



THE CORPORATION OF THE CITY OF BRAMPTON

# BY-LAW

Number 15-93

To amend By-law 51-92, being  
a by-law to formulate an  
emergency plan for the City  
of Brampton

WHEREAS By-law 51-92 was passed on the 13th day of April, 1992, under the Emergency Plans Act, RSO 1990, c.E.9, to adopt an Emergency Plan for the City of Brampton;

AND WHEREAS it is deemed appropriate to amend The Emergency Plan attached thereto as Schedule A;

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

1. That Schedule A to By-law 51-92 is hereby deleted and the attached Schedule A substitute therefor.


READ a FIRST, SECOND and THIRD TIME and PASSED in Open Council this 8th day of February, 1993.



Peter Robertson,  
Mayor



L. J. Mikulich,  
City Clerk

*Approved  
by Council  
8/2/93*  


# **City of Brampton Extraordinary Measures Plan**

## **Table of Contents**

Distribution List .....	Section 1.2.2
Definitions of Words and Phrases.....	Section 1.3
Municipal Control Group Operations .....	Part 4
Emergency Operations Control Centre .....	Section 4.10
Municipal Control Group (Duties and Responsibilities).....	Part 5
Municipal Control Group, Support Staff (Duties and Responsibilities) .....	Part 6
Emergency Site Manager .....	Section 6.10
Media and Public Information .....	Part 7
Regional, Provincial and Federal Assistance .....	Part 8

## **Appendices**

Call Out Procedures .....	Appendix A-1
Acting Mayor Directory .....	Appendix A-2
City Staff Directory .....	Appendix A-3
Vital Services Directory .....	Appendix A-4
Industry Resource Directory .....	Appendix A-5

*This page left intentionally blank*

## **SECTION 1.1 - FORWARD**

### **SUBSECTION 1.1.1. - City of Brampton Extraordinary Measures Plan**

This plan has been formulated to assign responsibilities and to guide the immediate actions of key officials in the first few critical hours after the onset of an emergency.

For this plan to be effective, it is essential that every official and Department be prepared to carry out their assigned functions and responsibilities in an emergency.

Regular exercises will be staged to ensure the arrangements embodied in this plan are kept current and that all personnel are kept familiar with its provisions. Department heads should likewise review and keep up to date with their own procedures and arrangements for responding to emergencies.

**PETER ROBERTSON,  
MAYOR**

## **SECTION 1.2 - EXTRAORDINARY MEASURES PLAN DISTRIBUTION**

**SUBSECTION 1.2.1.** - The Corporation of the City of Brampton Extraordinary Measures Plan has been distributed to key City, Regional, and Provincial personnel to ensure in the advent of a situation that requires the use of these extraordinary provisions and arrangements all shall be informed of their duties and responsibilities. The members and offices that have copies of this plan are listed in subsection 1.2.2.

### **SUBSECTION 1.2.2.**

<b>NAME</b>	<b>NUMBER OF COPIES</b>
Mayor (Brampton) .....	10
Fire Department (Brampton) .....	*
Chief Administrative Officer (Brampton) .....	*
Commissioner of Engineering (Brampton) .....	*
Regional Councillors (Brampton) .....	*
City Councillors (Brampton) .....	*
City Clerk (Brampton) .....	*
City Solicitor (Brampton) .....	*
Peel Regional Police Force .....	*
Ontario Provincial Police .....	*
Emergency Measures Office (Region of Peel) .....	*
Emergency Planning Coordinator (Ontario) .....	*
Medical Officer of Health (Region of Peel) .....	*
Commissioner of Social Services (Region of Peel) .....	*
Chairman (Region of Peel) .....	*
Chief Administrative Officer (Region of Peel) .....	*
Red Cross .....	*
Brampton Hydro Commission .....	*

## **SECTION 1.3 - DEFINITIONS OF WORDS AND PHRASES**

**SUBSECTION 1.3.1.** - The Words and Terms represented in italics in this plan have the following meanings. Definitions of words and phrases used in this plan that are not included in the list of definitions shall have the meanings which are commonly assigned to them in the context of this plan.

### **CHIEF ADMINISTRATIVE OFFICER**

means the Chief Administrative Officer or alternate of the Corporation of the City of Brampton.

### **DESIGNATED SENIOR MUNICIPAL OFFICIAL (S.M.O.)**

means a senior municipal official designated by the Mayor or Acting Mayor to participate on the *Municipal Control Group*, in place of the Mayor or Acting Mayor.

### **EMERGENCY AREA**

means the area in which the emergency exists.

### **EMERGENCY OPERATIONS CENTRE (OPSCENTRE)**

means the designated area where the M.C.G. will assemble to direct and control all operations regarding the emergency. These areas are identified in **Section 4.6.4.**

### **EMERGENCY OPERATIONS CONTROL CENTRE / MEDIA INFORMATIONCENTRE**

This centre will be located at or near the emergency operations control centre from which the media may gather for updated media releases and press conferences. This location will be determined by the major media co-ordinator.

### **EMERGENCY SITE MANAGER (E.S.M.)**

is appointed by the Mayor in consultation with the M.C.G., and is responsible for coordinating all operations with emergency response teams at the emergency site. The E.S.M. must maintain communications with the M.C.G.

### **EVACUATION CENTRE**

an *Evacuation Centre* is a facility that provides temporary care and shelter to persons displaced by the emergency. Persons may be sent to an *Evacuation Centre* after registering at a *Reception Centre*, and/or they may register at the *Evacuation Centre* directly.

### **INNER PERIMETER**

means a restricted area in the immediate vicinity of the emergency scene as established by the E.S.M.. Access to the *inner perimeter* is restricted to those essential emergency personnel actively involved in the occurrence.

## **MAYOR**

means the head of Council or alternative (Acting Mayor) of the City of Brampton.

## **MUNICIPAL CONTROL GROUP**

means the group of officials who are responsible for providing the essential services necessary to minimize the effects of the emergency on the City. The emergency response will be directed and controlled by these officials under the *S.M.O.* at the designated *Opscentre*. Members are identified by an asterisk in **Appendix A-1**.

## **OPERATIONS CONTROL GROUP**

means the group who maintains their respective tasks on the emergency site under the direction of the E.S.M. ie. police, fire, medical etc.

## **ON-SCENE MEDIA CO-ORDINATOR**

The on-scene media co-ordinator is appointed by the E.S.M. This person is responsible for co-ordinating the accurate dissemination of information to the media from the on-scene media information centre. This person will work very closely with the media co-ordinator at the EOCC to ensure that information released to the media from the scene is consistent with information being released at the EOCC media information Centre.

## **ON-SCENE MEDIA INFORMATION CENTRE**

means the location at or near the scene at which the media may gather for updated media releases and press conferences. This location will be determined by the designated on-scene media co-ordinator with the approval of the E.S.M.

## **OUTER PERIMETER**

means the geographic area surrounding the *innerperimeter*. This area will serve as a staging area for essential personnel and equipment. Access to this area is determined by the E.S.M.

## **POST-EMERGENCY RECOVERY COMMITTEE**

The Post-Emergency Recovery Committee will be composed of municipal officials representing legal, health, social planning and public works' service sectors. This committee will provide direction and co-ordinate activities addressing the recovery needs of all residents in the City of Brampton.

## **RECEPTION CENTRE**

a *Reception Centre* is a facility that is used as a short term redistribution point that receives and registers persons displaced by the emergency, reuniting them with families or dispatching them to *Evacuation Centres* or other accommodations.

## **TRIAGE**

means a system of priorities designed to maximize the number of survivors in an emergency situation. The system consists of the sorting of casualties and the allocation of medical treatment to these casualties.

## **PART 2**

### **SECTION 2.1 - INTRODUCTION**

**SUBSECTION 2.1.1.** - Emergencies are defined as situations or the threat of impending situations abnormally affecting property and the health, safety and welfare of a community, which by their nature or magnitude require a controlled and coordinated response by all agencies. These are distinct from routine operations carried out by Municipal agencies, e.g. Fire, Police or Works Department, etc.

**SUBSECTION 2.1.2.** - Legislation entitled, "An Act to Provide for the Formulation and Implementation of Emergency Plan" short title, "The Emergency Plans Act, 1983" is the primary authority enabling passage of the by-law formulation of this emergency plan which will govern the provision of necessary services during an emergency. This plan also prescribes procedures in which Municipal employees and other persons will respond to an emergency.

### **SECTION 2.2 - AIM**

**SUBSECTION 2.2.1.** - The aim of this plan is to make provision for the extraordinary arrangements and measures that may have to be taken to safe guard property, the health, safety and welfare of the persons of the City of Brampton when faced with an emergency.

### **SECTION 2.3 - POTENTIAL COMMUNITY HAZARDS**

**SUBSECTION 2.3.1.** - All of the following are considered potential community hazards within the City of Brampton and surrounding areas.

