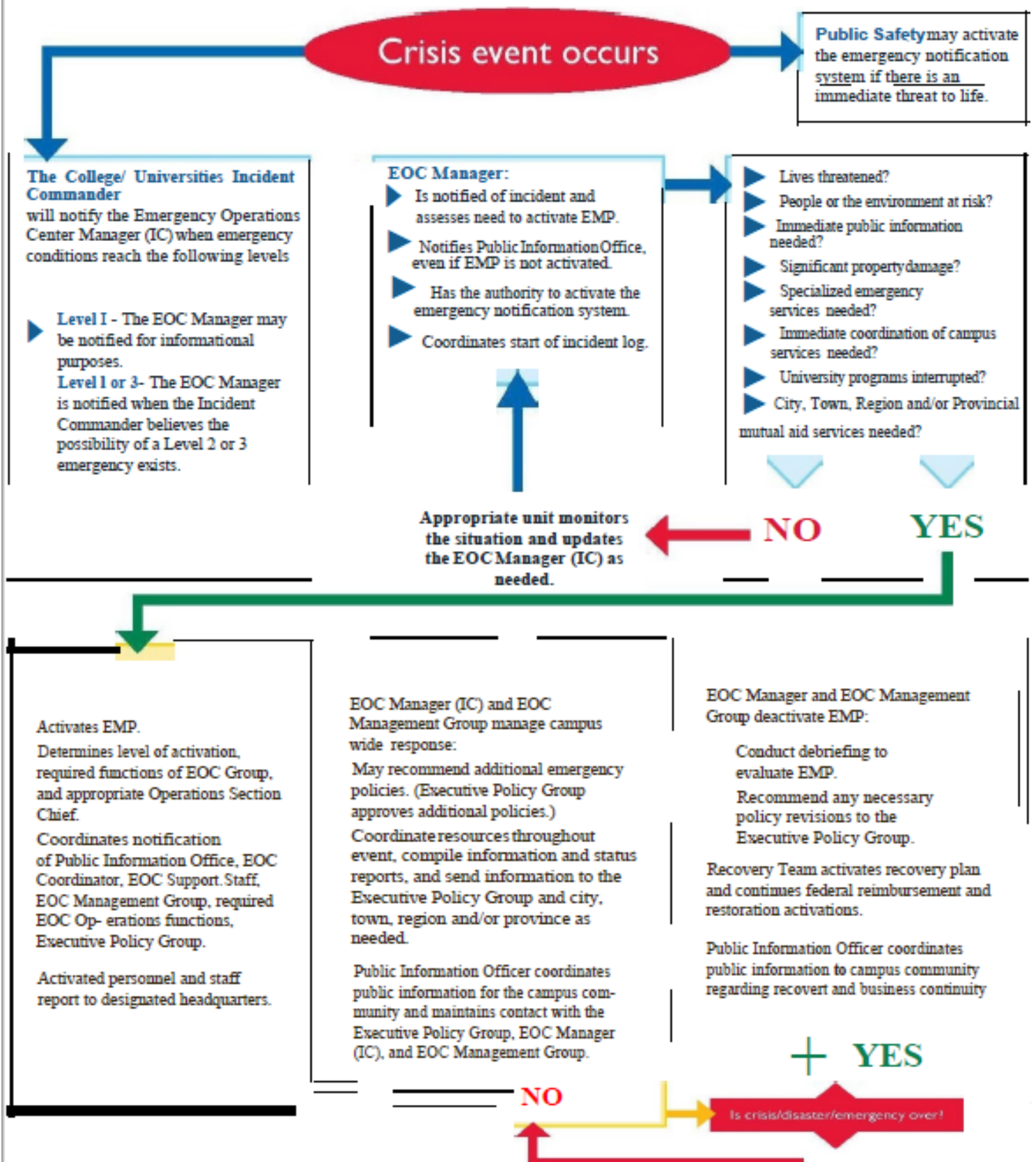
Generally, the EOC is activated under Level 2 and 3 emergencies. **Appendix A** provides the contact list for the primary and alternative staff assignments to the EOC.

PLAN ACTIVATION

This plan is activated whenever emergency conditions exist in which normal operations cannot be performed and immediate action is required to:

- Save and protect lives.
- Co-ordinate communications.
- Prevent damage to the environment, systems and property. Provide essential services.
- Temporarily assign DC/Ontario Tech staff to perform emergency work. Invoke emergency authorization to procure and allocate resources. Activate and staff the Emergency Operations Centre.

EMERGENCY MANAGEMENT PLAN ACTIVATION PROCEDURE



Emergency Authority

LINE OF AUTHORITY FOR THE EMERGENCY CONTROL GROUP

DC/Ontario Tech's Manager of Emergency Management serves as the Chair of the Emergency Management Response Team (EMRT), which activates for **Level 3** emergencies or whenever executive policy issues must be addressed. In the event of any threatened or actual disaster or civil disorder on the campus of the college or university at a time when the President of DC or Ontario Tech is absent from the campus, the authority to take all necessary and appropriate actions on behalf of the President of DC or Ontario Tech is hereby delegated to the following DC/Ontario Tech administrators in the order listed below, with such authority being delegated to the highest ranked DC/Ontario Tech officials on the list whom the Office of Campus Safety (OCS) is able to contact:

1. Vice-President, Administration/Chief Administrative Officer (CAO)
2. Provost and Vice-President, Academic/Executive Vice-President, Academic
3. Vice-President, External Relations/Associate Vice-President, Academic

NOTE: *For a civil disturbance situation only*, the Office of Campus Safety (OCS) Director or, in the Director's absence, the Manager, or the on-duty Police Supervisor, is hereby delegated the authority to take necessary and appropriate actions on behalf of the President.

LINE OF AUTHORITY FOR THE EMERGENCY OPERATIONS CENTRE

During incidents and emergency conditions in which the immediate activation of the Emergency Operations Centre (EOC) is needed, the following positions may activate this plan and the EOC, and serve as the EOC Control Group Manager:

1. Office of Campus Safety (OCS)(IC)
2. Vice-President, Administration/CAO
3. Provost and Vice-President, Academic/Executive Vice-President, Academic
4. Vice-President, External Relations/Vice-President, Communications and Marketing

Plan Usage

This plan is established as a supplement to DC's and Ontario Tech's administrative policies and procedures. Under activation and implementation, it serves as an emergency manual setting forth the authority to direct operations, direct staff assignments, procure and allocate resources, and take measures to restore normal services and operations.

Users are to follow and complete the checklists contained in this document during an emergency operation, training activations and exercises. The forms are then retained on file as official records of the emergency, training and/or exercise. Users are also encouraged to supplement this manual with additional individual materials and information required for emergency operation and recovery.

This plan is designed to be updated after each activation or exercise. A debriefing session will be conducted to identify 'lessons learned' and areas of improvement to DC's/Ontario Tech's emergency plans and processes. The procedural checklists and forms are to be reviewed and revised each time they are reprinted for electronic update and distribution.

PLAN REVIEW AND CRITICAL INCIDENT PLANNING

The Critical Incident Planning Group (OCS/DCLT/SLT) will regularly review, update and revise the emergency plan. The Emergency Management Co-ordinator (Manager, Emergency Management) will convene and facilitate the Critical Incident Planning Group.

The Critical Incident Planning Group is responsible for periodic assessments of DC's/Ontario Tech's vulnerability to specific threats, including but not limited to: bomb threats, active shooter, stalking, environmental hazards and natural disasters. This group will develop procedures to respond to individual threats based on the IMS.

The Critical Incident Planning Group is responsible for the development of a continuity plan to recover and restore partially or completely interrupted critical functions of DC/Ontario Tech within a predetermined time after a disaster/emergency incident or extended disruption.

The Critical Incident Planning Group and Emergency Management Co-ordinator (Manager, Emergency Management) will implement and maintain a system for identifying the locations and kinds of critical resources available at all jurisdictional levels. Resources are defined as personnel and major items of equipment, supplies and facilities available or potentially available for assignment to incident operations. A current list of these resources will be housed within the Emergency Operations Centre.

The Critical Incident Planning Group comprises the following individuals:

- Director of Campus Safety
- Manager of Public Safety and Security
- Manager of Emergency Management (Chair)
- Vice-President/Director of Facilities
- Chief Administrative Officer/Vice-President, Administration
- President (*or alternative, as appointed/acting)
- Vice-President of Communications

Representatives from each of the following local agencies will be asked to attend meetings of the Critical Incident Planning Group on an as-needed basis: City of Oshawa, Town of Whitby, Regional Municipality of Durham Emergency Management Office, Oshawa Fire Services/Whitby Fire and Emergency Services, and Region of Durham Paramedic Services.

PLAN CONTENT AND FORMAT

This plan is organized as listed below. Also, refer to **Figure 3** (Section 1, Page 15).

LETTER OF

PROMULGATION

FOREWORD

Distribution List of Plan Holders

Record of Revisions

Section 1	Introduction, Purpose, Laws & Authority, Planning Assumptions, Concept of Operations & IMS, Plan Objectives, Levels of Emergency, Plan Activation, Emergency Authority, Plan Usage, Plan Review & Critical Incident Planning, Plan Content & Format
Section 2	Emergency Operations Centre Organization, Position Responsibilities and Assignments
Section 3	Checklists
Section 4	Appendices, Annexes and Supplemental Documents
Appendices:	Appendix A – Emergency Operations Centre Primary/Alternative Staff Assignments and Contact List
	Appendix B – Emergency Operations Centre Facility
	Appendix C – Emergency Operations Centre Forms
	Appendix D – Training, Drills and Exercise
	Appendix E – Key Emergency Telephone and EOC Personnel Contact Numbers ***Restricted***
	Appendix F – Emergency Operations Centre Phone Numbers ***Restricted***

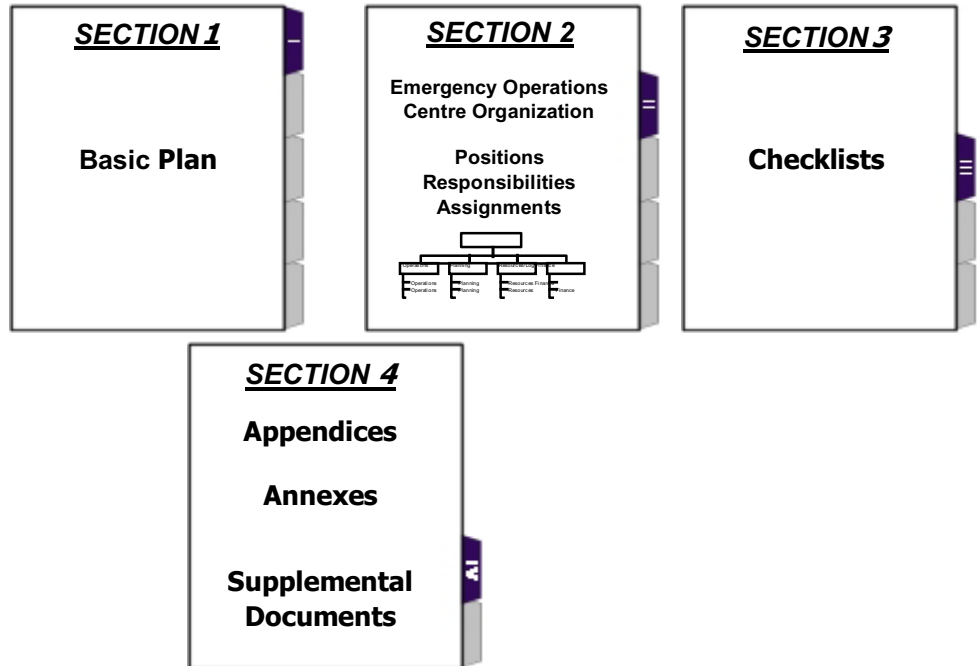
Annexes

The following annexes may also be referred to as Unit Response Centre Plans and are department-specific. The annexes contain the emergency operational plans for these departments, and provide specific information for function areas in which each department has the primary responsibility (correlating with the lead assignments listed in Appendix A).

