



THE CORPORATION OF THE CITY OF BRAMPTON

BY-LAW

Number 232-2010

To Adopt an Emergency Plan for the City of Brampton and to repeal By-law 115-2004

WHEREAS the Emergency Management and Civil Protection Act, R.S.O. 1990, CHAPTER E.9, as amended requires that every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the Council of the municipality shall by By-law adopt the emergency plan;

NOW THEREFORE the Council of The Corporation of the City of Brampton ENACTS as follows:

1. That Appendix A to this By-law is hereby adopted as the emergency plan for the City of Brampton.
2. That By-law 115-2004, which adopted a previous emergency plan, is hereby repealed.

Read a first, second and third time and passed in open Council
this 23rd day of June, 2010.

Approved as to content
A. Normand, Manager, Emergency Measures
Buildings and Property Management Department

Approved as to form. JUN 15/10
--

S. Fennell, Mayor

City Clerk



BRAMPTON
Flower City

**CITY OF
BRAMPTON
EMERGENCY
PLAN**

As adopted by City Council on June 23, 2010 (By-law 232-2010)

City of Brampton Emergency Plan

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City of Brampton Emergency Plan

1.0 INTRODUCTION

1.1 BACKGROUND

As part of the “Six Pillars of the Vision for a Great City”, the City of Brampton included the objective of “developing a safe community with exceptional emergency service”. This implies that Brampton will continue to expand its emergency preparedness community programs and stand at the forefront of crisis management. The foundation of emergency preparedness for the City is the City of Brampton Emergency Plan (the Plan).

1.2 PURPOSE

The purpose of the Plan is to make provision for the extraordinary arrangements and measures that may have to be taken to safeguard the health, safety, welfare and the property of the inhabitants of the City of Brampton when faced with a large-scale emergency.

For the purpose of the Plan and in accordance with the *Emergency Management and Civil Protection Act R.S.O. 1990, Chapter E.9* (the Act), an emergency is defined as:

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

1.3 LEGISLATIVE AUTHORITY

The *Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9* (the Act) as amended provides the authority for municipalities to prepare for and respond to emergencies in order to protect public health, safety, welfare and property in Ontario communities.

Ontario Regulation 380/04 (the Regulation) effective December 31, 2004 sets the standards as of the approval of this Plan for municipal emergency management programs.

The Act requires that “*every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan*”. [Section 3(1)]

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The Act permits the Head of Council of a municipality to “*declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to laws to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.*” [Section 4(1)]

The municipal legislation under which the City of Brampton, its employees, and agents are authorized to respond to an emergency is by By-law.

1.4 POLICIES AND PROCEDURES

Details relative to the implementation of the provisions of the Plan shall be described in Standard Operating Procedures (SOPs) and other documented plans of the department(s) and agency(ies) responsible for actions to be taken during an emergency. These SOP's and documented plans shall take into consideration the business continuity aspects of government and the additional resources required for the purpose of carrying out responsibilities identified or foreseen under the Plan.

The Emergency Measures Office will be responsible to ensure that such SOPs and documented plans as may be required for implementation of this Plan are developed and maintained where such SOPs and plans concern corporate approaches and actions related to emergency management.

For the City of Brampton, SOPs and documented plans and shall be approved in accordance with the Governing Standard Operating Procedure.

1.5 PLAN MAINTENANCE

The Emergency Measures Office shall be responsible for the maintenance and distribution of the Plan.

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1.6 EMERGENCY MANAGEMENT PROGRAM COMMITTEE

The Act and related Regulation require that all municipalities have an Emergency Management Program Committee. The current terms of reference of the Brampton Emergency Management Program Committee (BEMPC) was approved by Council on August 6, 2008 under resolution C165-2008.

The Mandate of the BEMPC is:

To oversee the development of a comprehensive Emergency Management Program for the City of Brampton and to provide advice to City Council on program implementation.

The Brampton Emergency Management Program shall address continuity of operations and services and security within the Corporation of the City of Brampton together with a controlled and coordinated response to any emergency in order to protect the property, health, safety and welfare of the inhabitants, workers and visitors.

Composition of the BEMPC includes:

- Manager, Emergency Measures Office as Chair
- Emergency Measures Coordinator as alternate Chair
- City Manager or Designate as “*senior municipal official*” required by regulation
- Fire Chief or Designate
- City Clerk or Designate

Designates from the following Incident Management Sections that would be established in the Brampton Emergency Operations Center during an emergency:

- “*Operations (evacuation management)*” as determined by Commissioner, Community Services
- “*Operations (site support)*” as determined by Commissioner, Works and Transportation
- “*Planning and Assessment*” as determined by Commissioner, Planning, Design and Development and Commissioner Corporate Services
- “*Logistics and Finance*” as determined by Commissioner, Finance and Treasurer and Commissioner, Buildings and Property Management
- “*Communications*” as determined by Commissioner, Economic Development and Communications
- A Councillor, appointed as Council Liaison at the discretion of Council
- External agencies and additional City of Brampton attendees are invited as required

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2.0 DEFINITIONS AND TERMINOLOGY

2.1 BUSINESS CONTINUITY

A holistic process that identifies, prioritizes, and restores critical functions and processes required to maintain an acceptable level of service in the event of a disruption. Business continuity planning includes risk assessment, business impact analysis, plan development, testing, training, and maintenance

2.2 BUSINESS CYCLE

The cycle whereby the Municipal Control Group members meet on a regular basis to share information, identify actions, and set priorities.

2.3 CITY MANAGER

The Chief Administrative Officer of the Corporation of the City of Brampton, or in his or her absence, the Acting City Manager as determined by the City Manager's Office.

2.4 COMMAND POST

The mobile communications/central control centre where the Emergency Site Manager and Incident Commander(s) manage on-site activities and communicate with the Emergency Operations Centre and other operational communications centres.