- 2.3.1.1.** - Windstorm, tornado
- 2.3.1.2.** - Road, highway or rail incident involving dangerous goods - spill, fire and/or explosion
- 2.3.1.3.** - Industrial incident involving dangerous goods - spill, fire and/or explosion
- 2.3.1.4.** - Snow/ice storm, with power outage
- 2.3.1.5.** - Heavy rain, hurricane, with flooding
- 2.3.1.6.** - Rupture of vessel or piping containing propane, chlorine, natural gas or other volatile materials under pressure
- 2.3.1.7.** - Falling aircraft
- 2.3.1.8.** - Earthquake
- 2.3.1.9.** - Civil disturbance



*This page left intentionally blank*

## **PART 3 - MUNICIPAL CONTROL GROUP / EMERGENCY OPERATIONS CONTROL GROUP**

### **SECTION 3.1 - COMPOSITION**

**SUBSECTION 3.1.1.** - Emergency operations will be directed and controlled by the elected and appointed officials listed hereunder who will assemble for this purpose at an *Emergency Operations Centre*. This group will be known as the *Municipal Control Group* and will be composed of persons listed in subsection 3.1.2.

#### **SUBSECTION 3.1.2.**

- (a) Head of Council or Alternate;
- (b) Senior Administrative Official or designate;
- (c) Police Chief or designate;
- (d) Fire Chief or designate;
- (e) Senior Engineer, Public Works Official or designate;
- (f) Medical Officer of health or designate;
- (g) Social Services Official or designate.

### **SECTION 3.2 - SUPPORT GROUP**

**SUBSECTION 3.2.1.** - If required, a "support group" may be formed from members of public and private agencies having special knowledge and advice to give. This group, drawn from organizations listed in subsection 3.2.2., may be called upon individually or be asked to deliberate and make recommendations collectively.

**SUBSECTION 3.2.2.** - Support Group and Advisory Staff may consist of:

- (a) Consumers Gas
- (b) Brampton Hydro/Ontario Hydro
- (c) Chemical Producers/Handlers of Brampton
- (d) Atomic Energy Commission
- (e) Boards of Education
- (f) Railways
- (g) Emergency Planning Ontario

## **SECTION 3.3 - AUTHORITY**

**SUBSECTION 3.2.1.** - The Emergency Plans Act, 1983, states a "Head of Council may declare that an emergency exists in the Municipality or in any part thereof and may take such action and make such orders as he/she considers necessary and are not contrary to the law to implement the emergency plan of the municipality and to protect the property and the health, safety and welfare of the inhabitants of the emergency area". Accordingly, it is clear that the principle function of the *Municipal Control Group* and the Support Group as assembled, is to assist the Head of Council in making and placing in effect any decisions and orders that are to control and mitigate the effects of an emergency.

## **PART 4 - MUNICIPAL CONTROL GROUP OPERATIONS**

### **SECTION 4.1 - REPORTING OF EMERGENCIES (Notification System)**

**SUBSECTION 4.1.1.** - An emergency is usually reported or discovered either by Police or Fire Departments. These agencies will be among the first on the scene of a potential emergency. A senior member of the Police or Fire Department should personally assume control at the site of an emergency or arrange for an on-site coordinator to take charge immediately. Depending upon the situation, the senior on-site official may make the decision to alert and assemble the *Municipal Control Group* in accordance with the procedure outlined in Appendix A-1. On receipt of an official message from an authorized member of the *Municipal Control Group* (identified by asterisk [\*]) the Brampton Fire Department will implement the procedure by telephoning members in the order stated in Appendix A-2.

### **SECTION 4.2 - ACTION PRIOR TO THE DECLARATION OF EMERGENCY**

**SUBSECTION 4.2.1.** - When an emergency exists, but has not yet been declared to exist, municipal employees may take such action(s) under this emergency plan as it may be required to protect the lives and property of the inhabitants of the City of Brampton.

### **SECTION 4.3 - ASSISTANCE**

**SUBSECTION 4.3.1.** - Assistance from the Region of Peel or the Province can be applied for at any time *WITHOUT* the declaration of an emergency.

### **SECTION 4.4 - DECLARATION OF AN EMERGENCY**

**SUBSECTION 4.4.1.** - Upon assembling, the head of Council or his Designate with the advice of other members of the *Municipal Control Group*, may make the decision to declare a state of emergency and initiate the provisions of this emergency plan. The declaration of a state of emergency must immediately be communicated to the members and offices listed in subsection 4.4.2.

**SUBSECTION 4.4.2.**

- 1) Solicitor General of Ontario through O.P.P. General Headquarters, Duty Officer  
Telephone Number 1-416-965-5751
- 2) The Council of the City of Brampton
- 3) The neighboring municipal officials, and the Region of Peel as required.
- 4) The Public

## SECTION 4.5 - MUNICIPAL CONTROL GROUP - GENERAL FUNCTION

**SUBSECTION 4.5.1.** - The role of the *Municipal Control Group* will be best accomplished by a round table assessment of events as these events occur. Normally, an agreed course of action will be implemented by Municipal Departments functioning primarily within their own spheres. From time to time, it may become necessary for the *Municipal Control Group* to adopt and implement a joint plan of action which could involve two (2) or more Departments operating in unison. The *Municipal Control Group* will determine which Department will have the greater commitment and will appoint the on-site coordinator accordingly. All other Departments will act in support of whichever Department is exercising on-site coordination of the operations.

## SECTION 4.6 - OPERATIONS CENTRE (OPSCENTRE)

**SUBSECTION 4.6.1.** - SELECTION: Where conditions indicate the need for a more permanent base of operation, a suitable *Operations Centre (Opscenter)* will be selected by the *Municipal Control Group* with consideration of the location of the emergency site, the requirements for the *Municipal Control Group*, the support staff and the provisions for media releases.

**SUBSECTION 4.6.2.** - COMMUNICATIONS: All Departments involved will provide their own reliable system for communications for the benefit of the *Municipal Control Group* decision making process and media releases.

**SUBSECTION 4.6.3.** - LOCATION: Upon notification of Peel Regional Police that an emergency exists, the Administrative Official or his designate will immediately decide, and relay to the Police Department the location of the *Emergency Operations Centre*. The locations of the Opscenter are listed in subsection 4.6.4.:

**SUBSECTION 4.6.4.**

- a) Brampton City Council Chambers  
2 Wellington Street West  
4th Floor
- b) Brampton Fire Department Headquarters  
8 Rutherford Road, South  
2nd Floor

## SECTION 4.7 - DECISIONS BY THE MUNICIPAL CONTROL GROUP

**SUBSECTION 4.7.1.** - Decisions by the *Municipal Control Group* are to be transmitted immediately to every response agency. Where necessary, the general public will be notified by a press conference or news release. All news releases pertaining to death or criminal activity must be cleared by a senior official from the Police Department. These functions will be coordinated by the *Chief Administrative Officer* of the City or his/her alternate who will act as Operations Officer and be responsible for the activities of the *Operations Centre* and for a communications network (telecommunications) between all agencies involved of information resources.

## **SECTION 4.8 - PRIORITY OF EMERGENCY PLANS OF DIFFERENT LEVELS OF GOVERNMENT**

**SUBSECTION 4.8.1.** - When a Municipal state of emergency involves a large portion of the Municipality or reaches beyond the boundaries of the City of Brampton, it will 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 Emergency Measures Plan shall supersede the emergency plan of the City of Brampton. When a Provincial Emergency is declared by the Premier of Ontario, all Municipal and Regional services shall come under the authority of the Premier of Ontario.

## **SECTION 4.9 - TERMINATION OF A STATE OF EMERGENCY**

**SUBSECTION 4.9.1.** - A Municipal state of emergency will be terminated at any time by the officials listed in subsection 4.9.2.:

**SUBSECTION 4.9.2.**

- (a) The Head of Council in consultation with the Municipal Control Group;
- (b) a meeting of Municipal Council;
- (c) the Premier of Ontario.

## **SECTION 4.10 - EMERGENCY OPERATION CONTROL CENTRE**

**SUBSECTION 4.10.1. - INTRODUCTION**

- 4.10.1.1.** - In the advent of an emergency, an Emergency Operations Control Centre will be established. The Municipal Control Group, the support and advisory staff will congregate and work together at the centre to make the decisions, share information and provide support as required to mitigate the effects of the emergency. The City Administrator is responsible for the co-ordination of all operations within the emergency Operation Control Centre.
- 4.10.1.2.** - The Emergency Operations Control Centre will consist of a meeting room for the Municipal Control Group, a communications room, a room for health and social services support groups, rooms for support and advisory staff and other groups as required and a media information centre and press conference area.

**SUBSECTION 4.10.2. - MUNICIPAL CONTROL GROUP MEETING ROOM**

- 4.10.2.1. -** The Municipal Control Group should have a secure and quiet meeting room adjacent if possible to the communications room. In order to promote an effective emergency meeting, this room requires maps of suitable scale depicting up-to-date information relative to the emergency, a visual board depicting up-to-date status information on the emergency, a recording device and tapes suitable for recording Municipal Control Group meetings and telephone for outgoing call only.

**SUBSECTION 4.10.3. - COMMUNICATIONS ROOM**

- 4.10.3.1. -** While the Municipal Control Group is engaged in meetings, they will require assistants to take messages and convey their decisions. Therefore, a separate communications room must be established in close proximity to the Municipal Control Group.
- 4.10.3.2. -** To be effective, the communications room requires maps of suitable scale depicting up-to-date information related to the emergency, a visual board depicting up-to-date status information on the emergency, a chronological log of all significant communications and events related to the emergency, sufficient outside telephone lines for all communication and a communications co-ordinator, emergency and support services with radio communication equipment to utilize the equipment and communications room, and where possible, make available a television with a power player so that members of the Municipal Control Group and their support staff may view the televised reports of the emergency or view audio/video tapes which can be supplied by one or more of the participating departments.
- 4.10.3.3. -** Each member of the Municipal Control Group should consider designating at least one or two persons depending on the nature and scope of the emergency, to handle incoming and outgoing communications or assist as otherwise required.
- 4.10.3.4. -** The communicators will be responsible for operating telephones and radios within the communications room and relaying messages between their respective representatives on the Municipal Control Group and other key locations.