1. (Reserved)
2. (Reserved)
3. (Reserved)
4. (Reserved)

Figure 3
Tabs and Pages

DC/Ontario Tech
University



Appendices		Annexes	
Appendix A	Emergency Operations Centre Primary/Alternative Staff Assignments and Contact List	Annex 1	(Reserved)
Appendix B	Emergency Operations Centre Facility Diagram/Floor Plan	Annex 2	(Reserved)
Appendix C	Emergency Operations Centre Forms	Annex 3	(Reserved)
Appendix D	Training, Drills and Exercises	Annex 4	(Reserved)
Appendix E	Key Emergency Telephone and EOC Personnel Contact Numbers ***Restricted***		
Appendix F	Emergency Operations Centre Phone Numbers *Restricted*		

Figure 3 (Cont.)

Supplemental Documents	
Supplemental Document AA	Building Emergency Evacuation Plan
Supplemental Document BB	Emergency Guidelines

SECTION 2

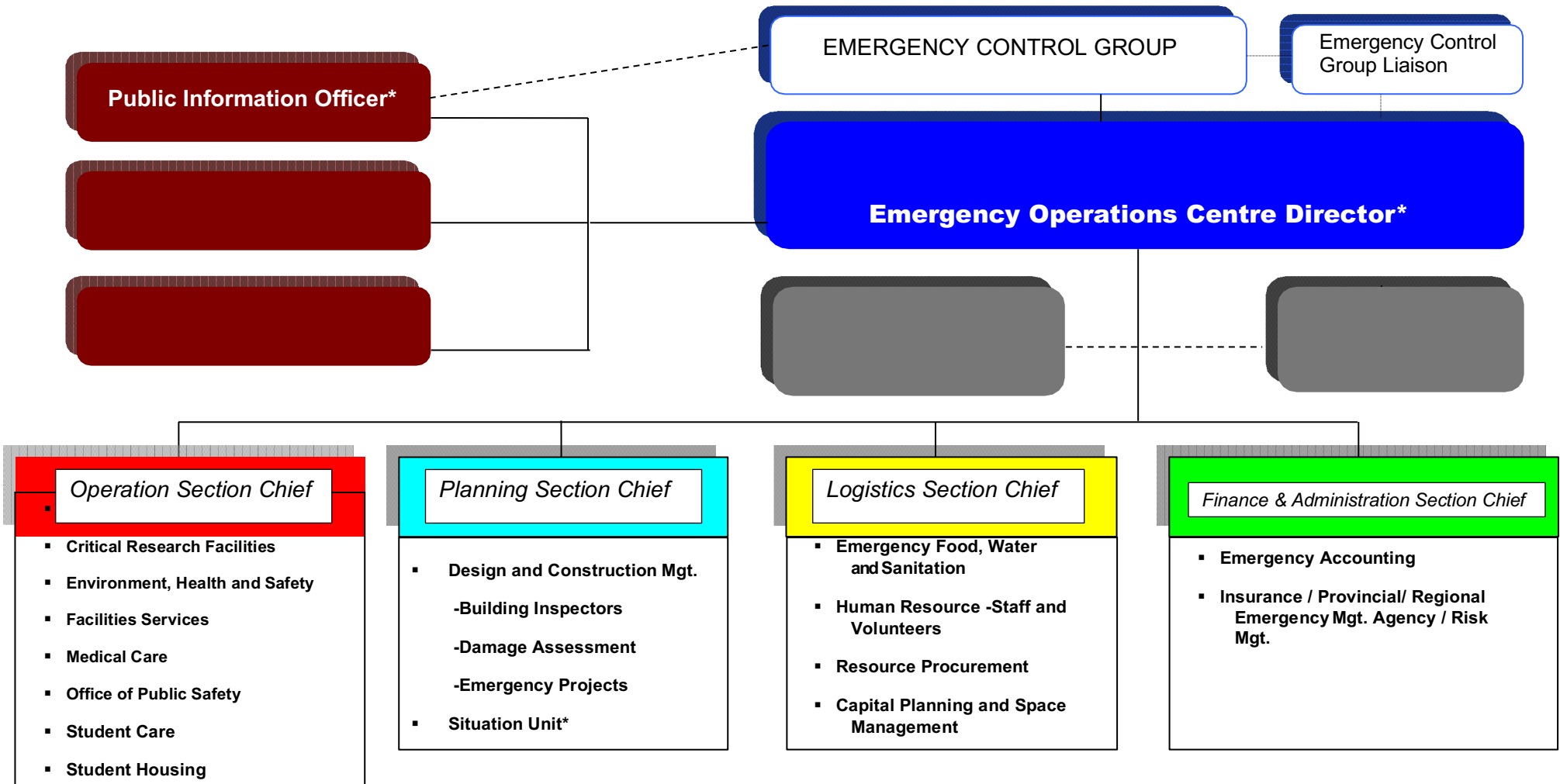
Emergency Operations Centre Organization, Position Responsibilities and Assignments

Emergency management requires the establishment of a strategic organization comprised of the most important or critical functions of DC and Ontario Tech. Consistent with the international Emergency Management standards of the Incident Management System, the Emergency Operations Centre (EOC) organization plan follows the standard structure as the basis for organizing emergency planning and response. The EOC organization is color-coded as follows:

- 1) **EMERGENCY CONTROL GROUP** (WHITE)
- 2) **EOC Management**.....(Deep Blue)
- 3) **EOC Co-ordinator/Staff**.....(Gray)
- 4) **Command Staff**(Dark Red)
- 5) **Operations Section**(Red)
- 6) **Planning Section**.....(Turquoise)
- 7) **Logistics Section**(Yellow)
- 8) **Finance and Administration Section**.....(Bright Green)

- The emergency operations organization is based on these units, as shown on the **Emergency Operations Centre Functions** in **Figure 4** (Section 2, Page 2). Only the functions that are necessary are activated.
- A description of the positions and responsibilities of the EOC are provided in **Table 2-A–Emergency Operations Centre Management Functions; Table 2- B–Emergency Operations Centre Operations Functions; Table 2-C–Emergency Operations Centre Planning Functions; Table 2-D–Emergency Operations Centre Logistics Functions; and Table 2-E–Emergency Operations Centre Finance and Administration Functions.**
- Checklists for each EOC Management function are in **Section 3** of this plan and provide specific responsibilities. The responsibilities in the checklists are for work in the EOC and do not address emergency operations or business resumption functions, which are not managed at or from the EOC.
- **Appendix A** lists the primary and alternative staff assignments to these positions.

FIGURE 4 - DURHAM COLLEGE/ ONTARIO TECH UNIVERSITY EMERGENCY OPERATIONS CENTRE FUNCTIONS



*Positions always activated.

Table 2 – A

Emergency Operations Centre MANAGEMENT FUNCTIONS

Function or Group	Purpose/Responsibilities
Emergency Control Group	Provide executive leadership to DC/Ontario Tech during emergencies in which the academic and research programs are interrupted, or normal business cannot be conducted.
Emergency Control Group Liaison	As directed, gather essential information and/or status reports on emergency operations and relay it to the Emergency Control Group. Provide information and status reports to regional and provincial elected officials. Support the Public Information Officer’s dissemination of information.
Emergency Operations Centre (EOC) Director	Activate the EOC. Determine and direct response and recovery operations as appropriate. Delegate authority to act in the best interests of DC/Ontario Tech on behalf of the Emergency Control Group during immediate response operations. This position is always activated.
EOC Management Group	Advise on overall strategy for the EOC. Assist and support the EOC with the overall priorities and action strategies for the emergency operation.
EOC Co-ordinator	Advise and assist the EOC, EOC Management Group and General Staff. Facilitate overall functioning of the EOC. This position is always activated.
EOC Support Staff and Scribe	Provide staff support to the EOC. Assist with setup of the EOC and co-ordination of internal operations. May provide staff support to all functions and positions in the EOC, regardless of department. This position(s) is always activated.

Table 2 – A

Emergency Operations Centre MANAGEMENT FUNCTIONS

Functions or Group	Purpose/Responsibilities
Public Information Officer	Manage official communication from DC/Ontario Tech, including internal messages to faculty, staff, students, etc. Monitor media and external reaction to incident. This position is always activated.
Liaison Officer	As directed, work to co-ordinate DC's/Ontario Tech's emergency response with outside public agencies to include the City of Oshawa, Town of Whitby and the Region of Durham. The Liaison Officer position is activated on an as- needed basis.
Safety Officer	Ensure that buildings or facilities used to support the Emergency Operations Centre are in a safe operating condition. The Safety Officer position is activated on an as-needed basis.