2.5 EMERGENCY (as defined in the Act)

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

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2.6 EMERGENCY CONTROLLER

The person assigned to chair the Municipal Control Group in the event that the Plan is activated, and whose responsibilities include:

- Directing the Municipal Control Group at the Emergency Operations Centre
- Ensuring coordination of all actions that support the Emergency Site
- Ensuring coordination of all actions aimed at resolving the emergency when no specific site is involved
- Ensuring Continuity of Government measures are activated when applicable

2.7 EMERGENCY INFORMATION OFFICER (EIO)

The person designated in accordance with the Regulation to act as the primary media and public contact for the municipality in an emergency, and who shall be responsible for all media releases and public announcements during an emergency.

The Emergency Information Officer shall be a member of the Communications Team of the Municipal Control Group.

2.8 COMMUNITY EMERGENCY MANAGEMENT PROGRAM COORDINATOR (CEMC)

The person designated in accordance with the Regulation who shall co-ordinate the development and implementation of the municipality's emergency management program within the municipality and shall co-ordinate the municipality's emergency management program in so far as possible with the emergency management programs of other municipalities, or ministries of the Ontario government and of organizations outside government that are involved in emergency management.

The Brampton CEMC is the Manager, Emergency Measures Office.

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2.9 EMERGENCY MEDIA INFORMATION CENTRE

The designated location to be determined by the Emergency Information Officer (EIO) where updated media releases and press conferences are held.

2.10 EMERGENCY OPERATIONS CENTRE (EOC)

The designated area where the Municipal Control Group (MCG) assembles to direct and control all operations in support of the Emergency.

2.11 EMERGENCY MANAGEMENT PROGRAM COMMITTEE

The committee established pursuant to the Regulation to advise the Council on the development and implementation of the Municipality's emergency management program. See Section 1.6.

2.12 EMERGENCY SITE

The immediate area where an emergency is occurring.

2.13 EMERGENCY SITE MANAGER (ESM)

The most senior officer present at the Emergency Site from the lead agency responsible for the response to that particular emergency, responsible for organizing the emergency scene and coordinating the activities and resources of all agencies responding to the emergency site.

The Emergency Site Manager may draw upon the material and human resources of all emergency response agencies and if necessary, request assistance from outside these agencies.

The appointment may be confirmed or modified by the Municipal Control Group.

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2.14 EMERGENCY SITE TEAM

The persons who maintain their respective tasks at the Emergency Site under the direction of the ESM including police, fire, ambulance, medical, public works, etc.

2.15 EVACUATION CENTRE / RECEPTION CENTRE

A facility that provides temporary shelter to persons displaced by the Emergency. An evacuation centre is normally co-located with a reception centre, where evacuees are registered. Additional details of evacuation/reception centres are provided in the City of Brampton Evacuation Plan which is maintained by the Emergency Measures Office.

2.16 HEAD OF COUNCIL

The Head of Council of the City of Brampton is the Mayor, or in his or her absence, the Acting Mayor in accordance with the City's Procedure By-law.

2.17 INCIDENT COMMANDER

The designated representative for each agency involved in the emergency response on site in the emergency area, and who shall report to the Emergency Site Manager for co-ordination of activities.

2.18 INNER PERIMETER

A restricted area in the immediate vicinity of the Emergency Site as established by the Emergency Site Manager. Access to the Inner Perimeter is restricted to those essential emergency personnel actively involved in the occurrence.

2.19 MITIGATION

Actions taken pre-incident to reduce the impact of an Emergency on the community and its resources

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2.20 MUNICIPAL CONTROL GROUP (MCG)

The MCG is responsible for providing coordination of the necessary support to the Emergency Site in order to minimize the effects of the Emergency and is responsible for ensuring continuation of necessary municipal operations within the City during an Emergency.

The MCG shall direct the response of the City to an Emergency including the implementation of the Plan in accordance with the Regulation.

To meet the requirements of the Regulation, the Municipal Control Group is composed of senior officials and organized in accordance with the Incident Management System. The MCG includes all teams assembled at the Emergency Operations Centre.

2.21 ON-SITE MEDIA INFORMATION CENTRE

The location at or near the Emergency Site where the media may gather for updated media releases and press conferences, as determined by the Emergency Information Officer, in consultation with the Emergency Site Manager.

2.22 OUTER PERIMETER

A geographic area surrounding the Inner Perimeter. The area between the Inner Perimeter and Outer Perimeter will serve as a staging area for essential personnel and equipment. Access to the staging area is authorized by the Emergency Site Manager.

2.23 POST-EMERGENCY RECOVERY COMMITTEE

This committee, comprise of municipal officials and key members representing various departments, agencies, and stakeholders, to provide direction and coordinate activities addressing the recovery needs of all residents in the City.

2.24 REGIONAL CONTROL GROUP (RCG)

Under the Region of Peel Emergency Plan, the key department heads and officials at the regional and/or municipal level, including external agencies, who are responsible for coordinating all emergency response operations required to minimize the effects of an emergency on the Region of Peel.

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3.0 PLAN ACTIVATION

3.1 INCIDENT REPORTING

Citizens usually report incidents through the Fire and Emergency Services or the Police Service by calling “911”. These organizations will be among the first on scene of a potential Emergency.

3.2 PRIMARY RESPONSIBILITY

Whenever an Emergency occurs or threatens, the initial primary responsibility for providing immediate assistance and control rests with the responding public safety agency or municipal service department. A Fire and Emergency Services District Chief, a Police Duty Officer or a Public Works Manager or their designate shall personally assume control at the site of an incident or arrange for someone on-site to take charge immediately until an Emergency Site Manager, if required, is appointed.

3.3 MUTUAL AID

Whenever a situation cannot be adequately dealt with solely by the responding public safety or municipal service department or with mutual co-operation from other municipal departments, further actions may be required under the provisions of mutual aid agreements with surrounding Municipalities.

3.4 AUTHORITY FOR ACTIVATING THE EMERGENCY PLAN

The Emergency Site Manager may decide to contact the Community Emergency Management Program Coordinator (CEMC) or alternate in accordance with the Incident Reporting and Notification SOP. The CEMC, following discussion with the City Manager or alternate and subsequent approval may activate the Plan and implement the Municipal Control Group Notification depending on the nature and magnitude of the Emergency.

