

REGION OF PEEL EMERGENCY PLAN

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Regional
Emergency
Management*

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Definitions and acronyms used in this plan can be found in Section 11

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1. Introduction

Emergencies may be defined as situations caused by the forces of nature, an accident, an intentional act, or otherwise that constitutes a danger of major proportions to life or property. The situations or the threat of impending situations, abnormally affecting the lives and property of our community, by their nature and magnitude require a controlled and co-ordinated response. This includes a number of agencies, both governmental and private, under the direction of the appropriate officials, and distinct from routine operations carried out by an agency or agencies such as police forces, fire departments, and emergency medical services.

- An all hazards approach provides the framework for ROPEP.
- ROPEP is not meant to be a prescriptive document but a framework of processes and protocols that will be used as appropriate.

An all hazards approach provides the framework for the Region of Peel Emergency Plan (ROPEP) and is designed to utilize the Incident Management System (IMS) to ensure the co-ordination of municipal, provincial, federal, private, and volunteer services during an emergency or event.

IMS is a standardized approach to emergency management encompassing personnel, facilities, equipment, procedures, and communications operating within a common organization structure with the goal of bringing the situation under control as quickly as possible. IMS utilizes management by objectives and provides consistent focus on three main priorities:

- Protection of life safety including responders;
- Protection of property and Critical Infrastructure;
- Protection of the environment.

The ROPEP is not intended to be a prescriptive document. It is meant to provide a flexible and scalable IMS framework which details the general processes and protocols for the Region of Peel and its Departments and Programs to deal with an event or emergency.

Appropriate staff of the Region of Peel, should be conversant with the contents of this Plan and be prepared at all times to carry out the functions and responsibilities that may be assigned to them.

2. Purpose

2.1. Region of Peel Emergency Plan Objectives

The Emergency Management Civil Protection Act (EMCPA) requires municipalities to develop and maintain an emergency plan for general emergencies in their jurisdiction. ROPEP meets the EMCPA requirement as well as providing the framework for how the Region fulfills its responsibilities during any type of emergency or event.

The ROPEP describes how the Region of Peel leads or supports the response to an emergency through Corporate and Departmental coordination and direction. For the purposes of the ROPEP, the term emergency refers to any situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons, 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 as defined in Section 1 of the EMCPA. This includes declared emergencies under the EMCPA as well as undeclared emergencies. Components of this plan can also be used for other situations that may not meet this definition including Business Continuity and large scale planned Consequence Management events.

In order to ensure that both the ROPEP and the Regional Emergency Management (REM) program are aligned with all potential and possible risks within the Region of Peel, REM maintains a listing of both known and anticipated risks referred to as a Hazard Identification and Risk Assessment (HIRA). The HIRA is reviewed annually in accordance with the EMCPA. An additional listing of the Region's Critical Infrastructure (CI) assets is also maintained by REM and reviewed on an annual basis. Annex 1 outlines the general hazards and risks identified in the Region of Peel.

The ROPEP supports and augments Regional Department and Programs' operational plans and standard operating procedures that are managed within Regional Departments and / or area municipalities. The intent ROPEP is to build sustainable capacity.

2.2. Region of Peel Emergency Plan Themes

2.2.a. Emergency Procedures

The Region's Departments and Programs may be affected by any type of emergency. The health and safety of Regional employees is addressed through internal Human Resources policies and departmental practices.

2.2.b. Emergency Response

The ROPEP provides the overall emergency response structure of the Region. The ROPEP will be used to guide the Region's response regardless of whether it is the lead or a supporting partner.

- The ROPEP assists the Region of Peel in achieving compliance with the EMCPA.
- The ROPEP builds sustainable Emergency Management capacity.

2.2.c. Emergency Recovery

The IMS framework outlined in the ROPEP may also be applied to support the recovery efforts resulting from an event or emergency. Recovery strategies may be short term operations or longer term efforts resulting in the application for Provincial funding support through programs like the Ontario Disaster Relief Assistance Program or future Provincial recovery funding programs.

2.3. Operating Protocols

The ROPEP outlines the overall emergency response structure of the Region of Peel and the resources that are available to support a municipal, regional or Provincial response. As part of its preparedness, the Region has developed a number of protocols and procedures that assist the operation of the Regional Emergency Operations Centre (REOC) and / or Operations and Planning functions.

2.4. Supporting Area Municipalities

The ROPEP is structured using IMS which allows for the Region to assume a lead role, or to provide support to an area municipality led event as determined by the nature of the event.

The ROPEP also recognizes that under the EMCPA, the area municipalities are also required to have an Emergency Plan that conforms with the ROPEP.

The ROPEP further recognizes the importance of partnerships between the area municipalities and the Region that are necessary to ensure active situational awareness and coordinated response priorities through all phases of an event.

2.5. Supporting Responses in Other Jurisdictions

The framework of the ROPEP may be applied in the event that Regional Departments and Programs are requested to assist the response efforts in other jurisdictions, including federal, provincial or municipalities outside of the Region of Peel. This may include provincial Ministries listed in Order in Council 1157/2009 (See Annex 7), Conservation Authorities and the Greater Toronto Airport Authority (GTAA).

2.6. Updating the Region of Peel Emergency Plan

REM will exercise the ROPEP regularly, working with both internal and external stakeholders to develop and participate in a wide variety of exercise types and scenarios as appropriate. Lessons learned from exercises, as well as any emergency responses, will be incorporated in subsequent ROPEP revisions. Annex 5 outlines in further detail REM's Exercise program

The ROPEP will be reviewed annually, as per the requirements under the EMCPA and will be updated, amended and distributed as required by REM in consultation with internal and external stakeholders. When appropriate, significant changes will be presented to Regional Council through the Emergency Management Program Committee (EMPC).