Table 2 – B

Emergency Operations Centre OPERATIONS FUNCTIONS

Functions or Groups	Purpose/Responsibilities
Operations Section Chief	Provide overall direction, management and co-ordination for operational functions of the Emergency Operations Centre (EOC). Establish operational priorities and strategies. Oversee co-ordination of DC's/Ontario Tech's response to ensure effective field incident operations and the management of operational resources. Provide senior operational representation to the EOC Incident Commander and serve as a backup to the EOC Incident Commander This position is always activated.
Computing (Information Technology)	Maintain DC/Ontario Tech central data and computing infrastructure. Assess operational status of campus data and computing services. Support emergency data network and computing application services. Direct restoration of central computing, networking infrastructure and services. Arrange for emergency repairs and establish alternative means of computing services (such as web and email). Support EOC including emergency operations priorities.
Critical Research Facilities	Evaluate and report impact of emergency on DC/Ontario Tech research including damage and losses to DC/Ontario Tech research. Manage, collect information and co-ordinate emergency response for campus operations in buildings housing animals and critical research equipment such as mass spectrometers, instruments and minus-80 degrees Celsius freezers. Manage and provide animal care services including protecting, feeding, rescuing and relocating if necessary. Track the disposition of animals and other critical research. Provide updated reports to the EOC. Develop recovery plan to return research operations to pre-emergency levels. Develop and implement corporate financial recovery plan. Maintain financial records of facility recovery activities for later negotiation of Facilities and Administration rates with the federal/provincial government.
Environment, Health and Safety	Manage, collect information and co-ordinate the emergency response for Environment, Health and Safety. Assure appropriate procedures and practices are used to protect the health and safety of emergency responders, operators, students, faculty, and staff; and to protect facilities when the emergency involves hazardous materials or basic public health concerns related to contaminated water, sewage or air.
Facilities Services	Manage, collect information and co-ordinate emergency response for campus buildings, power and water utilities, roadways and grounds including emergency inspection, repair and restoration. If needed, provision for emergency power and support of field operations including the EOC.

Table 2 – B

Emergency Operations Centre OPERATIONS FUNCTIONS - Continued

Functions or Group	Purpose/Responsibilities
Medical Care	Manage and co-ordinate the public health and safety function of the emergency response.
Office of Campus Safety (OCS)	Manage the OCS functional operations at the EOC. Serve as the Operations Section Chief for incidents in which the OCS field units are the Incident Commanders. Co-ordinate general field assignment with the OCS Incident Command.
Student Care/Student Housing	Co-ordinate and provide housing and food service, information to families of students and counseling services to students. Co-ordinate DC/Ontario Tech care and shelter operations for all populations that may be stranded on campus.
Telecommunications Group (Information Technology)	Provide technical support for campus telecommunication systems. Direct restoration of communication services on campus, arrange for emergency repairs, establish alternative means of telecommunication when necessary, and provide telecommunications support for emergency operations, including the EOC.

Table 2 – C

Emergency Operations Centre PLANNING FUNCTIONS

Function	Purpose/Responsibilities
Planning Section Chief	Provide overall management and analysis of disaster/incident information and assessment of impact and damage to DC/Ontario Tech systems, properties, and facilities and capability to occupy buildings. Provide analysis and consultation regarding extended operations and the impacts of the emergency.
Building Inspectors (Design and Construction Management)	Co-ordinate the assignment of building and facility inspections during disaster events or other incidents, which may result in structural damage.
Damage Assessment (Risk Management/ Facilities)	Analyze status and inspect reports to identify damaged properties; track damages and evaluate for estimates of damages, losses and reconstruction/repair costs.
Emergency Projects (Design and Construction Management)	Implement and manage maintenance, repair and construction projects for critical DC/Ontario Tech services and facilities as authorized by the EOC Incident Commander.
Situation Unit	Receive, analyze, post, track and assess information regarding the situation, damage and interruption to DC/Ontario Tech properties and programs. Maintain a general EOC log documenting major actions and decisions of the EOC. Keep the EOC Incident Commander updated.

Table 2 – D

Emergency Operations Centre LOGISTICS FUNCTIONS

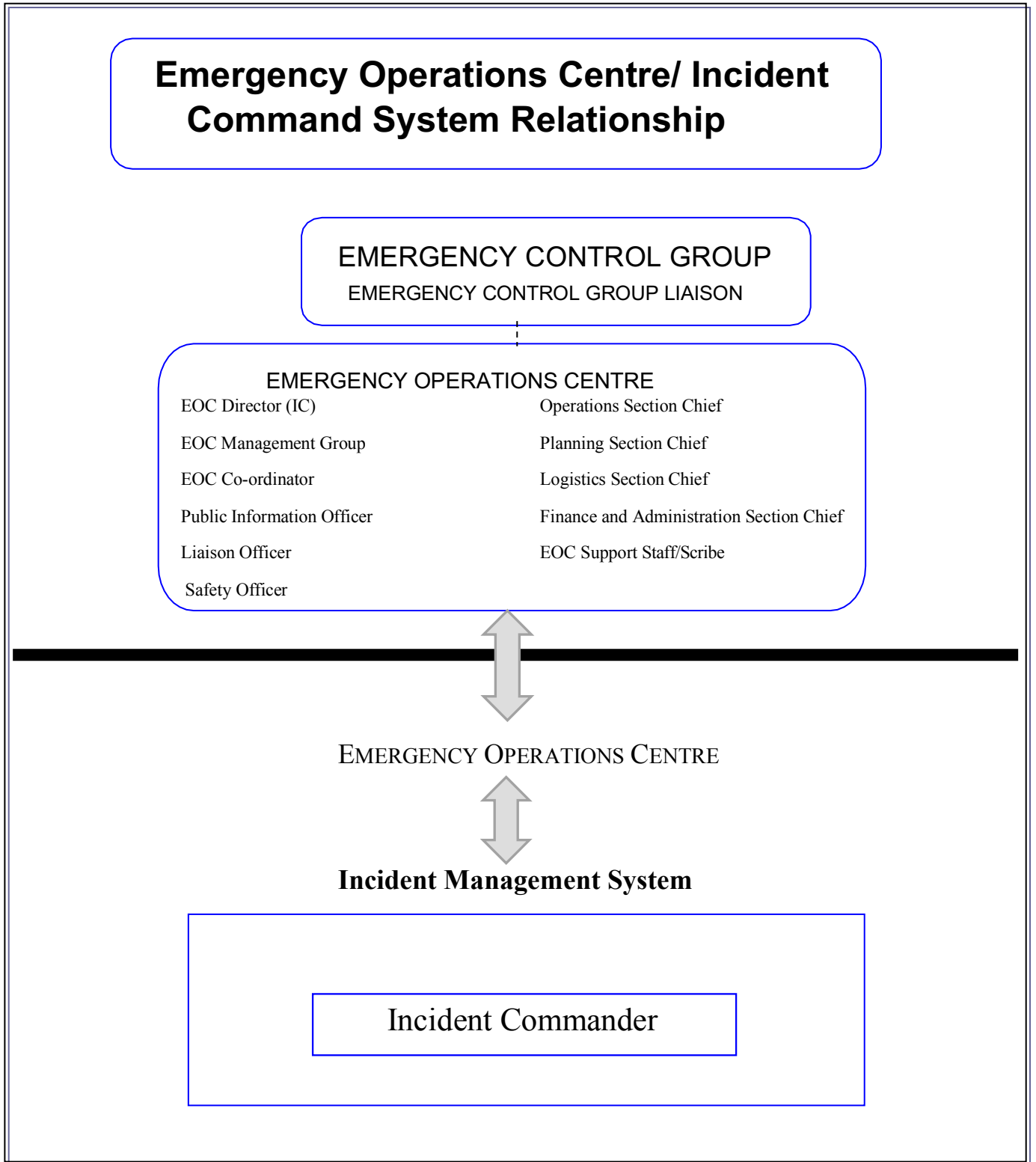
Function	Purpose/Responsibilities
Logistics Section Chief	Provide overall management of resource and logistical support for operations and planning functions accessing and procuring resources to support the emergency operations. Support the EOC activation and temporary emergency care for people and workers. Co-ordinate the management of volunteer resources to support emergency operations. Co-ordinate with the Finance and Administration Section Chief to ensure appropriate processes for procurement and contracting.
Emergency Food, Water and Sanitation	Obtain and allocate food and water supplies to support emergency staff. Co-ordinate with campus resources to obtain hot meals and supplemental food for emergency workers on campus.
Human Resources – Staff and Volunteers	Manage human resource emergency operations and recovery including temporary or emergency hires, employee services and other HR related activities. Set up registration process for ensuring volunteers are working under the supervision and direction of appropriate DC/Ontario Tech management.
Resource Procurement (site inventory – materials, goods, equipment)	Set up logistics for procurement and delivery of resources, both campus resources and outside goods and services including arranging for field receipt and acknowledgement. Track and distribute required equipment and supplies requested by the EOC to support campus emergency and recovery operations. Co-ordinate with Finance in the record keeping, planning and budgeting for funding authorization.
Capital Planning and Space Management	Co-ordinate and analyze current space data in order to provide alternative buildings/rooms in disaster and/or emergency situations.
Transportation Services, Vehicles	Provide transportation to support emergency operations including transport of emergency personnel, equipment, supplies and injured persons. Manage the campus pool vehicles, parking operations, and garage and co-ordinate the provision of municipal transit services to campus. Maintain inventory of available transportation (vehicles) and support (fuel, supplies, and drivers).

Table 2 – E

**Emergency Operations Centre FINANCE AND ADMINISTRATION
FUNCTIONS**

Function	Purpose/Responsibilities
Finance and Administration Section Chief	Manage financial accounting and analyze for the emergency operation including keeping the EOC Incident Commander and Emergency Control Group advised of the total cost-to-date of the emergency operation. Estimate losses and financial impacts of the emergency to DC/Ontario Tech businesses, programs and facilities. Track and document costs and losses for Federal/Provincial Emergency Management Agency application and insurance claims.
Emergency Accounting	Establish an accounting process for tracking expenses procurement of services, contracts and/or mutual aid from the EOC.
Insurance/Federal Emergency Management Agency/Risk Management	Prepare and maintain the Provincial Emergency Management Agency documentation information package. Maintain the documentation files and support the disaster assistance application process. Attend the Federal/ Provincial Emergency Management Agency briefing program to start the official process, if requested.

Figure 5



Incident Management System

Command Staff

- Director EOC
- Incident Commander (IC)
- Public Information Officer
- Liaison Officer
- Safety Officer (as assigned)

General Staff

- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance/Admin. Section Chief

Checklist 1
Emergency Control Group/Emergency Management Response Team (EMRT)
Primary Responsibilities
<ul style="list-style-type: none"> • Co-ordinate policy matters. • Notify and inform key DC/Ontario Tech constituents and stakeholders, including each institution’s Board of Governors, and elected officials. • Issue directives regarding the overall status of the DC/Ontario Tech campus, programs and operations. • Provide direction for the resumption of research and educational programs.
Actions
1. When notified of an emergency that threatens DC/Ontario Tech or interrupts DC/Ontario Tech operations and/or programs, convene to address the situation status, collect information and issue emergency communication.
2. If the event is severe and the DC/Ontario Tech EOC has activated the campuswide plan, issue an Executive Declaration of an emergency at DC/Ontario Tech. Communicate this officially to the Governor’s Office and other key constituents.
3. Communicate with the EOC Management Group.
4. Approve emergency policy statements, orders and notices to support and manage DC’s/Ontario Tech’s Emergency Response and Recovery Operations.
5. Provide direction and vision to DC/Ontario Tech and the DC/Ontario Tech EOC for the recovery of programs and post-event plans of restoration.
Deactivation and Recovery
1. Issue executive policies to direct and support the recovery of services and programs.
2. Provide official contact to the Governor’s Office and elected officials to petition provincial and federal disaster assistance programs for DC/Ontario Tech.
3. Review the post-incident debriefing report from the EOC and determine long-term policy.