**SUBSECTION 4.10.4.- COMMUNICATIONS CO-ORDINATORS RESPONSIBILITIES IN THE  
EMERGENCY OPERATIONS CONTROL COMMUNICATIONS ROOM**

**4.10.4.1. -** A communications co-ordinator will be designated by the MCG to co-ordinate activities and communications within the communications room. The communications co-ordinator will be selected at the time of the emergency with preference given to the communications officer of the Fire Department or a senior Police communicator not involved directly in the incident. It is also possible that another municipal employee with emergency planning experience may be available to carry out this function.

**4.10.4.2. -** The communications co-ordinator will be responsible for providing the City Administrator with reports on the emergency situation and any other pertinent information at regular intervals or as requested. He/she will provide assistance to the communicators in relation to communications equipment problems and where possible and practical, will overcome them. He/she will co-ordinate and prioritize the flow of messages between the communications room and the Municipal Control Group and other desired groups and locations. He/she will ensure that there is maintenance of a chronological log of significant communications and events and will carry out maintenance of the status board and keep maps containing vital information of the emergency up to date.



*This page left intentionally blank.*

## **PART 5 - DUTIES AND RESPONSIBILITIES**

### **SECTION 5.1 - MUNICIPAL CONTROL GROUP**

**SUBSECTION 5.1.1.** - Some or all of the following actions/decisions may have to be considered and dealt with by the *Municipal Control Group*:

- 5.1.1.1.** - declaring an "emergency to exist";
- 5.1.1.2.** - designating any area in the Municipality as an "emergency area";
- 5.1.1.3.** - "authorizing expenditures" of funds for implementing the emergency plan;
- 5.1.1.4.** - "evacuating" those 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;
- 5.1.1.5.** - "casualty collection and evacuation: in support of emergency health care authorities;
- 5.1.1.6.** - "dispersing 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;
- 5.1.2.7.** - "discontinuing utilities" or services provided by public or private concerns without reference to any consumers in the Municipality, or when continuation of such utilities or services constitutes a hazard to public safety within an emergency area;
- 5.1.2.8.** - "arranging for accommodation and welfare", on a temporary basis, of any residents who are in need of assistance due to displacement as a result of the emergency;
- 5.1.2.9.** - "calling in and employment of any Municipal personnel and equipment" which is required in the emergency;
- 5.1.2.10.** - "arranging for services and equipment" from local agencies not under Municipal control, i.e. private contractors, volunteer agencies, service clubs, etc.
- 5.1.2.11.** - "arranging assistance" from senior levels of Government and of other personnel and equipment of volunteer and other agencies not under Municipal control as may be required by the emergency;
- 5.1.2.12.** - "establishing an information centre" for issuance of accurate releases to the news media and for issuance of authoritative instructions to the general public;
- 5.1.2.13.** - "establishing a reporting and inquiry centre" to handle individual requests for information concerning any aspect of the emergency.
- 5.1.2.14.** - Calling out and mobilizing their own emergency service, agencies and equipment.

## **SECTION 5.2 - HEAD OF COUNCIL**

**SUBSECTION 5.2.1.** - It is the responsibility of every member of Council to be familiar with the by-law # 51-92

**SUBSECTION 5.2.2.** - The Mayor, or his/her designate (Acting Mayor), as outlined in the by-law 51-92 shall be the Chairman of the *Municipal Control Group*. If unable to contact the designate, the order of seniority shall be subsequent months for acting Mayor until a designate is contacted. See Appendix A-2.

**SUBSECTION 5.2.3.** - The Mayor, or if absent, the alternate, may on the advice of other members of the Municipal Control Group, officially declare an area of the Municipality as an "Emergency Area". Once an emergency has been declared, the Mayor or his/her alternate shall notify the Solicitor General of the Province forthwith in accordance with the Emergency Plans Act, section 4, Subsection (3). The Mayor, or his/her designate (Acting Mayor) will perform the duties and responsibilities as follows:

- 5.2.3.1. - The Mayor, or his/her designate, shall be responsible for the declaration and announcement that an emergency is in existence in accordance with 3 of by-law
- 5.2.3.2. - The Mayor, or his/her designate, shall insure an emergency site manager is appointed
- 5.2.3.3. - The Mayor, or his/her designate, shall act as liaison between the *Municipal Control Group* and the other members of Council during the duration of the Emergency.
- 5.2.3.4. - The Mayor, or his/her designate, shall be responsible for the release of information to the news media and the general public.
- 5.2.3.5. - The Mayor, or his/her designate, shall be responsible for the liaison with the surrounding Municipalities in the event that the emergency will have an effect on abutting Municipalities. Assistance shall be requested from these abutting municipalities and/or the Region of Peel and/or senior levels of Government including Emergency Planning Ontario, when required.
- 5.2.3.6. - The Mayor, or his/her designate, shall be responsible for the authorization of Municipal expenditures during the emergency.
- 5.2.3.7. - The Mayor, or his/her designate, shall terminate the emergency at the appropriate time and ensure all concerned have been notified.
- 5.2.3.8. - The Mayor, or his/her designate, shall ensure the Solicitor General of Ontario and the Region of Peel has been notified of the termination of the emergency.

## **SECTION 5.3 - SENIOR ADMINISTRATIVE OFFICIAL**

**SUBSECTION 5.3.1.** - The Senior Administrative Official will perform the duties and responsibilities of an "operations officer", as such he/she will:

**5.3.1.1.** - organize and supervise the *Operations Centre* and, in particular, make arrangements for obtaining and displaying up-to-date information at all times;

**5.3.1.2.** - arrange and coordinate telecommunications systems;

**5.3.1.3.** - advise the Head of Council on administrative matters;

**5.3.1.4.** - be responsible for media arrangements and assist in the preparation and issue of press and public announcements;

**5.3.1.5.** - maintain a record of all major decisions, actions and instructions issued; and

**5.3.1.6.** - maintain a record of all expenditures for later cost recovery if warranted.

## SECTION 5.4. - SENIOR POLICE OFFICIAL

**SUBSECTION 5.4.1.** - Upon learning of a potential emergency, the Senior Police Official or alternate should consider the possible need for activation of the emergency plan, and, if warranted, he/she should trigger the emergency alert system outlined in Appendix A-1. Thereupon he/she would report to the *Opscentre* to sit as a member of the *Municipal Control Group* and to perform the following additional functions and responsibilities:

- 5.4.1.1. - provide the *Municipal Control Group* with information and advice on law enforcement matters;
- 5.4.1.2. - if appropriate, appoint an "on-site coordinator" to control operations at the centre of an emergency;
- 5.4.1.3. - seal off area of concern;
- 5.4.1.4. - control and, if necessary, disperse crowds within the "emergency area";
- 5.4.1.5. - control the movement of emergency vehicles to and from the site of the emergency;
- 5.4.1.6. - coordinate Police operations with other Municipal Departments and arrange for additional supplies and equipment when needed;
- 5.4.1.7. - conduct evacuation of building or areas when ordered by Head of Council;
- 5.4.1.8. - through his subordinates liase with the Commissioner of Social Services regarding the establishment and operation of evacuation centres as required;
- 5.4.1.9. - arrange for maintenance of law and order in temporary facilities, i.e., evacuation centres;
- 5.4.1.10. - protect property in the emergency area;
- 5.4.1.11. - arrange for additional "Police assistance" if required; and
- 5.4.1.12. - advise the Coroner in the event of fatalities and perform whatever additional responsibilities may be necessary under the Coroners Act.

## **SECTION 5.5 - SENIOR FIRE OFFICIAL**

**SUBSECTION 5.5.1.** - Upon learning of a potential emergency, the Senior Fire Official or alternate should consider the need for possible activation of the emergency plan, and, if warranted, he/she should trigger the emergency alert system described in Appendix A-1. Thereupon he/she should report to the *Opscentre* to sit as a member of the *Municipal Control Group* and perform the following additional functions and responsibilities:

- 5.5.1.1.** - provide the *Municipal Control Group* with information and advice on firefighting matters;
- 5.5.1.2.** - if appropriate, appoint an "on-site coordinator" to control operations at the scene of an emergency;
- 5.5.1.3.** - inform the Regional Fire Coordinator and trigger mutual aid arrangements for the provision of additional firefighting manpower and equipment if needed;
- 5.5.1.4.** - determine if additional or special equipment is needed and recommend possible sources of supply, i.e., breathing apparatus, protective clothing, etc.; and
- 5.5.1.5.** - provide assistance to other Municipal Departments and agencies and be prepared to take charge or contribute to non-firefighting operations if necessary, i.e., rescue, first aid, casualty collection, etc.
- 5.5.1.6.** - ensure that the Fire Department mobile communications unit is established at the emergency site in a location determined by the Emergency Site Manager.