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3.5 MUNICIPAL CONTROL GROUP NOTIFICATION

The Municipal Control Group Notification SOP details how members of the MCG are contacted in order to report to the Emergency Operations Centre (EOC).

Possibilities include:

- A full notification where all members of the MCG are requested to report to the EOC
- A partial notification where only selected members of the MCG are requested to report to the EOC
- A standby notification where members of the MCG are contacted and instructed to stand-by for further instruction. This level may be used if there is an existing Emergency or the threat of an Emergency occurring that does not yet merit assembling team members.

3.6 EMERGENCY OPERATION CENTRE (EOC)

Where conditions indicate the need for a more permanent base of operation, the CEMC or his/her alternate will select a suitable Emergency Operations Centre (EOC). Several locations within the City shall be designated by the Corporation and equipped to serve as EOC. The choice of the EOC shall be made with consideration of the location of the Emergency Site, the requirements of the Municipal Control Group and the provisions for press conferences.

3.7 ACTION PRIOR TO THE DECLARATION OF EMERGENCY

When an Emergency exists, but has not yet been declared to exist, municipal employees are authorized to take such action(s) under this Plan as may be required to protect the lives and property of the inhabitants of the City.

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3.8 DECLARATION OF A STATE OF EMERGENCY

The official Declaration of a State of Emergency is the process defined under the Act whereby:

“ No action or other proceeding lies shall be instituted against a member of council, an employee of a municipality, an employee of a local services board, an employee of a district social services administrative board, a minister of the Crown, a public servant or any other individual acting pursuant to this Act or an order made under this Act for any act done in good faith in the exercise or performance or the intended exercise or performance of any power or duty under this Act or an order under this Act or for neglect or default in the good faith exercise or performance of such a power or duty.

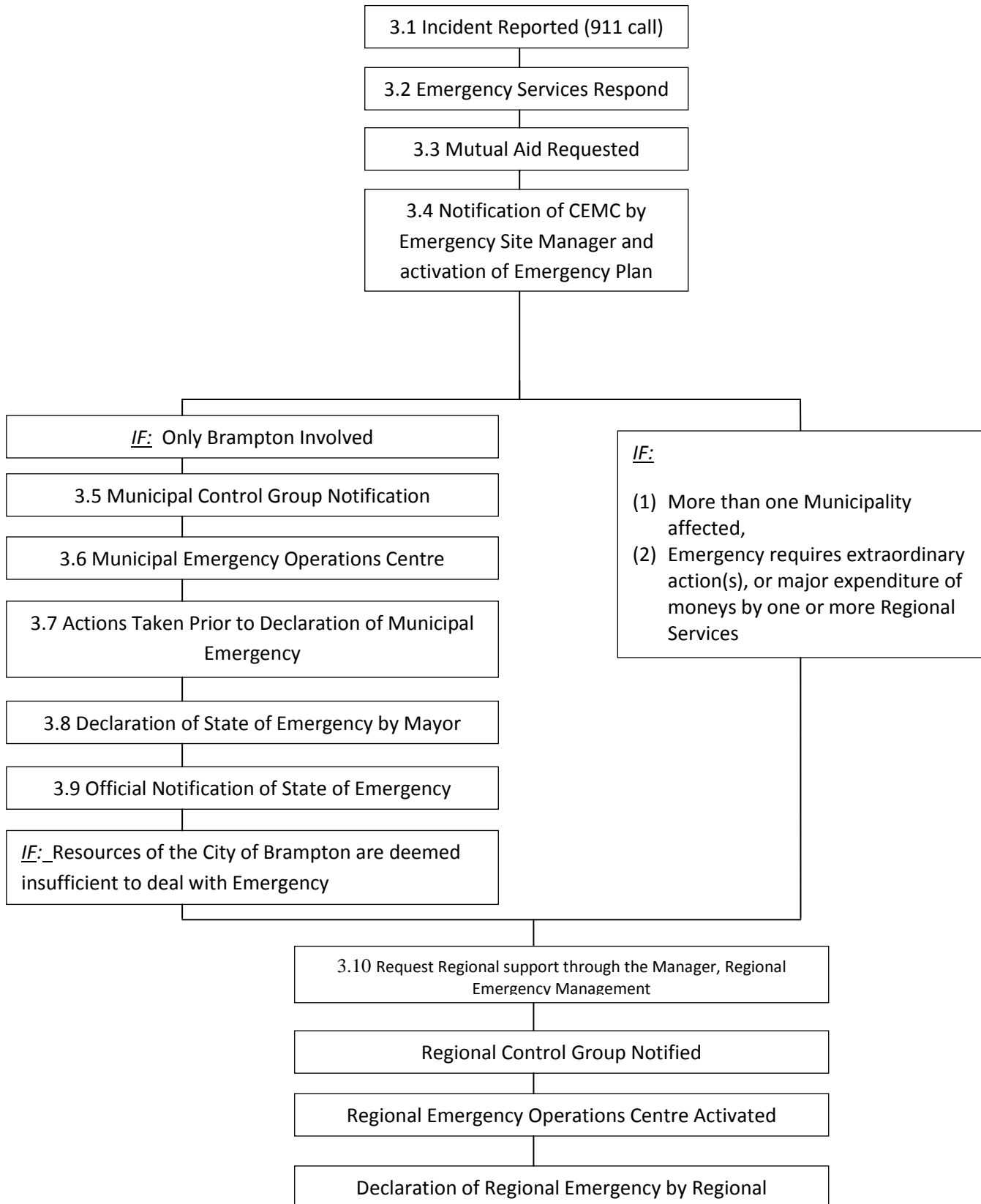
A Declaration shall be made by the Head of Council upon recommendation of the Municipal Control Group. In making its recommendation, the Municipal Control Group may consider a number of matters including the “checklist in consideration of a declaration of emergency” developed by Emergency Management Ontario.