Checklist 2
Emergency Control Group Liaison
Primary Responsibilities
<ul style="list-style-type: none"> • Assist with gathering essential information and/or status reports on emergency operations, as requested by the Emergency Control Group. • Initiate and maintain contact with the EOC Incident Commander and EOC Management Group. • Serve as the point of contact for the Emergency Control Group.
Actions
1. When notified of an emergency that threatens DC/Ontario Tech or interrupts DC/Ontario Tech operations and/or programs, convene to address the situation status and collect emergency information.
2. As directed by the Emergency Control Group contact: <ul style="list-style-type: none"> • EOC Incident Commander • EOC Management Group
2. Relay essential information and status reports to the Emergency Control Group.
3. As directed by the Emergency Control Group, support the Public Information Officer's dissemination of information.
Deactivation and Recovery
1. Support transition to recovery by communicating and co-ordinating with EOC Incident Commander and EOC Management Group.
2. Participate in the post-incident debriefing meeting, as directed by the Emergency Control Group.

Checklist 3
Emergency Operations Centre Incident Commander
Primary Responsibilities
<ul style="list-style-type: none"> • Activate the EOC. • Co-ordinate the overall DC/Ontario Tech EOC management. • Represent the EOC and emergency operations to the City of Oshawa, Town of Whitby, Province of Ontario Emergency Operation Centre and other outside agencies. • Establish overall objectives and strategies for the emergency and recovery operations. • Handle EOC staff issues and policy regarding Emergency Operations Centre operations. • Obtain authorization for large expenditures and/or emergency programs from the Emergency Control Group. • Deactivate the EOC. • Manage the transition to recovery.
Actions
1. Report to the EOC when aware of or notified any emergency or pending emergency that may affect or impact life safety, DC/Ontario Tech operations or campus properties.
2. Assign a staff assistant to maintain a current log of activities throughout the emergency and act as a runner for the EOC Management Group during the activation.
3. Obtain as much information as possible about the emergency to determine the status of: <ul style="list-style-type: none"> • Students and staff • Power/utilities • Communications • Telecommunications • Buildings and facilities • Research and academic programs • Research and lab animals • Events and activities on campus • Other critical programs or activities
4. Determine level of emergency activation of the EOC (Level 1, 2, or 3).

Checklist 3 - Continued

Emergency Operations Centre (Incident Commander)

Actions—Continued

5. If the emergency is determined a Level 3 and includes the city/town and/or region, contact Durham Region EOC to co-ordinate resources.

6. Identify and activate positions/functions needed for the emergency operation.
(See Appendix - A and Section 2 – Page 2)

- EOC Incident Commander
- Public Information Officer
- Operations Section Chief
- Student Affairs
- Telecommunications
- Computing
- Environmental Health and Safety
- Facilities Services
- Office of Campus Safety
- Planning Section Chief
- Situation Unit
- Logistics Section Chief

7. As the EOC Section Chiefs arrive:

- Meet to establish the EOC Incident Action Plan.
- Work with each to establish a joint process for sharing information and co-ordinating emergency operations.
- Establish a process and schedule for conducting EOC briefings and announcing major decisions and information.
- Review and update the EOC Incident Action Plan with a focus on the transition to recovery as the emergency subsides.

8. Address EOC staff issues and policies.

9. Notify the Emergency Control Group of the activation and provide status reports and updates.

10. Contact the City of Oshawa, Town of Whitby and Regional EOC with the DC/Ontario Tech EOC activation information.

11. If mutual aid is requested, determine the following:

- Type of assistance needed.
- Location.
- Tasks and duties to be performed.
- College and university personnel who will co-ordinate.
- Food, water, sanitation and lodging resources available for support.

Deactivation and Recovery

1. Plan for the transfer of emergency operations to normal procedures.

- Inform the Emergency Control Group of the recovery phase.
- Develop a transition and recovery plan.

2. Co-ordinate with Durham Region Emergency Management Office/Provincial Emergency Management Agency to provide documentation to the Provincial Emergency Management Agency/Insurance position for Emergency Management Disaster Public Assistance Program applications.

3. Conduct post-incident debriefing meeting and provide report to the Emergency Control Group.

Checklist 4

EOC Incident Commander

Primary Responsibilities

- Facilitate the overall functioning of the EOC.
- Assist and serve as an advisor to the EOC Section Chiefs, Management Group and General Staff as needed, providing information and guidance related to the internal functions of the EOC and ensure compliance with operational area emergency plans and procedures.

Actions

1. Report to the EOC and assist the EOC Support Staff in preparing the facility for operations.
2. Assist the EOC Management and General Staff in developing overall strategic objectives as well as section objectives for the (EOC) Incident Action Plan.
3. Advise the EOC Management Team on procedures to notify City of Oshawa, Town of Whitby Emergency Management and the Region of Durham Emergency Management Office of crisis status.
4. Assist the Planning Section in the development, continuous updating, and execution of the EOC Incident Action Plan.
5. Provide overall procedural guidance to General Staff as required.
6. Provide general advice and guidance to the EOC as required.
7. Ensure that all communications with appropriate emergency response agencies is established and maintained.
8. Assist the EOC Management Team in preparing for and conducting briefings with management staff, the media, and the general public.
9. Assist the EOC Liaison Officer in establishing and maintaining co-ordination with outside agency representatives not assigned to specific sections within the EOC.
10. Assist the Liaison Officer with co-ordination of EOC visits, if needed.
11. Provide assistance with shift change activity.

Deactivation and Recovery

- | |
|--|
| 1. Assist the EOC Management Team in the plan for the transfer of emergency operations to normal procedures. |
| 2. Assist the EOC Management Team in the co-ordination with Durham Region Emergency Management Office / Provincial Emergency Management Agency to provide documentation to the Provincial Emergency Management Agency/Insurance position for Provincial Emergency Management Agency Disaster Public Assistance Program applications. |
| 3. Assist and participate in post-incident debriefing meetings. |

EOC Support Staff

Checklist 5
Emergency Operations Centre Support Staff and Scribe
Primary Responsibilities
<ul style="list-style-type: none"> • Set up and administer the EOC facility. • Support the EOC Management Group and staff in the operation of the EOC.
Actions
1. When notified of the activation of the EOC, refer to Appendix C and set up the facility for operation.
2. Assist staff with setting up their positions. Keep track of EOC activities and facilitate the exchange of information between groups and staff.
3. Provide ongoing support to the EOC Management Group, EOC Incident Commander and EOC Section Chiefs to facilitate EOC briefings and operations.
4. Maintain EOC roster and EOC master log of activities in EOC facility. (Appendix C.5 and C.6)
Deactivation and Recovery
1. Shut down the EOC and forward logs and reports to the Situation Unit position for documentation.
2. Participate in the post-incident debriefing meeting as directed by the EOC Incident Commander.

Checklist 6
Liaison Officer
Primary Responsibilities
<ul style="list-style-type: none"> • Initiate and maintain contact with the City of Oshawa, Town of Whitby, Durham Region and other external organizations and EOCs. • Assist with relaying essential information and/or receiving status reports as requested by the EOC Incident Commander and EOC Management Group.
Actions
4. Report to the EOC.
5. As directed by the EOC Incident Commander and EOC Management Group, contact: <ul style="list-style-type: none"> • City of Oshawa • Town of Whitby • Durham Region Emergency Operations Centre (DEMO) • Province of Ontario Emergency Operations Centre (PEOC) • Other organizations and agencies (e.g. Emergency Services)
6. Relay reports of buildings and systems status to the Operations Section Chief and others in the EOC who need to know the information.
7. As directed by the EOC Incident Commander and EOC Management Group, support the Public Information Officer's dissemination of information.
Deactivation and Recovery
3. Support transition to recovery by communicating and co-ordinating with Unit Response Centres and key staff with outside agencies.
4. Participate in the post-incident debriefing meeting as directed by the EOC Incident Commander.

Checklist 7
Public Information Officer
Primary Responsibilities
<ul style="list-style-type: none"> • Develop messages for all groups of the DC/Ontario Tech emergency response system; Emergency Control Group; EOC Management Group, EOC Staff and Liaison Officer. • Serve as the EOC point of contact for media and serve as the official DC/Ontario Tech spokesperson. • Collect, prepare and disseminate information to DC/Ontario Tech constituencies (students, faculty, staff, affiliates, parents), the news media and the public. • Organize news conferences and select appropriate staff as needed to respond to specific requests. • Participate in joint news releases and news conferences with other agencies, as appropriate. • Assist with dissemination of information in regard to resumption of normal operations.
Actions
1. Report to the EOC and arrange for establishment of media centre, if needed. Activate staff needed for emergency communications and media relations. Assess viability of communication channels.
2. Gather information from the EOC Management Group and attend EOC briefings and Emergency Control Group meetings for additional information.
3. Obtain decision/approval to implement immediate emergency notification (emergency text message, email message, home page alert and emergency media contacts) and approval of that message(s). Contact Information Technology to have emergency message recorded and send voicemail message to DC/Ontario Tech-enabled phones, if needed.
4. Obtain approval from EOC Incident Commander for dissemination of additional breaking information via news releases and other standard methods, including news conferences and interviews. Notify media of location of media centre, if available. Monitor media sources and correct misinformation when needed.
5. Co-ordinate with Liaison Officer so that assisting agencies receive DC's/Ontario Tech's publicly released information and deliver a consistent message regarding DC/Ontario Tech.
6. Co-ordinate with EOC Incident Commander regarding news media access to incident areas.
Deactivation and Recovery
1. Support the Recovery Group with a communications plan to disseminate information regarding: <ul style="list-style-type: none"> • Resumption of academic programs and classes • Resumption of research programs • Work locations (if changed)

- Status of DC/Ontario Tech business departments
- Letters and communications to key constituents and stakeholders in DC/Ontario Tech programs

2. Participate in the post-incident debriefing meeting as directed by the EOC Incident Commander.

Checklist 8
Safety Officer (as assigned)
Primary Responsibilities
<ul style="list-style-type: none"> • Ensure that buildings or facilities used to support the EOC are in a safe operating condition. • Monitor operational procedures and activities in the EOC to ensure they are being conducted in a safe manner considering the existing situation and conditions. • Stop or modify all unsafe operations outside the scope of the EOC Incident Action Plan, notifying the EOC Incident Commander of actions taken.
Actions
1. Report to the EOC and establish communication with the EOC Incident Commander.
2. Tour the entire EOC facility and evaluate conditions; advise the EOC Incident Commander of any conditions and actions that might result in liability (unsafe layout or equipment setup, etc.).
3. Study the EOC facility and document the locations of all fire extinguishers, emergency pull stations, and evacuation routes and exits.
4. Be familiar with particularly hazardous conditions in the facility; act when necessary.
5. Prepare and present safety briefings for the EOC Incident Commander, EOC Management Group and General Staff.
6. Ensure the EOC facility is free from any environmental threats, e.g. radiation exposure, air purity, water quality, etc.
7. Keep the EOC Incident Commander advised of unsafe conditions; take action when necessary.
8. Co-ordinate with the Finance/Administration Section in preparing any personnel injury claims or records necessary for proper case evaluation and closure.
Deactivation and Recovery
1. Participate in the post-incident debriefing meeting as directed by the EOC Incident Commander.