## **SECTION 5.6 - SENIOR ENGINEERING OFFICIAL/PUBLIC WORKS OFFICIAL**

**SUBSECTION 5.6.1.** - Upon learning of a potential emergency, the Senior Engineering Official or alternate should consider the need for the possible activation of the emergency plan and, if warranted, he/she should trigger the emergency alert system as described in Appendix A-1. Thereupon he/she should report to the *Opscentre* to act as a member of the *Municipal Control Group* and to perform the following additional functions and responsibilities:

- 5.6.1.1.** - provide the *Municipal Control Group* with information and advice on engineering matters;
- 5.6.1.2.** - if appropriate, appoint an "on-site coordinator" to control operations at the scene of an emergency;
- 5.6.1.3.** - maintain liaison with flood control, conservation and environmental agencies and be prepared to conduct relief or preventative operations;
- 5.6.1.4.** - provide engineering materials, supplies and equipment and if not otherwise available, make arrangements for sources of supply from neighboring Municipalities, private contractors, industry, etc.;
- 5.6.1.5.** - assist with traffic control, evacuations, etc., by clearing emergency routes, marking obstacles, providing road signs, etc. upon request of Police;
- 5.6.1.6.** - 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;
- 5.6.1.7.** - make recommendations and demolish unsafe structures if ordered by Head of Council;
- 5.6.1.8.** - coordinate and arrange waste handling and disposal;
- 5.6.1.9.** - re-establish essential services at the conclusion of an emergency; and
- 5.6.1.10.** - provide up-to-date mapping and drawings of affected areas, etc. and have someone available to reproduce in large numbers (either blow ups or reductions) of the aforementioned.

## **SECTION 5.7 - EMERGENCY HEALTH CARE REPRESENTATIVE**

**SUBSECTION 5.7.1.** - Upon learning of a potential emergency, the designated Health Official for health matters should consider the need for possible activation of the emergency plan and, if warranted, trigger the emergency alert system at Appendix A-1. Thereupon he/she should report to the *Opscentre* to act as a member of the *Municipal Control Group* and either perform the following functions, or report the situation to a competent medical authority who would then take such appropriate action, in conjunction with the *Municipal Control Group* as the situation warrants:

### **SUBSECTION 5.7.2. - PUBLIC HEALTH**

**5.7.2.1.** - provide advice on public health matters to the *Municipal Control Group*;

**5.7.2.2.** - arrange for dissemination of special instructions to the population on matters concerning public health;

**5.7.2.3.** - arrange for mass immunization where needed;

**5.7.2.4.** - arrange for testing of water supplies and, when warranted, make recommendations for arranging alternate supplies;

**5.7.2.5.** - notifying other agencies and senior levels of Government about health related matters.

**SUBSECTION 5.7.3. - MASS CASUALTIES:** Arrangements for coping with mass casualties are made jointly by the hospital(s) and ambulance service which serve the local area. Such arrangements will normally have been worked out beforehand to provide for the following activities:

**5.7.3.1.** - bringing casualties to a central point for triage and, afterwards, arranging a balanced distribution of casualties to hospitals, and;

**5.7.3.2.** - provision of first aid for minor casualties who would not require transportation to a hospital.



## **SECTION 5.8 - REGIONAL COMMISSIONER OF SOCIAL SERVICES**

**SUBSECTION 5.8.1.** - Upon learning of a potential emergency the regional Commissioner of Social Services shall report to the *Opscentre* and act as a member of the *Municipal Control Group*.

**SUBSECTION 5.8.2.** - The Commissioner of Social Services is responsible for ensuring the implementation of the Regional Social Services Emergency Plan relative primarily to the emergency evacuation and people support group. This plan will include full staffing of evacuation centres with designated volunteer agencies for the registration, feeding, care, clothing, welfare and shelter of persons using the centres. The Commissioner of Social Services will also be responsible for implementing the Social Services Emergency Plan in its entirety or any particular part that may be required, liaising with the Regional Police Chief with respect to the establishment and operation of evacuation centres, liaising with the Medical Officer of Health on areas of mutual concern regarding operations in evacuation centres, ensuring that a representative of the Board of Education and the Separate School Board are notified when their facilities are required as evacuation centres, and ensuring that staff and volunteers utilizing the school facilities take direction from the representatives with respect to their maintenance, use and operation.

## **PART 6 - DUTIES AND RESPONSIBILITIES OF MUNICIPAL CONTROL GROUP SUPPORT STAFF**

### **SECTION 6.1 - CITY OF BRAMPTON CLERKS OFFICE**

**SUBSECTION 6.1.1.** - Once a state of emergency is declared in the City of Brampton, the Clerks Office will be responsible for and perform the following duties as directed by the Head of Council or his/her designate.

- 6.1.1.1.** - Act as Secretary to the mayor and provide minutes of meetings as required.
- 6.1.1.2.** - Arrange for up-to-date lists of property owners of areas affected by the emergency.
- 6.1.1.3.** - Provide a secretary for the Mayor's residence to answer telephone inquiries.
- 6.1.1.4.** - Provide and update the responsibilities for the Elected Representatives.
- 6.1.1.5.** - Provide and update a resource manual for the Municipal Control Group.
- 6.1.1.6.** - On direction from the City Administrator, arrange for the notification of all emergency staff who will be required to assist in the emergency and also notify any person of the location of the Municipal Control Group.
- 6.1.1.7.** - Ensure that the telephone system in City Hall is operative and that someone is in attendance to ensure that it remains operative during the emergency.
- 6.1.1.8.** - Ensure that staff at the Municipal Control Group are adequately instructed in the use of the telephone and communications equipment assigned to them.
- 6.1.1.9.** - Ensure that relief personnel will be available for the telephone answering systems to enable 24-hour reaction to the public.
- 6.1.1.10.** - Initiate and ensure that there is printing equipment available within easy access of the MCG for the printing and eventual distribution of information to the public and media.
- 6.1.1.11.** - Upon direction of his/her Worship the Mayor, through the City Administrator, ensure that all members of the City of Brampton Council are advised of the declaration and termination of the declaration of an emergency.
- 6.1.1.12.** - On the direction of His/Her Worship the Mayor, through the City Administrator, arrange a special meeting of the Brampton City Council as required and advising members of that Council of the time, date and location of the meeting.

- 6.1.1.13.** - Procuring additional staff as may be required and in a major emergency, co-ordinating with the Personnel Director in hiring additional personnel for assistance.
- 6.1.1.14.** - Ensure that a log of activities and decisions is maintained within the MCG in dealing with the emergency. This may be done either manually or by some electronic means.

## **SECTION 6.2 - CITY OF BRAMPTON TREASURY DEPARTMENT**

**SUBSECTION 6.2.1.** - Once a state of emergency is declared in the City of Brampton, the Treasury Department will be responsible for and perform the following duties as directed by the Head of Council or his/her designate.

**6.2.1.1.** - Establish and issue special account codes to collect City related costs.

**6.2.1.2.** - Establish procedures to be followed for the purchasing and supply of materials, etc.

**6.2.1.3.** - Payment of invoices that are properly approved by authorized personnel.

## **SECTION 6.3 - CITY OF BRAMPTON PUBLIC WORKS AND BUILDING DEPARTMENTS**

**SUBSECTION 6.3.1.** - Once a state of emergency is declared in the City of Brampton, the Public Works Department will be responsible for and perform the following duties as directed by the Head of Council or his/her designate.

- 6.3.1.1.** - Provide barricades at the site of the emergency and cordon off the areas required.
- 6.3.1.2.** - Carry out snow and debris clearing in and around the disaster area.
- 6.3.1.3.** - Secure and contain spills of liquid and other material.
- 6.3.1.4.** - Tow light vehicles to the scene if the emergency is off the road.
- 6.3.1.5.** - Conduct emergency pumping or sand bagging operations.
- 6.3.1.6.** - Arrange demolition of unsafe buildings if desired.
- 6.3.1.7.** - Maintain up-to-date inventory of supplies and equipment which may be required and ensure that all public works vehicles and equipment are ready for immediate use.
- 6.3.1.8.** - Carry out flood emergency procedures.
- 6.3.1.9.** - Coordinate the activities of any volunteer group authorized to assist in clean-up operations
- 6.3.1.10.** - Provision of inspection services to declare buildings either safe or unsafe.
- 6.3.1.11.** - Provision of inspection/administrative services to ensure that re-building is completed in accordance with Code and By-law requirements.
- 6.3.1.12.** - Provide inspection services to ensure that hazardous and unsafe conditions are re-habilitate in conformance with the Property standards By-law.

## **SECTION 6.4 - CITY OF BRAMPTON ENGINEERING DEPARTMENT**

**SUBSECTION 6.4.1.** - Once a state of emergency is declared in the City of Brampton, the Engineering Department will be responsible for and perform the following duties as directed by the Head of Council or his/her designate.

**6.4.1.1.** - Provide up-to-date mapping and drawings of affected area, etc.

**6.4.1.2.** - Ensure that someone is always available to reproduce large numbers (either blow ups or reductions) of items mentioned in number 1.

## **SECTION 6.5 - CITY OF BRAMPTON ELECTED REPRESENTATIVES**

**SUBSECTION 6.5.1.** - Once a state of emergency is declared in the City of Brampton, the Elected Representatives will be responsible for and perform the following duties as directed by the Head of Council or his/her designate.