The formal declaration results in:

- The implementation of a process to advise the public, the media and the Province that a major emergency exists and that preparation for extraordinary emergency measures are underway
- Providing that all volunteers registered with the municipality and responding to the emergency are considered as municipal employees and fall under the protection of the Act
- Providing personal protection against liability for the municipal employees, elected officials and volunteers in emergencies

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Diagram 3.8 – Steps leading to the Declaration of an Emergency



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3.9 OFFICIAL NOTIFICATION OF STATE OF EMERGENCY

The Declaration of a State of Emergency shall be set out in a Standard Operating Procedure of the Corporate Communications Division to ensure that the State of Emergency is immediately communicated to:

- Solicitor General of Ontario through Emergency Management Ontario
- Members of Council
- The Region of Peel Emergency Management Program Coordinator
- The neighbouring municipal officials as required
- The local Members of the Provincial Parliament as required
- The local Members of the Federal Parliament as required
- The local media as required
- The public as required

3.10 REGIONAL ASSISTANCE

When a State of Emergency declared in the City involves a large portion of the Municipality or reaches beyond the boundaries of the City of Brampton, it may become necessary to acquire the assistance of the Region of Peel, and in doing so, a Regional State of Emergency may be initiated.

The Region of Peel may provide assistance without implementing their Emergency Plan but in the event a declaration of a **Regional State of Emergency** is initiated it shall supersede the Municipal State of Emergency of the City of Brampton.

When the Premier of Ontario declares a **Provincial State of Emergency**, all Municipal and Regional services shall come under the authority of the Premier of Ontario.

Assistance from the Region of Peel or the Province may be requested at any time without the declaration of a State of Emergency.

3.11 PROVINCIAL ASSISTANCE

The Chief of Emergency Management Ontario, under the direction of the Solicitor General, is responsible for monitoring, co-ordinating and assisting in the formulation and implementation of Emergency Plans throughout Ontario.

Emergency Management Ontario in the Ministry of Community Safety and Correctional Services is specifically responsible by Order in Council *for any emergency that requires the coordination of Provincial emergency management* in the Province of Ontario.

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If locally available resources, including those that might be available from bordering municipalities and/or Regional sources, are insufficient to meet emergency requirements, then assistance may be requested from the Province. Such requests must be directed through area/region/district offices of the Provincial Ministry/Agency that normally provide services in the local area or directly through Emergency Management Ontario (EMO), a Branch of the Ministry of Community Safety and Correctional Services. EMO is charged with coordination of response and preparedness programs in Ontario.

When the Premier of Ontario declares a Provincial State of Emergency, all Municipal and Regional services shall come under the authority of the Premier of Ontario.

3.12 FEDERAL ASSISTANCE

Requests for federal assistance including support from the Department of National Defence must be made through Emergency Management Ontario.

3.13 TERMINATION OF A STATE OF EMERGENCY

The following officials may terminate the State of Emergency at any time:

- The Head of Council in consultation with the Municipal Control Group;
- The Premier of Ontario.

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4.0 EMERGENCY OPERATIONS

4.1 INTRODUCTION

This section provides a brief description of the usual roles and responsibilities assigned to key emergency response departments and agencies in responding to an emergency in the City. All City departments shall have departmental plans and SOPs that provide the details of the implementation of the roles and responsibilities described below.

4.2 EMERGENCY RESPONSE ROLES & RESPONSIBILITIES

Brampton Fire and Emergency Services

- Direct fire suppression operations and Hazardous Materials response operations
- Command and control operations at the Emergency Site as required unless the nature of the emergency is directly in the jurisdiction of another department or agency on site
- Manage search and rescue operations
- Provide advice regarding the need to evacuate buildings and areas, or the demolition of structures that present a danger
- Provide assistance to emergency response departments and agencies and be prepared to take charge or contribute to non fire suppression operations as necessary, i.e. first aid, triage, casualty collection, evacuation

Peel Regional Police

- Ensure the sealing off of area(s) of concern and dispersion of people not directly connected with the operations who by their presence are considered to be in danger or whose presence hinders in any way the efficient functioning of emergency operations
- Manage the movement of emergency vehicles to and from the site of the emergency and provide general traffic control in the area inside and adjacent to the outer perimeter
- Alert persons endangered by the emergency and co-ordinate evacuation of building or areas as required
- Assume the lead in evacuation planning within the Municipal Control Group.
- Protect life and property, and ensure the provision of law and order in the area affected by the emergency and the whole community
- Manage all activities related to the maintenance of law and order in temporary facilities, i.e., evacuation or reception centres
- Dispatch other special units as required, i.e. Bomb Disposal Unit, Hostage Unit, Marine Unit
- Advise the Coroner in the event of fatalities and perform whatever additional responsibilities may be necessary under the *Coroners Act*

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- Provide other departments and agencies with information and advice on law enforcement matters and effective use of police resources

Peel Region Paramedics Services

- Provide on-scene emergency medical services including medical aid, patient treatment/care, triage and tagging of casualties
- Coordinate ambulance movement including transportation of injured/ill to hospital(s), transportation of patients out of hospital or other special care facilities if evacuated
- Maintain listing of victims transported to hospital
- Provide/arrange for portable carrying devices for the Fire and Emergency Services to retrieve casualties inside the inner perimeter as required
- In a rescue/extrication emergency, provide advice and information as to the medical status of the casualty and ensure emergency medical care if such aid can be provided safely
- Liaise with Central Ambulance Communication Centres, Medical Director, Base Hospital, Medical Officer of Health as required
- Provide support to evacuation of people who need assistance i.e., provide ambulance transportation for unstable or ill evacuees to a suitable facility