Checklist 9
Operations Section Chief
Primary Responsibilities
<ul style="list-style-type: none"> • Provide overall co-ordination of DC/Ontario Tech emergency operations. • Lead the Operations Section in the development and implementation of the EOC Incident Action Plan, establishing priorities and strategies. • Relay information to other Section Chiefs in the EOC and participate in the EOC Management Group’s regular update sessions. • Support mutual aid and resource allocation requests, as needed (i.e. not handled by standard mutual aid channels).
Actions
<p>1. Report to the EOC. Based upon the incident, any of the following will likely fill the position of Operations Section Chief:</p> <ul style="list-style-type: none"> • Director of OCS/Chief of Police – criminal incidents, civil disturbances, etc. • Director of Environment, Health and Safety – hazardous material release, etc. • Director of Student Health Services – public health emergencies, etc. • Vice-President/Director of Facilities Services – building system failures, roads, etc. <p>This is not an inclusive list. The position of Operations Section Chief will be assigned by the EOC Incident Commander based on the nature of the incident.</p>
<p>2. Assign a staff assistant to maintain a current log of activities throughout the emergency and act as a runner for the Operations Section Chief during the activation.</p>
<p>3. Activate necessary Operations Functions as defined in Table 2-B, Section 2 – Pages 5 and 6.</p>
<p>4. Lead the Operations Section in establishing DC/Ontario Tech priorities, current actions and next steps. Produce the EOC Incident Action Plan and forward to the EOC Incident Commander for approval.</p>

5. With the EOC Management Group, evaluate the Incident Action Plan to ensure the overall plan is consistent with DC's/Ontario Tech's priorities.

Pre-identified priorities (these may not be in prioritized order, depending on the situation and conditions of the emergency):

- Life safety - protection of lives and care of the injured.
- Restoration of critical utilities.
- Containment of hazards - protection of DC/Ontario Tech staff and the public.
- Care and support to affected people including students, employees, visitors and responders.
- Critical research facilities.
- Protection of property and environment from further damage.
- Communication to staff, students, responders and affected people.
- Restoration of networks and information systems.
- Protection of critical research project operations and records.
- Prevention of loss and damage to high value assets.
- Cleanup and occupancy of buildings.
- Restoration and resumption of DC/Ontario Tech business and program.

Checklist 9 - Continued
Operations Section Chief
Actions—Continued
6. Ensure the Incident Action Plan is understood by each Operations Section member in the EOC and communicated to the Unit Response Centres. Each Unit Response Centre will need to report back to the Operations Section Chief with their implementation plan and needs and keep the EOC updated on operations.
7. Co-ordinate and communicate the Incident Action Plan to the EOC Incident Commander and provide updates.
8. Lead the Operations Section to utilize DC/Ontario Tech resources in order to control the emergency and restore essential services.
9. If DC/Ontario Tech resources are not sufficient, determine the need for mutual aid requests. For all types of mutual aid requests, forward to the EOC Incident Commander for authorization and follow through with the Logistics Section Chief.
10. Continue to lead the Operations Section to analyze the situation and identify anticipated needs, anticipated recovery operations, areas of support, and other contingencies to control and contain the emergency.
Deactivation and Recovery
1. Plan for the transition of operations to DC/Ontario Tech department management.
2. Provide necessary documentation to appropriate parties for financial reimbursement.
3. Participate in the EOC's post-incident debriefing meeting to identify areas of improvement for the EOC's operations and co-ordination of field emergency operations.

Checklist 10
Office of Campus Safety (OCS)
Primary Responsibilities
<ul style="list-style-type: none"> • Co-ordinate between the Office of Campus Safety (OCS) Incident Command Post and the EOC. • Communicate with the Office of Campus Safety (OCS) Incident Commanders, as needed. • Provide law enforcement analysis and intelligence to the Operations Section Incident Action Plan. • Communicate EOC priorities and operational information to the Office of Campus Safety (OCS) Incident Command Post. • Provide back-up to the Operations Section Chief.
Actions
<p>1. Report to the EOC. Establish communication with the OCS Incident Command Post. Provide a report on the OCS operations indicating where resources are deployed and how many units are available.</p>
<p>2. Based on the Operations Section Action Plan, co-ordinate with the OCS Incident Command Post on how resources will be assigned and who will be in charge of incidents on campus. Determine if the EOC and Operations Section Chief should be in direct communication with Incident Commanders/Operations Section Chief. If so, establish radio contact with the Office of Campus Safety (OCS) Incident Commander(s).</p>
<p>3. As the OCS representative on the Operations Section, provide action plan(s) to include:</p> <ul style="list-style-type: none"> • Search and rescue of trapped victims • Large structural fires (May be necessary to request a Fire Department Liaison) • Law enforcement and crime investigation • Security and individual protection • Evacuation or relocation • Traffic control, access and egress • Support to other operations <p>Co-ordinate the details of these plans and tasks with the OCS Incident Command Post and incorporate into the EOC Incident Action Plan. Provide ongoing communication and co-ordination between the OCS Incident Command Post and the EOC.</p>
<p>4. During large-scale events involving a large population on campus, review traffic issues and immediate concerns that can impede emergency operations. Anticipate the need for an overall traffic control plan.</p>

5. If the emergency involves fatalities, ensure the OCS is handling all arrangements on-site and with the Regional/Provincial Medical Examiner's office.

6. Provide backup to the Operations Section Chief, as requested.

Deactivation and Recovery

1. Participate in the EOC's post-incident debriefing meeting to identify areas of improvements for the EOC's operations and co-ordination of field emergency operations.

Checklist 11
Facilities Services
Primary Responsibilities
<ul style="list-style-type: none"> • Co-ordinate between Facilities Services and the EOC. • Provide facility services analysis and intelligence to the EOC Incident Action Plan for buildings, utilities, roadways and grounds. • Communicate EOC priorities and operational information to Facilities Services . • Co-ordinate with Critical Research Facilities for emergency operations in buildings containing critical research. • Work with Design and Construction Management to survey damage and inspect structures to determine whether it is safe to proceed with restoration and recovery. • Communicate messages from the Building Co-ordinators.
Actions
1. When aware of or notified that DC/Ontario Tech is responding to a large emergency or crisis, contact the Office of Campus Safety (OCS) and/or the EOC to confirm the activation of the Operations Section.
2. Report to the EOC. Establish communication with Facilities Services. Provide a report on operations; known status of building services and utilities, condition of roadways and grounds, and other damage and operational information; and whether the incident or damage is limited to only one building or involves utilities (i.e. power outage).
3. As the Facilities Services representative on the Operations Group, provide action plan(s) to include: <ul style="list-style-type: none"> • Status and restoration of utilities on campus. • General status of buildings and building control systems including heating, ventilation and air-conditioning. • General status of roadways and access. • Plan for restoring utilities and services.
4. Work with the Environment, Health and Safety representative in the EOC to analyze and determine the overall hazards and priorities in the buildings. Support the development of the Operations Section Incident Action Plan with co-ordinated strategies to contain hazards and restore services.
5. If the primary area of damage is a building that houses critical research, work closely with the Critical Research Facilities representative to prioritize operations and contain hazardous conditions (e.g. nuclear). Co-ordinate and communicate with Facilities Services to ensure the field teams are working together on responding to the building.
6. In support of EOC actions and communications, provide messages and information to Facilities Services to be disseminated to the Building Co-ordinators. Building Co-ordinators may also provide status reports and additional information to Facilities Services that is needed in the EOC.

7. Co-ordinate the details of these plans and tasks with Facilities Services and incorporate into the Operations Section Incident Action Plan. Provide ongoing communication and co-ordination between Facilities Services and the EOC.

Deactivation and Recovery

1. Participate in the EOC's post-incident debriefing meeting to identify areas of improvement for the Emergency Operations Centre's operations and co-ordination of field emergency operations.

Checklist 17
Computing (Information Technology)(ITS)
Primary Responsibilities
<ul style="list-style-type: none"> • Co-ordinate between the Computing Unit Response Centre and the EOC for the central data and computing network services. • Plan for and establish alternative/emergency computing and data support of the EOC and critical DC/Ontario Tech business operations. • Provide status on network and computing services for the campus.
Actions
1. When aware of or notified that DC/Ontario Tech is responding to a large emergency or crisis, contact the OCS and/or the EOC to confirm the activation of the Operations Section.
2. Report to the EOC, establish communication with the Computing Unit Response Centre and provide a report of the status of campus network and computing operations.
3. Working with the Operations Section, plan for repair and restoration of services. If hot site services will be used, notify the EOC and provide information on how and when the computing operations will be restored. If services will not be available for an extended time, work with the Public Information Officer to inform DC/Ontario Tech populations.
4. Initiate off-site systems and data protocols as indicated by the emergency.
5. Provide support to EOC and critical DC/Ontario Tech business operations with emergency services for critical systems. If emergency contract services are needed, co-ordinate with the Logistics Section to arrange emergency contracts and agreements for service.
6. Co-ordinate the details of these plans and tasks with the Computing Unit Response Centre and incorporate into the EOC Incident Action Plan. Provide ongoing communication and co-ordination between the Information Technology Unit Response Centre and the EOC.
Deactivation and Recovery
1. Initiate normal operations/systems recovery per protocol.
2. Participate in the EOC's post-incident debriefing meeting to identify areas of improvement for the EOC's operations and co-ordination of field emergency operations.