**6.5.1.1.** - During normal business hours, report to Council Office for further information and/or instructions.

**6.5.1.2.** - After hours, it is recommended that Members of Council remain at their residences in order that they may be kept informed of further developments as they arise.

## **SECTION 6.6 - CITY OF BRAMPTON FIRE DEPARTMENT**

**SUBSECTION 6.6.1.** - Once a state of emergency is declared in the City of Brampton, the Fire Department will be responsible for and perform the following duties and functions as directed by the Head of Council or his/her designate.

- 6.6.1.1.** - Will have a District Chief or designate maintain control of the Fire Service operations and participate as part of the *Operations Control Group* . The Fire Chief or designate will be part of the *Municipal Control Group*. He will also liaise with police and medical senior officers.
- 6.6.1.2.** - The District Chief will oversee and supplement with additional equipment, the Fire Service operation, as required.
- 6.6.1.3.** - If fire suppression is not required, he will, if requested, have the Fire Service assist the Police Department and Ambulance Service.



## **SECTION 6.7 - POLICE FORCE (REGIONAL)**

**SUBSECTION 6.7.1.** - Once a state of emergency is declared in the City of Brampton, the Regional Police force will be responsible for and perform the following duties as directed by the Head of Council or his/her designate.

- 6.7.1.1.** - Operating the Emergency Alerting System for the City of Brampton
- 6.7.1.2.** - Notify the Peel Memorial Hospital and the Ambulance Service of the disaster and providing the initial estimate of the casualties.
- 6.7.1.3.** - Dispatch a Senior Police Officer or designate to maintain control of the Police Service operations and participate as part of the *Operations Control Group*. The Police Chief or designate will be part of the *Municipal Control Group*. He will also liaise with fire and medical senior officers.
- 6.7.1.4.** - The control, and if necessary, the dispersal of crowds within the disaster area.
- 6.7.1.5.** - The control of traffic in the immediate vicinity of the disaster area in order to facilitate the movement of emergency vehicles.
- 6.7.1.6.** - Alerting persons endangered by the disaster and evacuating buildings or areas as authorized by the Municipal Control Group.
- 6.7.1.7.** - Protection of property against looting within the disaster area and the provision of law and order in the welfare centres.

## **SECTION 6.9- BRAMPTON HYDRO COMMISSION**

**SUBSECTION 6.9.1.** - Once a state of emergency is declared in the City of Brampton, the Brampton Hydro Commission will be responsible for and perform the following duties as directed by the Head of Council or his/her designate.

- 6.9.1.1.** - De-energize any fallen or unsafe live wires.
- 6.9.1.2.** - Access the areas to be completely isolated from electric power so that other agencies can work safely.
- 6.9.1.3.** - Restore power supply to as much of the City and to as many customers as possible, keeping in mind emergency services such as hospital, Police Headquarters, Fire Headquarters, radio and television stations.
- 6.9.1.4.** - Keep other emergency departments advised of safe working areas.
- 6.9.1.5.** - Provide emergency power hook ups for emergency agencies where required.

## **SECTION 6.10- EMERGENCY SITE MANAGER**

### **SUBSECTION 6.10.1. - APPOINTMENT**

**6.10.1.1** - The Emergency Site Manager will be appointed by the Municipal Control Group from one of the lead agencies involved in the specific type of emergency. Examples might be fire incident which would have Fire Department management and evacuation which obviously would have Police Department management. When activating the Municipal Control Group and there is enough information to determine the lead agency for the type of emergency, then the Emergency Site Manager should be appointed and later confirmed by the Municipal Control Group.

**6.10.1.2.** - Once appointed to the position of Emergency Site Manager, the individual **WILL NO LONGER** be responsible for the operations or command that he is used to on his own agency.

**6.10.1.3.** - The selection of the Emergency Site Manager will take into consideration the availability of the individual and the approval of his agency, the training and field experience that the individual has had, the knowledge he has of various responding agencies, the responsibilities he has had and the resources with which he is familiar.

### **SUBSECTION 6.10.2. - AUTHORITY**

**6.10.2.1.-** The Emergency Site Manager, upon appointment by the Municipal Control Group, has the **AUTHORITY** to call meetings of the responding agency commanders for information-sharing, establishing objectives in the site management, prioritizing limited resources where applicable, mediate conflicts between representatives of various agencies and contact the Senior Municipal Official at the Emergency Operations Control Centre should he be unable to resolve these matters.

**6.10.2.2.** - He should also request assistance from any responding agencies for communications and other emergency site management tools.

**SUBSECTION 6.10.3. - RESPONSIBILITIES:** The Emergency Site Manager, in conjunction with the responding agency commanders and supervisors, is responsible for ensuring the following

- 6.10.3.1.** - That priorities, tasks and tactics have been established to contain the problem.
- 6.10.3.2.** - Ensure that responding agencies are aware of human and material resources that are available to mitigate the emergency.
- 6.10.3.3.** - Ensure agencies address the needs of their staff with regards to stress, fatigue, food, shelter and relief.
- 6.10.3.4.** - Maintain a communication link with the Senior Municipal Official at the Emergency Operations Control Centre for the flow of accurate information and assistance in management of the emergency.
- 6.10.3.5.** - Ensure that responding agencies meet to update, exchange information and reevaluate on a regular basis.
- 6.10.3.6.** - Monitor the operation of the site management and make suggestions where appropriate.
- 6.10.3.7.** - Exercise foresight as to future events in the management of the emergency such as resource requirements, weather, lighting, etc.
- 6.10.3.8.** - Understand laws and policies at all levels that must be taken into consideration during the management or recovery of the emergency.
- 6.10.3.9.** - Where possible, conserve resources should the emergency heighten or lengthen in time, understanding that outside the emergency area, the Municipal Control Group is managing the day-to-day operation of our community.

*This page left intentionally blank.*

## **PART 7 - MEDIA AND PUBLIC INFORMATION**

### **SECTION 7.1 - INTRODUCTION**

**SUBSECTION 7.1.1.** - Upon implementation of this emergency plan, it will be very important to co-ordinate the release of accurate information to the news media, issue authoritative instructions to the public, and respond to or redirect individual requests or make reports on information concerning any aspect of the emergency. In order to fulfil these functions during an emergency, the following positions will have to be established.

- 7.1.1.1.** - MEDIA CO-ORDINATOR ON-SITE - There will have to be an on-scene media co-ordinator and he will only be appointed by the Emergency Site Manager. This is very important appointment and discussions should take place between the Emergency Site Manager and the MCG on this appointment.
- 7.1.1.2.** - MEDIA CO-ORDINATOR IN THE MCG - An experienced media and public relations employee of the municipality will be instructed to report to the Senior Municipal Official and the MCG and will assume the role of official media co-ordinator at the emergency operations control centre. This person will assume the major position of releasing information.
- 7.1.1.3.** - CITIZEN INQUIRY SUPERVISOR - The Municipal clerk or his delegate will assume the role of Citizen Inquiry Supervisor during the emergency. This again is a very important position and will require a substantial number of clerical staff.
- 7.1.1.4** LOCATION OF MEDIA CO-ORDINATORS - Depending on the full scope of the emergency, there will possibly be a need to establish two media information centres. One will be near the scene for the on-scene media co-ordinator, and the other will be near the emergency operations control centre. In some cases, a joint media information centre may be desirable. The citizen inquiry work area should also be located at or near the MCG media information centre.

### **SECTION 7.2 - ON-SCENE MEDIA CO-ORDINATOR**

**SUBSECTION 7.2.1.** - The On-scene Media Co-Ordinator will be appointed by the Emergency Site Manager and will be responsible for carrying out various tasks, some of which are noted below. They will establish and co-ordinate an on-scene media information centre in a safe appropriate location at or near the scene for all of the media and personnel to assemble. They will establish a communications link and liaise regularly with the authorized Media Co-Ordinator of the Emergency Operations Control Centre. It is extremely important to ensure that information released to the media from the on-scene media information centre is consistent with that released by the Media Co-Ordinator at the MCG media information centre.

**SUBSECTION 7.2.2.** - The On-site Media Co-Ordinator should redirect all inquiries regarding decisions made by the media representative at the Emergency Operations Control Centre and the emergency as a whole back to the Media Co-Ordinator at the EOCC. They should respond to inquiries from the media pertaining to the on-site scene only.

**SUBSECTION 7.2.3.** - It is understood that Media Information releases related to Casualties and or Criminal Activity will be released by the Peel Regional Police Force Only.

**SUBSECTION 7.2.4.** - The On-site Media Co-Ordinator should be able to advise the following relative to information available at the on-scene media information centre.

- 7.2.4.1. - Emergency Site Co-Ordinator
- 7.2.4.2. - Police Public Relations Officer
- 7.2.4.3. - Emergency Services personnel at the scene
- 7.2.4.4. - Media Co-Ordinator
- 7.2.4.5. - Media in general
- 7.2.4.6. - Any other appropriate personnel or agencies

**SUBSECTION 7.2.5.** - They should also patrol and redirect the media to the on-scene information centre, arrange where it is appropriate, to co-ordinate the media in photographic sessions at the scene and co-ordinate on-scene interviews between the emergency services personnel and the media.