City of Brampton Works and Transportation Department

- Provide barricades at the site of the emergency and cordon off the areas required
- Secure and contain spills of liquid and other material
- Carry out snow and debris clearing in and around the Emergency Site.
- Carry out flood emergency procedures
- Assist with traffic control, evacuation, etc., by clearing emergency routes, marking obstacles, providing road signs, etc
- Provide public transit to support emergency activities and evacuation
- Provide information and advice on engineering matters
- Maintain liaison with private utility companies (hydro, gas, telephone, etc.) and make recommendations for discontinuation of any utility, public or private, where necessary in the interest of public safety
- Provide emergency potable water supplies and sanitation facilities for the Emergency Site and the Evacuation Centre(s)
- Demolish unsafe structures if ordered by the Municipal Control Group or the Emergency Site Manager
- Co-ordinate waste handling and disposal with the Regional authorities.
- Co-ordinate water distribution and wastewater operations with the Regional authorities
- Re-establish essential services at the conclusion of an emergency
- Provide materials, supplies and equipment as required for the Emergency Site
- Provide assistance in clean-up operations and repair of damages where there is a municipal responsibility

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Region of Peel Human Services Department

- Activate the Region of Peel Human Services Emergency Plan as required
- Direct and coordinate the activities of human care delivery agencies (e.g. Red Cross, Salvation Army, St. John Ambulance)
- Determine the location of Reception and Evacuation Centre(s) in consultation with the Peel Region Police Services and the City of Brampton Municipal Control Group and arrange for opening of such Reception Centres as required
- Ensure liaison with the City Community Services Department with regards to the selection and maintenance of facilities required for evacuation purposes
- Ensure establishment and operation of Reception Centres and Evacuation Centres during evacuations and ensure full staffing of such facilities with designated volunteer agencies for the registration, feeding, clothing, care (including first aid and counselling), welfare and shelter of persons evacuated
- Provide support to and liaison with City of Brampton and human care delivery agencies to set-up and operate the Reception and Evacuation Centres
- Liaise with the Medical Officer of Health on areas of mutual concern regarding operations in Reception and Evacuation Centres
- Coordinate with Regional and Municipal departments and agencies for the lodging of persons who have lost their place of residence through an emergency
- Arrange for post-emergency critical incident stress debriefings for affected citizens and municipal emergency volunteer workers as required

Region of Peel Public Health

- Provide consultation to emergency responders and the public regarding the immediate and long-term effects of toxic gases, liquids and/or other substances, which may be present at, or emanate from the emergency site
- Arrange for mass immunisation where needed
- Arrange for testing of water supplies and, when warranted, make recommendation for arranging alternate supplies
- Ensure co-ordination of all efforts to prevent and control disease during the emergency
- Provide authoritative instructions on health and safety matters to the general public.
- Ensure liaison with the Community Care Access Centre of Peel with regards to the needs of the vulnerable population under their jurisdiction
- Ensure co-ordination of transportation, medical care and services for residents of Long Term Care Facilities, Second Level Lodging Homes, Nursing Homes, Special Care Facilities as well as bed-ridden citizens and individuals at home

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4.3 MUNICIPAL CONTROL GROUP (MCG)

The Municipal Control Group is responsible for providing coordination and organization of necessary support to the incident site in order to minimize the effects of the emergency on the City and are also responsible for ensuring continuation of necessary municipal operations within the City during an emergency.

As explained in section 3 on the activation of the Plan, the lead response agency at the Emergency Site may require additional organized and coordinated support. In such situations, municipal staff and representatives from partner agencies will assemble at the Emergency Operations Centre (EOC) for the purpose of providing emergency response support or making emergency response decisions depending on the nature and magnitude of the emergency.

The MCG must take care not to interfere with detailed control at the operational levels, as changing control during response to an incident can create unnecessary problems

On some occasions, usually limited to more complex and protracted incidents, the MCG may be established to exercise overall control.

4.4 CRISIS INTERVENTION TEAM

The Crisis Intervention Team is implemented in small-scale emergencies where the activation of the Municipal Control Group is not warranted, composed of five or six key individuals assigned to manage the support to the emergency site, eg:

- The Emergency Management Program Coordinator or his designate to act as Emergency Controller
- A representative from the lead department or agency involved in the response to the emergency to provide technical and tactical information to the group
- A representative from the Corporate Communications Division to plan and write bulletins, press releases and other communications material and also act as liaison with the Council Office
- A member of the City Clerk's Office to maintain records related to the activities
- A member of the Information Technology Division to ensure technological and telecommunications support to the Team
- Staff of municipal departments likely to be impacted by the emergency and who will help in taking appropriate actions to reduce such impact
- Other representatives from partner agencies involved in the emergency to provide advice as to the decision to be made in mitigating the situation

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4.5 EMERGENCY OPERATIONS CENTRE (EOC) ORGANIZATION AND TEAM RESPONSIBILITIES

The Municipal Control Group represents the entire staffing of the Emergency Operations Centre. In the event of a major emergency, the full MCG will assemble at the EOC.

The functions of the members of this group in keeping with the Incident Management System are subdivided into five sections with predetermined roles and responsibilities as briefly described here.

Control Team

The Control Team is responsible for decisions that give strategic direction to the overall response to the situation. In the case of a single site, decisions will tend to be in the form of commands or orders, whereas from the Control Team at the EOC, decisions will tend to relate to policy.

Emergency decision-making is often more likely to be operational in nature and the authority to command is generally delegated to the Emergency Site Manager.

When dealing with complex emergencies, multiple sites or no fixed sites, the authority of an Emergency Site Manager may be assigned to the Municipal Control Team under the direction of an Emergency Controller selected by the City Manager.

At the EOC, although decisions should generally come out of consensus, the Emergency Controller will have the final authority for policy and action decisions.