Checklist 18
Student Care
Primary Responsibilities
<ul style="list-style-type: none"> • Manage DC/Ontario Tech large group care operations. • Provide temporary shelter (overnight or for several days). • Provide support for large group off-campus evacuation. • Provide immediate crisis counseling. • Set up a message centre for those in the shelter. • Co-ordinate between the Student Affairs and the EOC for student care and welfare services. • Plan for emergency housing and food services for students. • Plan for the messages and information to families of students in co-ordination with the Public Information Officer.
Actions
<ol style="list-style-type: none"> 1. When aware of or notified that DC/Ontario Tech is responding to a large emergency or crisis, contact the Office of Campus Safety (OCS) and/or the EOC to confirm the activation of the Operations Section.
<ol style="list-style-type: none"> 2. Report to the EOC. Establish communication with the Student Affairs. Check with the Operations Section Chief to determine if care and shelter area(s) need to be established for: <ul style="list-style-type: none"> • Students • Building evacuees • Stranded employees and staff • Field personnel • Evacuees from the community (mutual assistance)
<ol style="list-style-type: none"> 3. Determine immediate needs for the groups of people on site. Co-ordinate with medical triage/first aid (e.g. Campus Emergency Response Team) for immediate medical and other urgent care for evacuees.
<ol style="list-style-type: none"> 4. Identify potential sites to set up shelter areas. Ensure that buildings have been inspected and are safe for occupancy.
<ol style="list-style-type: none"> 5. If directed by the Operations Section Chief, set up one or more care and shelter areas on campus. Initial shelters may be for students and employees who are evacuated from buildings, children from child-care centres who have been evacuated, and others who may have become separated from their companions. <p><i>Note: These shelters may be temporary and include: First Aid and Triage Screening Area, Medical Transportation Staging Area, Message Centre.</i></p>

6. Determine the number of staff that will be needed to manage each shelter site. Request volunteers through the Logistics Section.

7. Make a list of items that will be needed for each shelter to become fully operational. Forward the list to the Operations Section Chief and co-ordinate with the Logistics Section Chief to provide estimates of supplies currently available on campus and supplies that will need to be purchased. Provide the estimates, including costs, to the Operations Section Chief for final approval before establishing longer-term shelters.

Checklist 18 - Continued
Student Care
Actions - Continued
<p>8. If the DC/Ontario Tech campus has been asked to provide a public shelter under the management of the Canadian Red Cross/Durham Region, DC/Ontario Tech will need to provide a facility with support services of power and water utilities and sanitation. The public shelter may also request extra patrol and security from DC/Ontario Tech. Co-ordinate the setup of the Red Cross shelter with the Operations Section. Determine if there are additional needs to provide support. Determine a shut-down time for the public shelter, which may be based on the resumption of DC/Ontario Tech operations. Co-ordinate the shut-down of the public shelter with the Operations Section Chief and the EOC Management Groups who may need to co-ordinate with the City of Oshawa, Town of Whitby and Durham Region. ***EMERGENCY RECEPTION CENTRE***</p>
<p>9. Determine immediate needs for students based on the nature and duration of the emergency.</p>
<p>10. Co-ordinate the plan for providing emergency housing services to students with the Operations Section members. For service requests and needs not available from the Student Affairs Unit Response Centre, co-ordinate emergency procurement with the Logistics Section Chief.</p>
<p>11. Provide information to the Public Information Officer regarding how families can find out the status of their students.</p>
<p>12. If additional counseling services are needed, co-ordinate requests with the Logistics Section Chief. Services may be co-located with care and shelter operations, as available.</p>
<p>13. Continue to represent Student Affairs in the EOC as long as co-ordination is needed during the emergency.</p>
<p>14. Co-ordinate with the Operations Section Chief to define a policy for shelter operations, based on the nature of the situation and with the concurrence of the EOC Management Group, establish the following:</p> <ul style="list-style-type: none"> • Sign-in log for persons at the shelter; including date and time. • Length of time people will be sheltered. • Shelter management – DC/Ontario Tech or the Red Cross/Durham Region. • Services to be provided are food, counseling, transportation, etc. • Release policy (i.e. individual initiative - no controls, release sign-out log, etc.). • Policy regarding non-campus persons in shelters. • Policy regarding mutual assistance (whether it will be provided). • Information to be released to the news media. • Maximum budget.
Deactivation and Recovery

1. Participate in the Operations Section in post-incident debriefing meetings to identify areas of improvement for EOC operations and co-ordination of field emergency operations.

Checklist 19
Planning Section Chief
Primary Responsibilities
<ul style="list-style-type: none"> • Manage the collection, documentation, evaluation, analysis and maintenance of information relating to the emergency. • Manage Situation Unit. • Plan for ongoing support of incident operations. • Plan for ongoing continuity of DC/Ontario Tech operations. • Plan for the reoccupation of DC/Ontario Tech buildings and facilities. • Support Public Information Officer with information.
Actions
1. When aware of or notified that DC/Ontario Tech is responding to a large emergency or crisis, contact the Office of Campus Safety (OCS) and/or the EOC to confirm the activation of the Planning Section.
2. Maintain a current log of activities throughout the emergency.
3. Provide analysis and recommendations to the EOC Management Group and the Operations Section Chief for ongoing operations. Determine primary needs, operational objectives for emergency operations, status of resources and capability for sustained operations and recovery, and primary issues involved in restoring normal operations. Plan and estimate the transition to normal operations and programs. Include forecasts of weather and the impact of regional issues including utilities, transportation, safety, restricted access, scarce resources and the ability of DC/Ontario Tech to re-occupy essential buildings and restore essential services. Provide updates to this analysis as conditions change and the emergency subsides.
4. Ensure the Situation Unit position is filled.
5. Provide a general report on the status of buildings and facilities.
6. Co-ordinate with the Operations Section Chief for the needs of the Incident Action Plan.
6. Monitor DC/Ontario Tech operations.
Deactivation and Recovery
1. Plan for the transition of affected areas back to DC/Ontario Tech department management.
2. Provide documentation to the Finance and Administration Section Chief for Insurance/Provincial Emergency Management Agency/Risk Management Disaster Assistance Program applications.

3. Be prepared to continue to provide support and updates to the recovery plan throughout the recovery phase.

4. Participate in the EOC's post-incident debriefing meeting to identify areas of improvement for the EOC's operations and co-ordination of field emergency operations.

Checklist 22

Logistics Section Chief

Primary Responsibilities

- Co-ordinate and manage the procurement, delivery, distribution, and tracking of DC/Ontario Tech emergency resources and support for the emergency operation, including:
 - DC/Ontario Tech supplies, equipment, materials and services.
 - Contracted services.
 - Transportation services.
 - Volunteers and human resources management.
 - Emergency support for staff and DC/Ontario Tech shelter sites.
- Co-ordinate with the Operations Section Chief in the planning for, anticipation of and pre-staging of critical services and resources during emergency operations.
- Support the Finance and Administration Section's emergency accounting and documentation process.

Actions

1. When aware of or notified that DC/Ontario Tech is responding to a large emergency or crisis, contact the OCS and/or the EOC to confirm the activation of the Logistics Section.
2. If activated, report to the EOC and sign in with the EOC Support Staff. Immediately get a report on emergency conditions and situations. Maintain a current log of activities throughout the emergency.
3. Work with the Logistics Section members to assess the damage, impacts and operation to identify the potential need for resources – both immediate and in the recovery period. Request a general inventory of available resources at DC/Ontario Tech. This includes fuel, food, personnel, equipment, vehicles, maintenance and services supplies, and any other services. Identify key resources that may need to be procured and plan for all logistics required with procuring and delivering supplies and services. Work with the Unit Response Centres to access resources and support services for the emergency and recovery operations.
4. Activate the emergency purchasing process to procure resources. Work with the Finance and Administration Section to ensure appropriate accounting processes. Confer as needed with the other EOC groups to establish vendor selection criteria and processes. Existing listings of pre-qualified vendors may fulfil this requirement.
5. Contact the Operations Section Chief and Student Affairs to determine what services will be needed on campus to care for people. Estimate the support requirements and assess the capability of supplies on hand to meet the need.

6. Co-ordinate with the Operations Section Chief and determine if a shelter is to be managed by the Red Cross (e.g. reception centre) and if so, determine what services will, if any, be provided by DC/Ontario Tech. If the shelter service is open to the public and is completely managed by the Red Cross, it may be necessary to work closely with the Durham Region Emergency Operations Centre to co-ordinate support operations.

Checklist 22 - Continued

Logistics Section Chief

Actions—Continued

7. If staff resources will be needed to augment the emergency operations, establish a volunteer recruitment and assignment process. Have the Human Resources function co-ordinate with the following Unit Response Centres:

- Human Resources
- Critical Research Facilities
- Student Affairs

Establish a central location for the co-ordination and deployment of volunteers.

8. For any operations involved in the evacuation and movement of large groups of people, work closely with the Operations Section Chief to support all aspects of evacuating people, including:

- Emergency transportation.
- Delivery point.
- Temporary shelter and care needs.
- Food, water and sanitation support.
- Reuniting and notification for families.
- Crisis counseling.
- Security.

9. If mutual aid resources are requested and DC/Ontario Tech will be providing mutual aid to another agency, ensure the following is documented by the Operations Section Chief or by the Logistics Section Chief:

- Type of mutual aid requested, including specifications for drivers, operators, fuel, power and any requirements for operation.
- Location requested.
- Name of requesting agency.
- Name and contact information for person-in-charge at the site receiving mutual aid.
- Time and duration for the provision of mutual aid.
- Personnel support available or to be provided.
- Keep track of DC/Ontario Tech resources sent to support other agencies.

10. Organize and track the utilization of DC's/Ontario Tech's major supplies, equipment and transportation. Work with the Operations Section Chief to allocate scarce resources to the highest and best priority use. If the Provincial Emergency Management Agency/Insurance function has been activated, co-ordinate the documentation of the hours and costs associated with the utilization of major resources for DC's/Ontario Tech's emergency operations. Communicate this documentation requirement to the Unit Response Centres.

Checklist 22 - Continued

Logistics Section Chief

Actions—Continued

11. Support the emergency functions that are providing shelter and rest areas for staff and other emergency workers, including the EOC staff. If the activation will be prolonged, plan for extended support services. Also, provide support and logistics to assist DC/Ontario Tech staff that may be stranded at the college or university. Assist the Operations Section Chief with services and management of care and relocation services, as requested.
12. Ensure documentation for requests, costs and procurement processes are forwarded to the Finance and Administration Section Chief.
13. Co-ordinate setup/staging of resources at each primary emergency operation site. If no resources are available to support a site, advise the Operations Section Chief. Estimate support requirements for the operation and assess the capability of supplies on hand. Develop a plan to provide support through the services of other public agencies or contracting with outside services, as needed.
14. If critical research programs or other DC/Ontario Tech business operations are to be relocated, provide logistical support, as requested.