## **SECTION 7.3 - MEDIA CO-ORDINATOR (AT THE EOCG)**

**SUBSECTION 7.3.1.** - The MCG Media Co-Ordinator for the City of Brampton reports to the Senior Municipal Official and is directly responsible to the Municipal Control Group. As the PRIMARY media co-ordinator, he/she will establish a communications link with the on-scene media co-ordinator, the Police Public Relations Officer, the Citizen Inquiry supervisor and any other media co-ordinators as required. He/she will endeavour to ensure that all information released to the media and to the public is consistent and accurate.

**SUBSECTION 7.3.2.** - He/she will appoint an assistant media co-ordinator to attend the on-scene media information centre and he/she will obtain any other personnel that may be required to assist him/her. He/she will designate and co-ordinate an EOCC media information centre for members of the media to assemble for the issuance of accurate media releases and authoritative instructions which are needed to go to the public.

**SUBSECTION 7.3.3.** - He/she will brief the Municipal Control Group on how the media information centre will be set up and will be involved in the selection of the appropriate spokesperson to provide statements to the media.

**SUBSECTION 7.3.4.** - He/she will liaise regularly with the Municipal Control Group to obtain the appropriate information for media releases and will co-ordinate individual interviews and organize press conferences.

**SUBSECTION 7.3.5.** - He/she will establish a telephone listing for media inquiries and ensure that the following are advised accordingly:

- 7.3.5.1.** - Media
- 7.3.5.2.** - Municipal Control Group
- 7.3.5.3.** - Switchboards
- 7.3.5.4.** - On-Scene Media Co-Ordinators
- 7.3.5.5.** - Assistant Media Co-Ordinator
- 7.3.5.6.** - Police Public Relations Officer
- 7.3.5.7.** - Municipal Citizens Inquiry Supervisor
- 7.3.5.8.** - Any other appropriate person, agencies or business that may be required in that particular emergency.

**SUBSECTION 7.3.6.** - Further, he/she will provide direction and regular updates to the Citizen Inquiry Supervisor to ensure that the most accurate and up-to-date information is disseminated to the public. They will ensure that any media release is approved by the City Administrator prior to dissemination and distribution of hard copies to the MCG media information centre, the Municipal Control Group, the Citizen Inquiry Supervisor and other key persons handling major inquiries from the media and the public.

**SUBSECTION 7.3.7.** - They will also monitor news coverage and will correct any erroneous information if possible. They will maintain copies of all media releases and newspaper articles pertaining to the emergency.



## **SECTION 7.4 - CITIZEN INQUIRY SUPERVISOR**

**SUBSECTION 7.4.1.** - The Citizen Inquiry Supervisor is responsible for the automatic establishment of a citizen inquiry service and this will include the appointment of personnel and the designation of citizen inquiry telephone lines at the Administration Building or at other buildings as may be required. Where possible, the citizen inquiry service should be located at or near the Emergency Operations Control Media Information Centre.

**SUBSECTION 7.4.2.** - In addition, the Citizen Inquiry Supervisor should inform the media co-ordinator at the EOCC Media Information Centre of the establishment of the inquiry service and give him/her the designated telephone numbers. He/she should also inform the affected emergency services along the same lines.

**SUBSECTION 7.4.3.** - It is very important the Citizen Inquiry Supervisor works very closely with the Media Co-Ordinator to obtain current information on the emergency.

### **SUBSECTION 7.4.4. - DUTIES OF THE CITIZEN INQUIRY SUPERVISOR**

- 7.4.4.1.** - Responding to and redirecting inquires and reports from the public based on information from the Media Co-Ordinator. Such information may be related to school closings, access routes or the location of evacuation and reception centres.
- 7.4.4.2.** - Responding to and redirecting inquires pertaining to the investigation of the emergency. Those inquiries about matters of personnel involved with or affected by the emergency must be undertaken. There will be further response and redirection required pertaining to persons who may be located in evacuation centres. This information should be obtained through the Social Services Department and/or the Red Cross Branch emergency services chairperson at the local Red Cross Headquarters.
- 7.4.4.3.** - There will be a substantial amount of clerical staff required for this job and they should be provided for in the plan of the City Clerk.

## **PART 8 - REQUEST FOR REGIONAL / PROVINCIAL / FEDERAL ASSISTANCE**

### **SECTION 8.1 - REGION OF PEEL ASSISTANCE**

**SUBSECTION 8.1.1.** - If locally available resources are insufficient to meet emergency requirements, then assistance may be requested from the Region of Peel. Such requests should normally be directed through the Region of Peel in accordance with the Region of Peel's Emergency Measures Plan. NOTE: The declaration of a Regional Emergency is not required to access Region of Peel Emergency Assistance.

### **SECTION 8.2 - PROVINCIAL ASSISTANCE**

**SUBSECTION 8.2.1.** - If Locally available resources, including those which 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 should normally be directed through area/region/district offices of the Provincial Ministry/Agency who normally provide services in the local area. These Agency offices are listed in subsection 8.2.2.

#### **SUBSECTION 8.2.2. - PROVINCIAL MINISTRY/AGENCY**

- (a) Ontario Provincial Police  
Telephone #: 584-2241
  
- (b) Environment and Releases into the Atmosphere  
Telephone #: 1-800-268-6060  
or  
Telephone #: 965-9619
  
- (c) Credit Valley Conservation Authority  
Telephone #: 670-1615  
Emergency #: 416-254-5544  
Pager #: 892276
  
- (d) Ministry of Transportation of Ontario  
Telephone #: 235-2771
  
- (e) Community and Social Services  
Telephone #: 897-3100

Ministry/Agency offices have responsibility for informing their headquarters for arranging types and levels of assistance beyond local capabilities.

**SUBSECTION 8.2.3.** - Alternatively, and especially in the case of severe or wide-spread emergencies, Municipalities may wish to notify the Provincial Government and obtain assistance by telephoning the local Ontario Provincial Police detachment or by calling directly to the Duty Officer at the Ontario Provincial Police General Headquarters in Toronto, Telephone number (416) 965-5751. The Ontario Provincial Police Duty Officer will thereafter assume responsibility for notifying the appropriate Ministry(s).

## **SECTION 8.3 - FEDERAL ASSISTANCE**

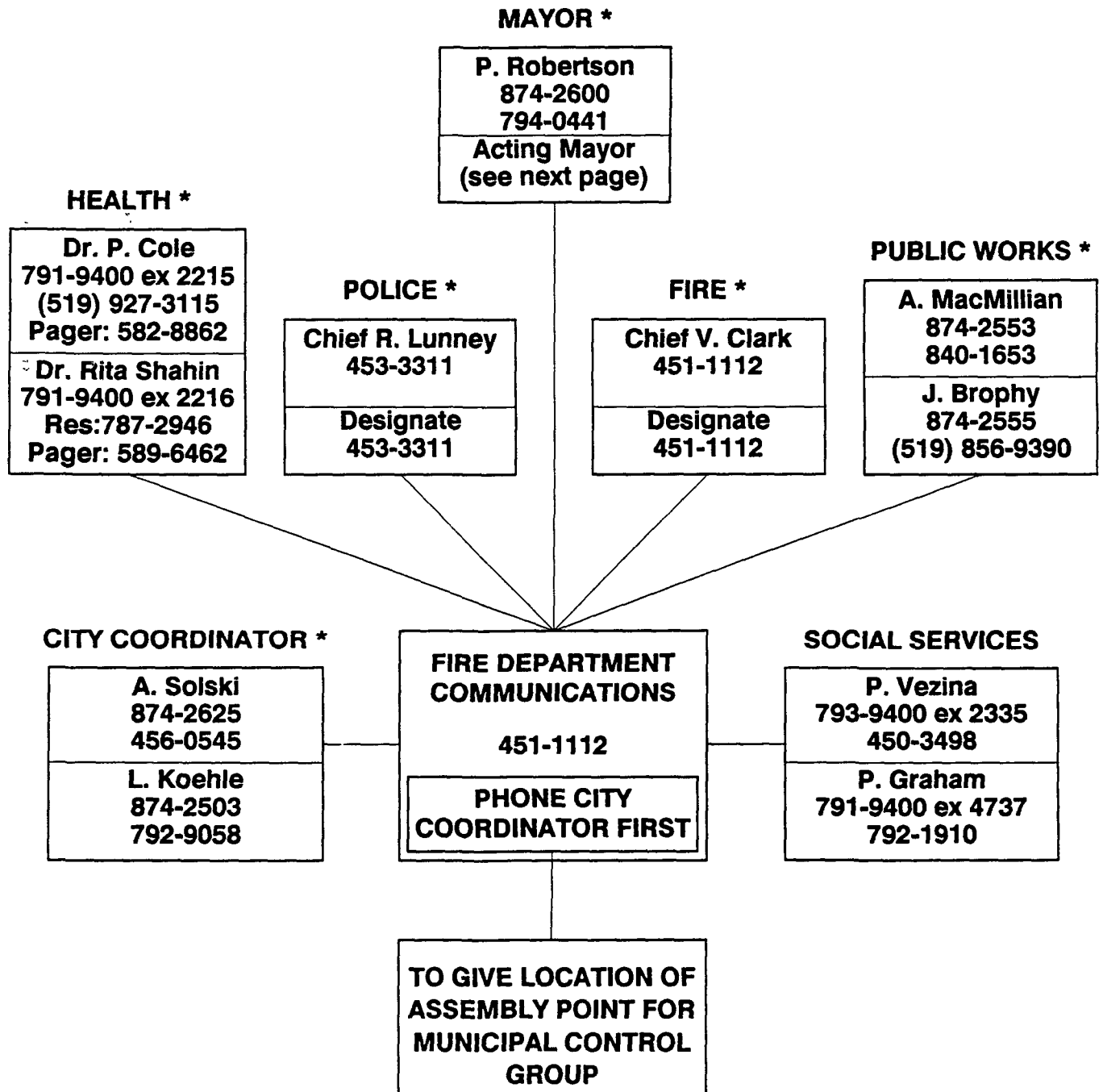
**SUBSECTION 8.3.1.** - The Same procedure should be followed if assistance is required from the Federal Government, Including Assistance from the Canadian Armed Forces. Requests for this assistance should be made through Emergency Planning Ontario.