In particular, the Control Team will:

- Advise the Head of Council as to whether a Declaration of a State of Emergency is recommended
- Notify, request assistance from and/or liaise with various levels of government and any public or private agencies not under municipal control as may be required by the emergency
- Designate any area in the municipality as an emergency area
- Co-ordinate and direct agency/department service providers and ensuring that all actions taken to mitigate the emergency are conducted, and are not contrary to the law
- Mobilize any municipal personnel and equipment which is required in the emergency
- Ensure adequate emergency service provisions are maintained outside and separate from those responding at the Emergency Site
- Arrange for services and equipment from local agencies not under municipal control, i.e. private contractors, volunteer agencies, service clubs, etc
- Determine if additional volunteers are required and if appeals for volunteers are warranted

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- Determine the need to establish advisory group(s) and/or sub-committees
- Authorize expenditures of funds for implementing the Plan
- Decide to discontinue utilities or services provided by public or private concerns without reference to any consumers in the municipality when continuation of such utility or services constitutes a hazard to public safety within an emergency area
- Decide to evacuate these buildings or sections within an emergency area which are themselves considered to be dangerous or in which the occupants are considered to be in danger from some other source
- Arrange for transportation, accommodation and the provision of human needs on a temporary basis, for residents who are in need of assistance due to displacement as a result of the emergency
- Ensure that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer for dissemination to the media and public
- Advise the Head of Council when and why to terminate a Declaration of State of Emergency
- Before emergency response efforts have been completed, determine if a Post-Emergency Recovery Committee needs to be established and if so, confirm the chair and composition of that committee, along with its reporting structure
- Maintain a log outlining actions regarding the decisions made, or orders given, and submit a summary of the log to the emergency management program coordinator for reporting purposes at the end of the emergency

It is important to note that each of the members of the control team has some responsibilities that the group as a whole will not supply for them:

- Each member of the Municipal Control Team is responsible for calling out and mobilizing the emergency service, agency and equipment under their jurisdiction
- Each member of the Municipal Control Team is responsible for directing and co-ordinating their respective service and ensuring that all actions taken to mitigate the emergency are conducted, and are not contrary to the law

The Control Team membership will include but not be limited to:

- Members of the Crisis Intervention Team as described above
- Head of Council
- City Manager or designate
- Chairs of each of the other EOC teams if different than those specifically named in this list.

As well, the following may be asked to join the Control Team as required:

- Commissioners of each department involved in the emergency although a designate may be named from the department with the required authority
- Fire Chief or designate
- Regional Police Chief or designate

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- Regional Medical Officer of Health or designate
- Regional Human Services Commissioner or designate

Planning and Assessment Team

This team will assemble as part of the MCG with the specific responsibility for gathering, analysing and evaluating situation information from the emergency in order to develop recommendations on an appropriate Emergency Action Plan to be approved by the Control Team. This team also provides periodic predictions on the potential disruptions and impacts of the emergency.

In particular, this team will:

- Receive data from all possible sources (internal, partner agencies, stakeholders, media) to evaluate the situation as accurately as possible and make recommendations on courses of action to the Control Team
- Maintain maps and diagrams of the Emergency Site and the surrounding areas to enable the MCG to better understand the situation
- Maintain logs, status boards and statistical reports of the situation as it develops
- Analyse collected data to provide an assessment of the impact of the situation on the immediate surroundings of the site and on the City as a whole and provide to the Control Team
- Prepare prediction evaluation of the situation and its potential to evolve in the short-term and over the long-term for review by the Control Team
- Develop the Emergency Action Plan geared to responding to the predictions as efficiently as possible for approval by the Control Team
- Update Plans and data based on changes received

The Planning and Assessment Team members will include but not be limited to:

- A senior member of the staff of the Planning, Design and Development Department to act as co-chair of this Team
- A senior member of the staff of the Corporate Services Department to act as co-chair of this Team
- Representative(s) from the lead department or agency involved in the Emergency
- The City Clerk to maintain appropriate records, coordinate log-keeping and maintain the status board
- A representative of the Planning, Design and Development Department with access to municipal and regional maps
- A representative of the municipal Geographic Information System (GIS) section of the Information Technology Division, Finance Department, to help in maintaining digital maps and diagrams of the Emergency Site and the surroundings
- Legal representative

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As well, the following may be asked to join the Planning and Assessment Team as required:

- Other representatives of municipal departments likely to be impacted by the emergency who will help in planning appropriate actions to reduce such impact
- A representative of the Emergency Measures Office to help plan long-term coordination of the Municipal Control Group
- A representative of the Economic Development Office to evaluate economic impact of the emergency
- A representative of the Amateur Radio Emergency Services (ARES) to help in collecting data from the site and from other sources
- Technical advisers from various departments to help gather, analyse and evaluate information
- Technical advisers and/or representatives from stakeholder agencies and organizations including industry representatives, school boards, utility providers or critical infrastructure owners and tenants

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Operations Team

The Operations Team will provide minute-by-minute support to emergency responders in the field. Representatives from the Brampton Works and Transportation Department, Brampton Community Services Department, Region of Peel Human Services, Peel Regional Police, Brampton Fire and Emergency Services, Peel Regional Paramedic Services, and Region of Peel Public Health are in contact with staff in the field to ensure they have the information about the emergency, that requests for supplies, equipment, or personnel are processed, and that there is co-ordination between the agencies involved.

This team may be sub-divided into a number of sub-teams that provide support to particular aspects of the emergency as necessary

- Emergency Site Support
- Evacuation Support

The Chairs of each sub-team shall work together to ensure coordination, and sit on the Control Team as a representative of that sub-team.

In multi-site events, a sub-team may be assigned as support for each site with each team chair reporting to a centralized Operations Team

The Emergency Site Support Sub-team will:

- Ensure efficient transmission of information from the site to the EOC and vice-versa
- Transfer information received to the Planning and Assessment Team in order to prepare Emergency Action Plans and to the Communications Team in order to prepare Emergency Information Plans
- Ensure coordinated actions of all agencies involved in the emergency, either at the site or outside the perimeter
- Transmit instructions related to decisions made by the Control Team to the site and ensure compliance
- Receive requests for supplies, equipment, personnel and services from the site and take necessary actions, transferring information as required to the Logistics and Finance Team

The members of the Emergency Site Support Team will include but not be limited to:

- A senior member of the staff of the Works and Transportation Department to act as chair of this team
- Representatives from each of the emergency response departments and agencies involved in the emergency

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The following may be asked to join the Emergency Site Support Team as required:

- Representatives from utility suppliers, industry stakeholders and private organizations affected by or involved in the emergency

The Evacuation Support Sub-team, as outlined in detail in the Evacuation Plan will:

- Evaluate impact of evacuation and determine preferred locations for establishment of Reception Centres and/or Evacuation Centres
- Liaise with the proper Community Services Department authorities for the opening and maintenance of facilities selected as Reception Centres and/or Evacuation Centres
- Provide support through activities and other care at facilities for evacuees
- Ensure efficient transmission of information from the Reception Centres and/or Evacuation Centres to the MCG and vice-versa
- Transfer information received to the Planning and Assessment Team in order to prepare Emergency Action Plans and to the Communications Team to develop Emergency Information Plans
- Address coordinated actions of all agencies involved in the evacuation
- Transmit instructions related to action plans approved by the Control Team to the Reception Centres and/or Evacuation Centres and address compliance to such action plans
- Address implementation of the Emergency Action Plan developed by the Planning and Assessment Team once approved by the Control Team as it pertains to the evacuation
- Receive requests for supplies, equipment, personnel and services from the reception centres and/or shelters and take necessary action, transferring information as required to the Logistics and Finance Team

The members of the Evacuation Support Sub-team will include but not be limited to:

- A senior member of staff of the Community Services Department to act as chair
- Staff members from the Community Services Department as required
- Representatives from the emergency response departments and agencies involved in the evacuation including Peel Human Services

In extended or wide-scale emergencies, it may be valuable to establish an Off-site Impact Coordination Sub-team to provide coordination of actions not related to a particular site or to the evacuation to:

- Coordinate public health and safety initiatives and programs as required
- Coordinate initiatives and programs related to the specific impacts on the business community as required
- Ensure Continuity of Government as required
- Ensure re-establishment of critical infrastructure and essential services
- Coordinate implementation of other initiatives and programs related to specific impacts as recommended by the Planning and Assessment Team

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Logistics and Finance Team

This team is primarily responsible for locating and acquiring all the necessary personnel, equipment, and material items needed by the city to deal with the emergency. Members are responsible for the financial management of the operations, which includes tracking all expenses and preparing claims where applicable.

The Logistics and Finance Team will:

- Identify and obtain equipment, vehicles, machinery and supplies as required and as requested by the Operations Team
- Identify and mobilize personnel, volunteers and expert help as required
- Address health and safety concerns of personnel and volunteers assigned to the emergency
- Provide and install information technology and/or telecommunication equipment as requested by the Communications Team or Operations Team and required at the EOC, Reception Centre, Evacuation Centre etc.
- Locate and obtain access to any facility required for the management of the emergency
- Coordinate the contracting of any service required
- Track all expenses incurred by the emergency operations
- Prepare all financial reports on the cost of the emergency and process claims whenever applicable
- Facilitate access to Ontario disaster relief assistance program when applicable
- Coordinate with Risk Management and Insurance Section, Finance Department

The members of the Logistics and Finance Team will include but not be limited to:

- A senior member of staff of the Buildings and Property Management Department to co-chair the Team
- A senior member of staff from the Finance Department to co-chair the Team
- A representative from the Purchasing Division to coordinate acquisitions
- A representative from Information Technology Division, Finance Department (Telecommunications) to coordinate technical support
- A representative from Risk Management and Insurance Section, Finance Department to process claims
- A representative from Treasury Services Division, Finance Department to track expenses
- A representative from Human Resources Division to coordinate staff and volunteer assignment
- A representative from Health and Safety Section, Human Resources Division to address Health and Safety concerns
- A representative from Asset Management Section, Buildings and Property Management Department to locate facilities within the City as may be required

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- A representative from Fleet Services, Works and Transportation Department to source vehicles which may be requested by the Operations Team.

Communications Team

The Communication Team fills four main functions of liaison, internal communications, public inquiry and media relations, and will:

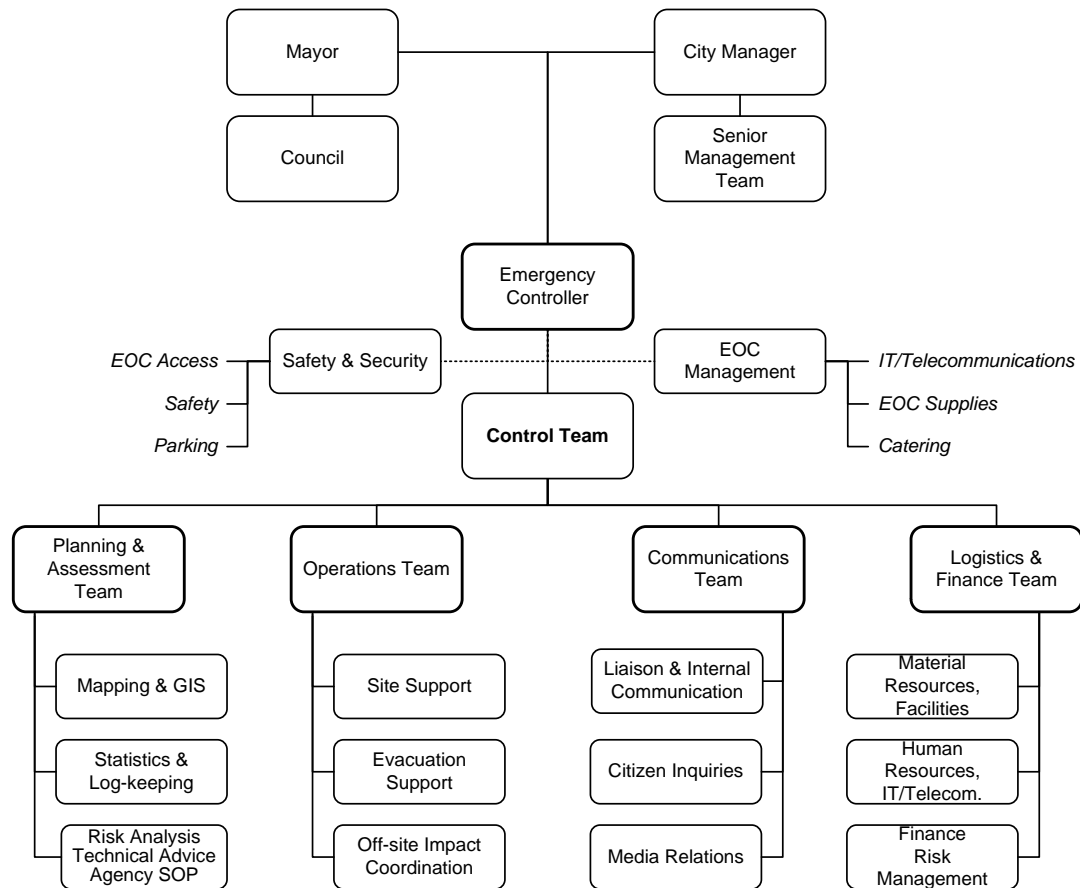
- Establish liaison with City and Regional Councillors and major stakeholders in the community
- Establish liaison with other level of governments likely to be involved or affected by the emergency including regional, provincial and adjacent municipal governments
- Develop and distribute all internal and external communications as approved by the Control Team
- Activate a Call Centre and include approved message on the emergency information line and web site
- Liaise with the media including preparation of press releases, press conferences and interviews
- Develop and implement an Emergency Information Plan for the incident to be approved by the Control Team including the dissemination of information to the general public, the public at risk, and the media
- Monitor the coverage of the emergency by the media and take appropriate corrective actions when required