Deactivation and Recovery

1. Assist Finance with the collection of documentation and records.
2. Oversee the transition process of transferring reports, files, claims and investigations, open contracts, purchases or other transactions to normal operations and the appropriate departments for followup, final payments, and resolution.
3. Participate in the EOC's post-incident debriefing meeting to identify areas of improvement for the EOC's operations and co-ordination of field emergency operations.

Checklist 23
Resource Procurement
Primary Responsibilities
<ul style="list-style-type: none"> • Co-ordinate and manage the procurement, delivery, distribution and tracking of DC/Ontario Tech emergency resources and support for the emergency operation, including DC/Ontario Tech supplies, equipment, materials and services. • Procure vended and contracted resources and services. • Conduct an inventory of DC's/Ontario Tech's major supplies and equipment. • Allocate DC/Ontario Tech supplies and equipment, as needed. • Provide for logistical arrangements for delivery and use of DC/Ontario Tech supplies and equipment. • Co-ordinate and support documentation of emergency procurement with the Finance and Administration Section Chief.
Actions
<p>1. When aware of or notified that DC/Ontario Tech is responding to a large emergency or crisis, contact the OCS and/or the EOC to confirm the activation of the Logistics Section.</p>
<p>2. If activated, report to the EOC and sign in with the EOC Support Staff. Immediately get a report on emergency conditions and situations. Maintain a current log of activities throughout the emergency.</p>
<p>3. Activate the Emergency Purchasing Process to procure resources and co-ordinate with the Finance and Administration Section Chief. Establish contact with the procurement personnel in the operational department(s) affected by the emergency. Determine if additional DC/Ontario Tech Purchasing Services staff is needed. Co-ordinate with the EOC to determine if the Region or Province needs to be notified. If so, determine regional department(s) to be notified. If outside resources will be needed, prepare to establish vendor selection criteria and processes. Existing listings of pre-qualified vendors may fulfil this requirement.</p>
<p>4. With the Operations Section Chief, co-ordinate damage assessment, impact and operations to identify potential need of resources – both immediate and in the recovery period. Identify the use of and need for supplies and equipment. Develop a list of needed items, and estimate location and time needed. Conduct a general inventory of available material resources at DC/Ontario Tech, including fuel, food, equipment and supplies. Work with departments and Unit Response Centres to access resources and support services for the emergency and recovery operations.</p>
<p>5. Arrange logistics for purchasing, procurement and delivery of resources. Provide as much support as possible to the emergency operations by delivering resources and taking care of associated documentation. Track the involvement of procured resources, and note when no longer needed and service provision has ceased. Ensure DC/Ontario Tech staff operators of equipment are trained in the safe use and operation of the equipment. It may be necessary to contract certified operators if DC/Ontario Tech does not have staff available.</p>

6. Ensure operational personnel track the delivery and utilization of supplies.

7. Work with the Planning Section Chief to plan for ongoing operations and extended support services. If the emergency operation phase will be prolonged, plan for the purchase of additional supplies to continue emergency support and replace used inventory.

Checklist 23 - Continued

Resource Procurement

Actions—Continued

8. If mutual aid resources are requested and DC/Ontario Tech will be providing mutual aid to another agency, as requested, document and track DC/Ontario Tech resources that are provided. Include the following:
- Type of mutual aid requested, including specifications for drivers, operators, fuel, power and any requirements for operation.
 - Location requested.
 - Name of requesting agency.
 - Name and contact information for person in charge at the site receiving mutual aid.
 - Time and duration for the provision of mutual aid.
 - Personnel support available or to be provided.

9. If the Provincial Emergency Management Agency/Insurance function has been activated, co-ordinate documentation of hours and costs associated with utilization of major resources with the Finance and Administration Section Chief. Communicate documentation requirements to the Unit Response Centres supporting the Logistics Section Chief.

10. As emergency operations subside, track the return of equipment and unused supplies to the departments and owners. Co-ordinate the return of rented and leased equipment.

Deactivation and Recovery

1. Forward information needed for Provincial Emergency Management Agency documentation to the Finance and Administration Section Chief.

2. Transition the management of contracts and services to the appropriate departments when the EOC is deactivated.

3. As requested, provide support and communication to vendors assisting with invoicing and payment procedures.

Checklist 25

Human Resources – Staff and Volunteers

Primary Responsibilities

- Maintain the general status on DC/Ontario Tech staff.
- Monitor reports of injuries and fatalities.
- Co-ordinate the deployment of volunteers from DC/Ontario Tech staff pools to assist with emergency operations.
- Handle welfare inquiries and other issues regarding the status of DC/Ontario Tech employees.

Actions

1. When aware of or notified that DC/Ontario Tech is responding to a large emergency or crisis, contact the OCS and/or EOC to confirm the activation of the Logistics Section.
2. If activated, report to the EOC and sign in with the EOC Support Staff. Immediately get a report on emergency conditions and situations. Maintain a current log of activities throughout the emergency.
3. As information regarding DC/Ontario Tech emergency operations becomes available, assess the numbers and status of employees involved in the operation and/or impacted by the disaster. Track by department, if possible.
4. If there are known employee injuries or fatalities, start case files for those employees and track their disposition. While specific information may not be available during the activation of the EOC, continue to follow up on reports of injuries and/or fatalities involving DC/Ontario Tech employees. Co-ordinate with the EOC to obtain needed reports. Protect the confidentiality of victims and injured parties as necessary during the emergency operation phase. Forward information to the Provincial Emergency Management Agency/Insurance function as available.
5. If emergency operations are extended and volunteer help is needed, establish a centre for receiving volunteers and assigning volunteers. This may be managed by the Human Resources Unit Response Centre. Work with the Public Information Officer to determine how to communicate the need for volunteer help to employees and to disseminate information on where to report. Volunteers may be needed to assist with temporary business operations, salvage operations, answering telephone inquiries and working with displaced staff at relocation areas. Track the assignment of volunteers. In co-operation with Resource Procurement Group, ensure that volunteer workers are supported with food, water and sanitation, and that they have a supervisor or co-ordinator in charge of the site operation.
6. If specialized staff resources will be needed to augment the emergency operations, assess the availability of DC/Ontario Tech staff from Unit Response Centres and departments. Additional resources may be available from the Student Affairs Unit Resource Centre or the representative of the Operations Section.
7. If temporary services are needed for skilled labor or emergency hires, work with the Resource Procurement member of the team for contracted services.
8. If DC/Ontario Tech is receiving a large volume of welfare inquiries, work with the EOC Management and Public Information Officer to establish a process for managing the inquiries.

Deactivation and Recovery

1. Forward all files and documentation to the appropriate departments when the EOC is deactivated.
2. As directed by the Logistics Section Chief, participate in the EOC's post-incident debriefing meeting to identify areas of improvement for the EOC's operations and co-ordination of field emergency operations.

Checklist 28

Finance and Administration Section Chief

Primary Responsibilities

- Produce expense and cost-summary reports of disaster-related expenses for the EOC Incident Commander and Emergency Operations Centre Management Group.
- Activate the Emergency Accounting function and Insurance/ Provincial Emergency Management Agency/Risk Management functions.
- Support the EOC Incident Commander Manager for business decisions regarding cost/ benefit of services and strategies.
- If needed, activate the documentation process for the Provincial Emergency Management Agency disaster assistance application.
- Produce summary reports on the short- and long-term financial impacts of the emergency and recommend appropriate actions.

Actions

1. When aware of or notified that DC/Ontario Tech is responding to a large emergency or crisis, contact the OCS and/or the EOC to confirm the activation of the Finance and Administration Section.
2. If activated, report to the EOC and sign in with the EOC Support Staff. Immediately get a report on emergency conditions and situations. Maintain a current log of activities throughout the emergency.
3. Activate the Emergency Accounting function and the Emergency Account System, if needed. Brief EOC on the use of accounting codes as well as the process of providing source documents for orders, invoices and receipts.
4. Assist the EOC with tracking and filing source documentation. Provide as much support as possible to other groups and functions for finance documentation.
5. If there is damage or reported injuries, activate the Insurance/Provincial Emergency Management Agency /Risk Management function, to manage the documentation process for claims and applications for reimbursement. Co-ordinate photographs and other documentation in support of anticipated Provincial Emergency Management Agency disaster assistance programs for building and facilities damage. Obtain information on injuries and casualties, which may result in case files, investigations and/or claims.
6. Working with the other Section Chiefs in the EOC, prepare summary reports on total costs and anticipated losses to programs and budgets. Provide estimates and other information, as requested by the EOC Incident Commander, on the fiscal impacts of continuing operations and strategies. If requested, provide cost-benefit information in support of the analysis of alternatives or strategies for emergency and repair operations.
7. If the information is available, provide a summary report of the estimated total cost recovery anticipated from insurance and Provincial Emergency Management Agency disaster assistance.
8. If normal DC/Ontario Tech operations will be interrupted for more than three days, provide estimates to the EOC Incident Commander of impacts to grants, program budgets, estimated loss of revenue and other budget considerations.