**SUBSECTION 6.3.2.** - The Coordinator of Emergency Planning for Ontario, Under the direction of the Solicitor General, is responsible for monitoring coordinating and assisting in the formulation and implementation of emergency plans made by the Provincial Government bodies and for ensuring that such plans are coordinated insofar as possible with emergency plans of Municipalities and the Government of Canada. The Coordinator of Emergency Planning of Ontario can be contacted directly by Telephone (416) 965-6932 or 965-6708 for routine enquiries. In an emergency, the Attorney General can be contacted by Telephone at (416) 326-4000 or through the Duty Officer at the Ontario Provincial Police General Headquarters at (416) 965-5751.

# APPENDIX A-1

## Call Out Procedure

On receipt of an official message from an authorized member of the Municipal Control Group (identified by an asterisk \*), the Brampton Fire Department will implement the call out as set out below.



*This page left intentionally blank*

## Appendix A-2

### Acting Mayor Directory

---

			<b>Business</b>	<b>Home</b>
August .....	1992 ... ..	City Councillor John Hutton.....	874-2606 .....	840-1679
September.....	1992 .....	City Councillor Linda Jeffrey .....	874-2602 .....	846-5172
October .....	1992 .....	City Councillor Don McMullen .....	874-2603 .....	454-6441
November.....	1992.....	City Councillor Dick Metzack .....	874-2609 .....	793-5566
December.....	1992 .....	City Councillor Malcolm Moore .....	874-2604 .....	455-4685
January .....	1993 .....	City Councillor Valerie Orr.....	874-2607 .....	459-6257
February.....	1993 .....	City Councillor Peter Richards .....	874-2608 .....	457-3692
March .....	1993 .....	City Councillor John Sprovieri.....	874-2610 .....	794-2264
April .....	1993 .....	Regional Councillor Rhoda Begley .....	874-2689 .....	452-7900
May .....	1993 .....	Regional Councillor Lorna Bissell .....	874-2615 .....	453-8275
June .....	1993 .....	Regional Councillor Susan Fennell .....	874-2634 .....	453-5218
July.....	1993 .....	Regional Councillor Gael Miles .....	874-2671 .....	793-1611
August.....	1993 .....	Regional Councillor Paul Palleschi .....	874-2661 .....	846-8297
September.....	1993 .....	City Councillor Grant Gibson.....	874-2605 .....	459-7582
October .....	1993 .....	City Councillor Sandra Hames.....	874-2611 .....	792-2768
November.....	1993 .....	City Councillor Bob Hunter.....	874-2601 .....	451-3682
December.....	1993 .....	City Councillor John Hutton.....	874-2606 .....	840-1679
January .....	1994 .....	City Councillor Linda Jeffrey .....	874-2602 .....	846-5172
February.....	1994 .....	City Councillor Don McMullen .....	874-2603 .....	454-6441
March .....	1994 .....	City Councillor Dick Metzack .....	874-2609 .....	793-5566
April .....	1994 .....	City Councillor Malcolm Moore .....	874-2604 .....	455-4685
May .....	1994 .....	City Councillor Valerie Orr.....	874-2607 .....	459-6257
June .....	1994 .....	City Councillor Peter Richards .....	874-2608 .....	457-3692
July.....	1994 .....	City Councillor John Sprovieri.....	874-2610 .....	794-2264
August.....	1994 .....	Regional Councillor Rhoda Begley .....	874-2689 .....	452-7900
September.....	1994 .....	Regional Councillor Lorna Bissell .....	874-2615 .....	453-8275
October .....	1994 .....	Regional Councillor Susan Fennell .....	874-2634 .....	453-5218
November.....	1994 .....	Regional Councillor Gael Miles .....	874-2671 .....	793-1611

*This page left intentionally blank.*

## APPENDIX A-3

### Commissioners and Directors

---

---

Paul Caine  
Treasurer

1446 Applewood Road  
Mississauga, Ontario

(416) 274-5578 \*\*Listed

---

Verrall Clark  
Fire Chief  
Brampton Fire Department

15 Eastbourne Drive, Apt. 804  
Brampton, Ontario

(416) 792-7239 \*\*Listed

---

John Corbett  
Director  
Development Services

57 Farmington Drive  
Brampton, Ontario

(416) 454-5755 \*\*Listed

---

Bob Cranch  
Director  
Business Development

12 Rosegarden Drive  
Brampton, Ontario

(416) 794-0548 \*\*Listed

---

---

Alan Evans  
Chief Building Official  
Building and Bylaw Enforcement

49 Nanport Street  
Brampton, Ontario

(416) 453-7795 \*\*Listed

---

Donald Gordon  
Commissioner  
Community Services

18 Langley Place  
Brampton, Ontario

(416) 453-8550 \*\*Listed

---

Paul Howorun  
Director  
Finance & Admin., Public Works & Building

35 Newport Street  
Brampton, Ontario

(416) 457-6200 \*\*Listed

---

Wayne Kent  
Director  
Information Technology

240 Coke Boulevard  
Milton, Ontario

(416) 878-1671 \*\*Listed

---



---

Larry Koehle  
Commissioner  
Public Works

63 Heathcliffe Square  
Brampton, Ontario

(416) 792-9058 \*\*Listed

---

Frank Kovrig  
Director  
Human Resources

4 Tecumseth Drive, Box 2  
New Tecumseth, Ontario

(416) 936-3875 \*\*Listed

---

William Lee  
Director  
Urban Design and Zoning

320 Mill Street South, #803  
Brampton, Ontario

(416) 456-1631 \*\*Listed

---

Marianne Love  
Corporation Council  
Law Department

13 Eddystone Drive  
Brampton, Ontario

(416) 846-4041 \*\*Listed

---

Alex MacMillan  
Director  
Maintenance & Operations (Public Works)

21 Fairlight Street  
Brampton, Ontario

(416) 840-1653 \*\*Listed

---

---

Glen Marshall  
Director  
Transit

5 Caldwell Cres.  
Brampton, Ontario

(416) 457-0785 \*\*Unlisted

---

John Marshall  
Commissioner  
Planning and Development

5 Kenpark Avenue  
Brampton, Ontario

(416) 840-7694 \*\*Listed

---

John Metras, Q.C., Esq.  
City Solicitor

150 Bruce Street, South  
Thornbury, Ontario

(519) 599-3927 \*\*Listed

---

Len Mikulich  
City Clerk  
Administration

36 Turtlecreek Boulevard  
Brampton, Ontario

(416) 453-3868 \*\*Listed

---

Wayne Moore  
Deputy Fire Chief  
Brampton Fire Department

16 Raine Court  
Brampton, Ontario

(416) 459-7390 \*\*Listed

---

---

Marc J. Neeb  
Director  
Parks Facilities and Programme Services

4087 Martlen Crescent  
Mississauga, Ontario  
L5L 2H4

(416) 820-5467 \*\*Listed

---

Al Solski  
Chief Administrative Officer

187 Bartley Bull Parkway  
Brampton, Ontario

(416) 456-0545 \*\*Listed

---

D.J. Van Beilen  
Director  
Engineering & Development Services

53 Hartford Trail  
Brampton, Ontario

(416) 457-1308 \*\*Listed

---

Henry Verschuren  
Director  
Parks, Maintenance & Operations

13 Morsden Cres.  
Brampton, Ontario

(416) 459-7084 \*\*Listed

---

Karl Walsh  
Director  
Development & Project Services

8 Montcalm Place  
Brampton, Ontario

(416) 458-8763 \*\*Listed

---

---

Bill Winterhalt  
Director  
Planning Policy and Research

20 Holgate Court  
Brampton, Ontario

(416) 846-3077 \*\*Listed

---

*This page left intentionally blank.*

## **APPENDIX A-4**

### **Resource Telephone Directory**

---

#### **BRAMPTON FLYING CLUB**

(TOLL FREE) 798-7928  
838-1400

#### **ATOMIC ENERGY CONTROL BOARD**

6711 MISSISSAUGA ROAD, MISSISSAUGA 821-7760  
- 24 HOURS

DUTY OFFICER - OTTAWA 613-995-0479  
- 24 HOURS

#### **AUXILIARY LIGHTING**

ONTARIO HYDRO 1-519-941-1210

MISSISSAUGA FIRE DEPARTMENT 279-2311

#### **BELL CANADA**

BELL CANADA DAMAGE CALL 611

MOBILE COMMUNICATION CENTRE 1-800-661-2190  
(PAY PHONE TRAILER)