The members of the Communications Team will include but not be limited to:

- A senior member of the staff of Economic Development and Communications Department to act as chair
- The Brampton Emergency Information Officer
- A representative from the Council Office to coordinate the liaison with the City and Regional Councillors
- A representative from the Webmaster to ensure proper dissemination of information from the Brampton web site
- Other staff members to handle the Call Centre responsible for citizen inquiries, the Media Relations Section of the Corporate Communications Division to host and answer request for information from members of the press, and the external communications and liaison functions

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Diagram 4.5 Municipal Control Group



4.6 EOC SUPPORT ROLES

In addition to the five sections described above, an EOC Support Team shall be mobilized *by an EOC Duty Officer* to provide:

- EOC access control including identification of members of the Municipal Control Group and their support staff as well as restriction of access to unauthorised persons
- Health, safety and security of people at the EOC
- Coordination of parking for members of the MCG and their staff at the EOC
- Information technology and telecommunications support to the MCG
- Access to Amateur Radio Emergency Services at the EOC
- Provision of supplies and equipment to the EOC
- Catering services and provision of rest areas

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The EOC Duty Officer will also be responsible for constantly evaluating the efficiency of operations within the EOC in coordinating the emergency response support. In particular, the EOC Duty Officer will assess and make recommendations to the CEMC on:

- The need to call in additional personnel or volunteers to participate in one or more of the Municipal Control Group teams
- The efficient flow of communications from one team to the other
- The efficient use of status boards, logs, maps, technology and telecommunication tools
- The need for nourishment, rest, and stress debriefing of the Municipal Control Group members
- The organization of smooth transition during change of shifts
- The lighting and other environmental concerns of the EOC facilities

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5.0 EMERGENCY RECOVERY

5.1 RECOVERY

The last phase of an emergency is the Recovery Phase. This phase focuses on procedures that will enable both the Corporation of the City of Brampton and the community to return to daily operations as soon as possible following an emergency. All City departments have a number of tasks to undertake during the Recovery Phase depending on the severity of the emergency which could consequently involve days, weeks, months, or even years.

This phase is often the most crucial and usually the most demanding in terms of human resources and material resources. Due to factors such as duration, rate of development of the situation and amount of resources needed, emergency recovery is planned with a different approach from that of the Emergency Response Plan.

The Municipal Control Group may activate the Recovery Phase once the immediate response to the emergency has been completed. It is possible to undertake emergency response and recovery measures simultaneously as it can be difficult to precisely define where one begins and where one ends. Recovery efforts may be initiated while a State of Emergency is still in effect. The task of the Municipal Control Group in this Phase of the plan is to establish the Post-Emergency Recovery Committee.

5.2 POST-EMERGENCY RECOVERY COMMITTEE

This Committee will be composed of municipal and regional officials representing legal, health, human services planning and public works service sectors. It will provide direction and coordinate activities addressing the recovery needs of the community and the Corporation.

The Committee's role will vary according to the nature and intensity of the emergency. On a short-term basis, the aim is to restore critical services to the community. On a long-term basis, this Committee will work at returning the community to as close to a post-emergency state as is feasible.

Among other tasks, the Post-Emergency Recovery Committee will be charged with coordinating resource to:

- Assess damages
- Clear debris
- Restore food supplies, shelter and utilities
- Redevelop the community
- Provide Critical Incident Stress Debriefing and Counselling

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Depending on the nature and magnitude of the emergency, this Committee may establish sub-committees to divide the tasks in three primary issues;

- Human Needs: feeding, clothing, health care, lodging and counselling
- Infrastructure Rebuilding: restoration of utilities, facilities, roads and services
- Disaster Relief: financial assistance to individuals.

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6.0 MUNICIPAL PREPAREDNESS

6.1 TRAINING AND EXERCISES

The Act requires that *“every municipality shall conduct training programs and exercises to ensure the readiness of employees of the municipality and other persons to act under the emergency plan.”*

The Municipal Emergency Management Program is mandated to include *“training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities”*.

To prepare municipal and regional staff to use the Emergency Response Plan for emergencies in Brampton, the Emergency Measures Office is responsible for the development of a comprehensive training and exercise program to be approved by the Brampton Emergency Management Program Committee (BEMPC).

The objective of the training and exercises is to ensure that City staff is able to cope effectively with any emergency situation.

Departments are also encouraged to test their departmental emergency procedures on a regular basis. The Emergency Measures Office is available to assist department in testing their plan.