Deactivation and Recovery

- | |
|--|
| 1. Direct the post-emergency accounting transition to normal operations. |
| 2. Assist with preparing a summary report of the damage and incidents that occurred. |
| 3. Participate in the EOC's post-incident debriefing meeting to identify areas of improvements for the EOC's operations and co-ordination of field emergency operations. |

APPENDIX A – EMERGENCY OPERATIONS CENTRE
DC/Ontario Tech Primary and Alternative Staff Assignments and Contact List

Function or Group	Primary	1st Alternative	2nd Alternative
Emergency Control Group (EMRT)			
Emergency Control Group Liaison			
Emergency Operations Centre Incident Commander			
Emergency Operations Centre Management Group			
Emergency Operations Centre Support Staff			
Public Information Officer			
Liaison Officer			
Safety Officer	To be determined on recommendation of the Operations Section Chief	To be determined on recommendation of the Operations Section Chief	To be determined on recommendation of the Operations Section Chief
Operations Section Chief	Office of Campus Safety		

Function or Group	Primary	1st Alternative	2nd Alternative
Critical Research Facilities			
Environment, Health and Safety			
Facilities Services			
Medical Care			
Office of Campus Safety (OCS)			
Student Care			
Planning Section Chief			
Damage Assessment			
Emergency Projects			

Function or Group	Primary	1st Alternative	2nd Alternative
Logistics Section Chief			
Human Resources – Staff and Volunteers			
Resource Procurement			
Finance and Administration Section Chief			
Emergency Accounting			
Insurance/ Provincial Emergency Management Agency			

Appendix B

Emergency Operations Centre Facility

***CONTENT AVAILABLE TO EMERGENCY OPERATIONS CENTRE
PERSONNEL ONLY***

Appendix C - Emergency Operations Centre Forms

Emergency Operations Centre Activation Form								
Emergency Operations Centre Incident Commander:								
Date/Time Notified:	Notified by (Name):	Phone #:						
Emergency:	Location:							
Situation Analysis								
YES/NO	YES/NO							
<input type="checkbox"/> <input type="checkbox"/> Lives threatened?	<input type="checkbox"/> <input type="checkbox"/> Emergency services needed?							
<input type="checkbox"/> <input type="checkbox"/> People or the environment at risk?	<input type="checkbox"/> <input type="checkbox"/> Co-ordination of campus services needed?							
<input type="checkbox"/> <input type="checkbox"/> Public information needed?	<input type="checkbox"/> <input type="checkbox"/> DC/Ontario Tech programs interrupted?							
<input type="checkbox"/> <input type="checkbox"/> Property damage?	<input type="checkbox"/> <input type="checkbox"/> City, Regional aid needed?							
<p style="color: red; font-weight: bold; font-size: 1.2em;">Emergency Operations Centre Activated?</p> <p style="color: red; font-weight: bold; font-size: 1.2em;"> <input type="checkbox"/> NO <input type="checkbox"/> YES </p>	<table style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #4CAF50; color: white;"> <td style="width: 30px;"><input type="checkbox"/></td> <td style="padding: 5px;">Level 1 Emergency Incident</td> </tr> <tr style="background-color: #FFEB3B;"> <td><input type="checkbox"/></td> <td style="padding: 5px;">Level 2 Emergency Incident – Partial Activation</td> </tr> <tr style="background-color: #F44336;"> <td><input type="checkbox"/></td> <td style="padding: 5px;">Level 3 Full Emergency Operations Centre Activation</td> </tr> </table>		<input type="checkbox"/>	Level 1 Emergency Incident	<input type="checkbox"/>	Level 2 Emergency Incident – Partial Activation	<input type="checkbox"/>	Level 3 Full Emergency Operations Centre Activation
<input type="checkbox"/>	Level 1 Emergency Incident							
<input type="checkbox"/>	Level 2 Emergency Incident – Partial Activation							
<input type="checkbox"/>	Level 3 Full Emergency Operations Centre Activation							
Notify: <input type="checkbox"/> EOC Co-ordinator <input type="checkbox"/> Emergency Control Group <input type="checkbox"/> Public Information Officer <input type="checkbox"/> Support Staff								
Section Chiefs (Name and Contact Number)								
<input type="checkbox"/> Operations								
<input type="checkbox"/> Planning								
<input type="checkbox"/> Logistics								
<input type="checkbox"/> Finance and Administration								

Emergency Operations Centre Activation Form

Emergency Operations

OPERATIONS	PLANNING	LOGISTICS	FINANCE AND ADMINISTRATION
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Computing <input type="checkbox"/> Critical Research Facilities <input type="checkbox"/> Environment, Health & Safety <input type="checkbox"/> Facilities Services <input type="checkbox"/> Medical Care Public <input type="checkbox"/> Safety Office <input type="checkbox"/> Student Care <input type="checkbox"/> Student Housing <input type="checkbox"/> Telecommunication	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Design and Construction <input type="checkbox"/> Mgt. Situation Unit <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Food, Water & Sanitation <input type="checkbox"/> HR-Staff & Volunteers <input type="checkbox"/> Materials, Goods & Equip. <input type="checkbox"/> Resource Procurement <input type="checkbox"/> Capital Plng./Space Mgt. <input type="checkbox"/> Transportation. <input type="checkbox"/> Volunteer Mgt.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Emergency Accounting <input type="checkbox"/> Risk Mgt. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Location(s) and Situation Status: **Map Attached?**

Immediate Action Plan

Highest Priority/Goal for the Emergency Operations Centre:

Emergency Operations Centre Actions:

Primary Actions on Site:

Anticipated Next Steps:

Anticipated Decisions, Emergency Operations Centre Action Plan Update or Deactivation:

Date:	Time:	Decision Point:
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Attachments (please list):

Emergency Operations Centre Activation/Setup Checklist

Name:	Date:	Time:	Event:
EOC Activation Level:	<input type="checkbox"/> Level 2		<input type="checkbox"/> Level 3
<input type="checkbox"/> Set up table with sign-in sheet.		NOTES:	
<input type="checkbox"/> Post EOC Signs.			
<input type="checkbox"/> Notify Information Technology and the Office of Public Safety dispatch that the EOC is activating.			
<input type="checkbox"/> Telephones operational and tested.			
<input type="checkbox"/> Cellular phones operational and tested.			
<input type="checkbox"/> Radio(s) operational and tested.			
<input type="checkbox"/> Computers operational.			
<input type="checkbox"/> Fax operational and tested.			
<input type="checkbox"/> Copier operational and tested.			
<input type="checkbox"/> Arrange chairs and/or tables, as necessary.			
<input type="checkbox"/> Open doors for ventilation (if needed).			
<input type="checkbox"/> Emergency power available (if needed).			
<input type="checkbox"/>			
<input type="checkbox"/> SET UP SITUATION UNIT:			
<input type="checkbox"/> CAMPUS MAPS			
<input type="checkbox"/> MESSAGE BOARD			
<input type="checkbox"/> POSTING BOARD			
<input type="checkbox"/> EVENT LOG			
<input type="checkbox"/> OTHER DISPLAYS			
DATE: _____ TIME: _____		PAGE _____ OF _____	

EMERGENCY OPERATIONS CENTRE ROSTER

Please Sign In and Out

Date/Time In	Name	Department/Agency	Date/Time Out

PAGE _____ OF _____

EVENT: _____

EOC MASTER LOG

Record Major Events/Decisions/Messages

Forward copies of this log to Situation Unit and/or the EOC Incident Commander.

Date/Time	Message/Event	Staff

PAGE _____ OF _____

EVENT: _____

Date			
Operational Period			
Primary Problem or Incident			
Highest Priorities or Operational Objectives			
Strategic Actions			
Strategy:			
Group or Position:			
ACTION	LEAD	TASKS/STEPS	RESOURCES NEEDED
Strategy:			
Group or Position:			
ACTION	LEAD	TASKS/STEPS	RESOURCES NEEDED
Prepared By:	Approved By:	Date:	
Time:			

DC/Ontario Tech – Emergency Operations Centre Situation Report

Situation Report #		
Primary Problem or Incident Name		
Highest Priorities or Operational Objectives		
Group or Position:		
Current Situation:		
Prepared By:		
Prepared By:	Approved By:	Date and Time Prepared:

EOC - Message Form			
Date:	Time:	<input type="checkbox"/> AM <input type="checkbox"/> PM	Priority Level: <ul style="list-style-type: none"> ① Urgent/Critical ② Important ③ Information
From:		Phone Number:	
To:		Phone Number:	
<u>Problem/Issue/Information Item:</u>			
<u>Assign to Section Chief for Action/Information:</u>			
<input type="checkbox"/> OPERATIONS <input type="checkbox"/> Critical Research Facilities <input type="checkbox"/> Computing <input type="checkbox"/> Environment, Health and Safety <input type="checkbox"/> Facilities Services <input type="checkbox"/> Medical Care <input type="checkbox"/> Office of Public Safety <input type="checkbox"/> Student Care <input type="checkbox"/> Student Housing <input type="checkbox"/> Telecommunications <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> PLANNING <input type="checkbox"/> Design and Const. Mgt <input type="checkbox"/> Situation Unit <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> LOGISTICS <input type="checkbox"/> Food, Water and Sanitation <input type="checkbox"/> HR – Volunteer Management <input type="checkbox"/> Resource Procurement <input type="checkbox"/> Capital Planning/Space Management <input type="checkbox"/> Transportation Services, Vehicles <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> FINANCE & ADMIN. <input type="checkbox"/> Emergency Accounting <input type="checkbox"/> Risk Management <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Action Taken/Reply:

Check here to post on Status Board.

APPENDIX D

TRAINING, DRILLS AND EXERCISES (EXAMPLE)

Date(s) / Time	Event/Activity	Location	Areas Tested
January 24, 2024 8 a.m. to noon	EOC Management Training (IMS 200)		EOC Functions
January 25, 2024 1 to 5 p.m.	EOC Management Training (IMS 200)		EOC Functions
July 31, 2022 8 a.m. to noon	EOC Management Training		EOC Functions
July 31, 2022 1 to 5 p.m.	EOC Management Training		EOC Functions
August 1, 2022 8 a.m. to noon	EOC Management Training		EOC Functions
September 25, 2022 8 a.m. to noon	Early Autumn EOC Tabletop Exercise		All EOC functions
October 2, 2022 8 a.m. to noon	IMS-100 – Incident Management System: An Introduction		N/A
October 2, 2022 1 to 5 p.m.	IMS-100 – Incident Management System: An Introduction		N/A
October 9, 2022 8 a.m. to noon	IMS-100 – Incident Management System: An Introduction		N/A
October 9, 2022 1 to 5 p.m.	IMS-100 – Incident Management System: An Introduction		N/A

October 10, 2022 8 a.m. to noon	IMS-100 – Incident Management System: An Introduction		N/A
November 25, 2022 8 a.m. to noon	IMS-100 – Incident Management System: An Introduction	Instruction Lab	N/A
November 25, 2022 1 to 5 p.m.	IMS-200 – Basic Incident Management	Instruction Lab	N/A

Appendix E

Key Emergency Contact Telephone Numbers

CONTENT AVAILABLE TO EOC PERSONNEL ONLY

Appendix F

The Durham College and Ontario Tech University

◆ **EOC**

Contents available to EOC Personnel ONLY

Annex 1

(Reserved)

Annex 2

(Reserved)

Annex 3

(Reserved)

IMPORTANT NUMBERS:

EMERGENCY..... 911

NON-EMERGENCY CONTACT NUMBERS:

Office of Campus Safety (OCS) 905.721.2000 ext. 2400
DC/Ontario Tech Facilities Services..... 905.721.2000
DC/Ontario Tech Health and Safety...905.721.2000
DC/Ontario Tech Manager, Emergency Management 905.721.2000 ext. 3107
Oshawa Fire Services... 905.436.3311
Whitby Fire and Emergency Services.....905.668.3312
Region of Durham Paramedic Services.....905.665.6313
Durham Regional Police Service..... 905.579.1520
Lakeridge Health Oshawa...905.576.8711