#### **BOARDS OF EDUCATION**

PEEL PUBLIC BOARD SWITCH BOARD 890-1099

DUFFERIN/PEEL SEPERATE BOARD SWITCH BOARD 890-1221  
(AFTER HOURS) 897-8822

**BUS SERVICE**

BRAMPTON TRANSIT DISPATCHER	874-2750 874-2769
PARKINSON COACH LINES 10 KENNEDY RD. N., BRAMPTON ONTARIO	451-4776

**CANTEENS**

THE LAKESHORE FIRE BUFF ASSOCIATIONS	275-3800
YOUR HOST 237 ADVANCE BLVD, BRAMPTON, ONTARIO	451-8216

**PEEL SPILL CONTROL**

REGION OF PEEL SPILL CONTROL WASTE & WATER POLLUTION CONTROL	566-1505
---	----------

**SPILLS ACTION CENTRE**

Overlea Blvd., Totonto (24 hours)	1-800-268-6060
-----------------------------------	----------------

**CAN-U-TECH**

Collect (24 hours)	613-996-6666
Information	613-992-4624

**CYANAMID EMERGENCY SPILL**

Niagara Falls	416-356-8310
Sarnia	519-339-3711

**CONSUMER'S GAS**

276-3400
276-3450
276-3525

**CORONERS**

Brampton, Caledon	451-1566
Chief Coroner for Ontario	314-4000
<i>after hours</i>	314-4100

**CRANES, BACKHOES, FRONT END LOADERS, FORKLIFTS, ETC.**

City of Brampton	874-2000
Graham Bros. Construction	453-1200
Mike McMann - V.P. Construction Equip. Night Number	453-6671

**PUBLIC WORKS DEPARTMENT - REGION OF PEEL**

Brampton, Region of Peel	450-4005
--------------------------	----------

**DEPARTMENT OF NATURAL RESOURCES**

Toronto Switchboard	314-2000
---------------------	----------

**HEALTH**

Peel Regional District Office	791-9400
Medical Officer of Health in Peel	791-7800 ext.2215
<i>Residence</i>	519-927-3115
<i>Asst. Rita Shahin</i>	787-2946

**ELECTED OFFICIALS**

Region of Peel Council Chairman(Mr. Emil Kolb)	791-9400
<i>Residence</i>	584-9755
<i>Mobile</i>	930-6359
Mayor of Brampton (Mr. Peter Robertson)	874-2600
<i>Residence</i>	794-0441
<i>Mobile</i>	460-7335
Mayor of Mississauga (Mrs. Hazel McCallion)	896-5555
<i>Residence</i>	826-3672
Mayor of Caledon (Mr. Norman Calder)	584-2272
<i>Residence</i>	519-584-0066 or 880-0395

**EMERGENCY PLANNING ONTARIO**

416-965-6708

**FIRE DEPARTMENTS**

Bolton and Caledon	857-1234
Brampton	451-1234
Etobicoke	231-1111
Mississauga	279-2311
Oakville	845-7114
Toronto	363-2133
Pearson Int. Airport	676-3033

**CREDIT VALLEY CONSERVATION AUTHORITY (C.V.C.A.)**

Control Centre Administration	670-1615
<i>Authority Pager</i>	245-5544
<i>Paul Kennedy</i>	824-5222
<i>Sandra Hansen</i>	333-6765

**GOVERNMENT (CANADA)**

Environmental Protection - Emergencies	346-1971
Weather Officer	676-4567
Labour - Occupational Health and Safety	858-8615

**GOVERNMENT (ONTARIO)**

Ministry of Environment	
<i>General</i>	323-4321
<i>Brampton Residents</i>	822-2566
<i>Air Monitoring Trailer</i>	235-6300
<i>Spills (24 Hours)</i>	325-3000

**HAZARDOUS MATERIAL MANAGEMENT**

Canadian Petroleum Producers Institute	613-232-3709
Canadian Chemical Producers Association	1-800-267-6666
Environment Canada - Emergencies Centre	819-997-3742

Ministry of Environment (Prov) - Spills Action Centre	416-325-3000
<i>FAX</i>	416-325-3011

Transport Canada - Canutec	(collect) 613-996-6666
<i>FAX</i>	613-954-5101
<i>Non-Emergency</i>	613-992-4624

## **HOSPITALS**

Peel Memorial Hospital, Brampton	451-1710
Mississauga Hospital	848-7100
Credit Valley Hospital	820-6800
Etobicoke General Hospital	747-3528
Queensway General Hospital	259-6671

## **HYDRO**

Brampton	840-6335
Mississauga	279-9551
Ontario Hydro	1-519-941-1210
<i>Radioactive Spills involving Hydro</i>	1-800-263-4695

## **METEOROLOGICAL OFFICE**

Pearson International Airport (Police Line)	676-3020
---	----------

## **ROADS AND WORKS**

Brampton	
(e/o/HY 410)	874-2790
(w/o/HY 410)	874-2941
After hours	874-2900

Region of Peel	(24 hours) 791-9400
----------------	---------------------

Ministry of Transport (Highways)	235-4371
----------------------------------	----------

## **NEWS MEDIA**

Canada News Wire	863-9350
FAX	863-9429
Broadcast News	364-3172
FAX	364-1325
Canadian Press Wire Service	364-0321
FAX	364-0207

## **NEWSPAPERS**

Brampton Guardian	454-4344
Mississauga News	273-8111
Toronto Star	869-4300
Toronto Sun	947-2216
Globe and Mail	585-5151



**POLICE FORCES**

C.N. Police	368-1066
	217-2595
	217-2596
	217-2598

C.P. Police	863-8455
	863-8450

Ontario Provincial Police	
<i>Aurora (Central Dispatch for Pt. Credit and Caledon)</i>	1-800-263-2277
<i>Port Credit Detachment</i>	278-6131
<i>Caledon East Detachment</i>	454-0552

**POST OFFICES**

Brampton, 54 Queen Street East	
<i>Letter Carriers</i>	451-9334

Bramalea, 48 West Drive	
<i>Letter Carriers</i>	457-4875

**RENTAL EQUIPMENT**

United Rent All	459-3701
216 Rutherford Road , Brampton	

Advance Rent All	
<i>50 Delta Park</i>	792-6959
<i>Queen Street East, Brampton</i>	792-6959

**RADIO STATIONS**

CJMR-AM RADIO (Mississauga)	271-1320
CFRB-AM	924-5711
COUNTRY 59	361-1122
CFTR-AM	864-2030
CHUM-AM	944-0307
CKFM	922-1220
CBC-AM	205-5810
DC-103 (Orangeville)	1-519-942-1030

**SALVATION ARMY**

Brampton	453-0988
<i>Emergencies</i>	451-4115

**ST. JOHN'S AMBULANCE**

Brampton 459-2440

**TELEVISION STATIONS**

Rogers Cable T.V. Limited, Brampton 457-3270  
 C.B.C. 975-3311  
 C.F.T.O. 299-2044  
 299-2045  
 City T.V. (EXT. 2301) 591-5757  
 Global T.V. 446-5481  
 Multilingual T.V. (MTV 47) 593-4747

**TRANSIT COMPANIES**

Brampton 874-2769  
 Mississauga 275-2177  
 Go Transit 327-9470  
 T.T.C. 393-4000

**WEATHER OFFICE**

Pearson International Airport 676-3066  
*General Inquiries* 676-3026  
*24 Hour* 676-3020

**VICTIM SERVICES**

*After Hours* (ext. 459/460) 453-3311  
 453-2251  
 453-2880

**RAILROADS**

C.N. Dispatcher 860-2417  
 C.N.R. Regional Control Centre  
*Computer information regarding train contents* 860-2330  
 C.P. Rail Dispatcher 863-8420  
 368-9919

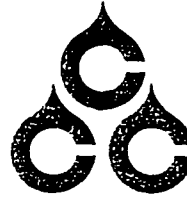
*This page left intentionally blank*

## APPENDIX A-5

### Industry Resource Directory

---

Canada Colors and Chemicals Limited  
238 GLIDDEN ROAD, BRAMPTON, ONTARIO L6W 1H8



TELEPHONE (416) 459-1232  
FAX: (416) 457-2640

January 15, 1993

**CONTACTS:** During Business Hours:  
(8:00 a.m. - 5:00 p.m.)

Rick Rundle (416) 459-1232 Ext. 456  
Philip Yu (416) 459-1232 Ext. 460

During Off Hours:

Emergency Pager: 1-800-268-5001  
I.D. # 95408

**EQUIPMENT:** 4 Recovery Drums (steel)  
2 Recovery Drums (poly)  
Chemsorb Tubes  
Chemsorb Pillows  
4 Survivair S.C.B.A.  
2 Spare Air Bottles  
Stretcher  
Rubber Suit  
Full Face Masks w/cartridges  
4 Drums of Sorb-All  
Soda Ash (large quantities)  
Drum Repair Kit  
Extensive M.S.D.S. File  
1 Portable Gasechnic for Combustible Gas/Oxygen Deficiency  
10 Pails of Universal Foam

Rick Rundle  
Manager, Brampton Operations

*This page left intentionally blank*