See also Section 10 – Plan Maintenance and Revisions.

2.7. Public Access and Distribution of the Plan

Sections 3.1 and 3.4 of the ROPEP outline the provisions for public access to the ROPEP under the EMCPA and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

Copies of the plan may be provided in either digital format (PDF), through the Regional website, or hard copy formats. Individuals may request a copy of the plan in alternate formats or languages. This will be done on an as needed basis and will require a minimum of 10 working days to complete.

3. Authority

Within Ontario, responsibility for Provincial direction and governance for Emergency Management is led by the Ministry of Community Safety and Correctional Services (MCSCS) through the Office of the Fire Marshal and Emergency Management (OFMEM). While there are specific regulations and legislative requirements for Ministries and Municipalities, the REM program will address the following five fundamental pillars of Emergency Management to support the ROPEP.

- ROPEP now includes reference to the Accessibility for Ontarians with Disabilities Act.
- ROPEP also includes reference to the Municipal Freedom of Information and Protection of Privacy Act.
- Focus on the five fundamental pillars of Emergency Management
- Conformity of municipal plans with the ROPEP has been addressed.

Prevention	Measures taken to ensure that specific risks or consequences are prevented.
Mitigation	Where the risk or consequence cannot be completely prevented, measures that are implemented to effectively minimize the potential of the risk or consequence occurring.
Preparedness	Measures taken prior to an event or emergency to ensure that members of the public, responders and support staff are aware of the potential risks or consequences and planning / emergency plans are suitably prepared. This may include emergency management plans, public education, training, exercises and other means of community and stakeholder engagement.
Response	Appropriate measures taken to provide emergency support, services and public assistance during or immediately following an event or emergency in order to protect people, property and the environment.
Recovery	The appropriate processes of restoring, Regional core services and supports to individuals and communities following an event or emergency. In some cases this may occur at the same time as response activities, or be protracted over an extended period of time.

Authority for the development of the ROPEP is provided or referenced in the following Acts, Regulations or by-laws:

3.1. Emergency Management and Civil Protection Act

3.1.a. Municipal Emergency Plan

Section 3. (1) of the Emergency Management and Civil Protection Act (EMCPA) states: *“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.” 2002, c. 14, s. 5 (1).*

3.1.b. Conformity with the Upper-Tier Plan

Section 5. (1) of the EMCPA states: *"The emergency plan of a lower-tier municipality in an upper-tier municipality, excluding a county, shall conform to the emergency plan of the upper-tier municipality and has no effect to the extent of any inconsistency and, for the purposes of this section. The Corporation of the County of Lambton shall be deemed to an upper-tier municipality."*

3.1.c. Review of Plan

Section 3. (6) of the EMCPA states: *"Every municipality shall review and, if necessary, revise its emergency plan every year."* 2002, c. 14, s. 5 (3).

3.1.d. Public Access to Plans

Section 10 of the EMCPA outlines the conditions by which the ROPEP may be made available to the public. Specifically, the section states *"Except for plans respecting continuity of operations or services, an emergency plan formulated under section 3, 6 or 8 shall be made available to the public for inspection and copying during ordinary business hours at an office of the municipality, ministry or branch of government, as the case may be"*. R.S.O. 1990, c. E.9, s. 10; 2009, c. 33, Sched. 9, s. 4.

See also Section 3.4 - Municipal Freedom of Information and Protection of Privacy Act

3.2. Ontario Regulation 380/04

Regulation 380 /04 Part II: Municipal Standards outlines the individual program requirements of a Municipal Emergency Management Program. With specific regards to the requirement of municipalities to document an Emergency Plan, Sections 15 (1) and 15 (2) state:

15 (1): The emergency plan that a municipality is required to formulate under subsection 3 (1) of the Act shall consist of an emergency response plan.

15 (2): An emergency response plan shall,

(a) Assign responsibilities to municipal employees, by position, respecting implementation of the emergency response plan; and

(b) Set out the procedures for notifying the members of the municipal emergency control group of the emergency

3.3. Accessibility for Ontarians with Disabilities Act

The Accessibility for Ontarians with Disabilities Act (AODA) specifically identifies standards to be set by Regulation. Ontario Regulation 429/07 sets out requirements for Accessible Standards for Customer Service and Providing Documents in an Accessible Format.

- Sections 3.3 & 3.4 of the ROPEP have been reviewed by the Regulatory Compliance program to confirm appropriate references to the MFIPPA & AODA

REM shall provide copies of the ROPEP in an accessible format, upon request. Conversion of the plan will require a minimum of 10 working days to complete.

Ontario Regulation 191/11 clarifies information requirements related to emergencies and to emergency plans. Specifically, the regulation states the following:

Emergency procedure, plans or public safety information

13. (1) In addition to its obligations under section 12, if an obligated organization prepares emergency procedures, plans or public safety information and makes the information available to the public, the obligated organization shall provide the information in an accessible format or with appropriate communication supports, as soon as practicable, upon request.

13. (2) Obligated organizations that prepare emergency procedures, plans or public safety information and make the information available to the public shall meet the requirements of this section by January 1, 2012.

3.4. Municipal Freedom of Information and Protection of Privacy Act

The ROPEP is a public document, excluding the appendices, which are deemed confidential.

Limitations to public access of the ROPEP are outlined within the MFIPPA, specifically;

Section 8. (1) A Head of an institution may refuse to disclose a record if the disclosure could reasonably be expected to,

(i) endanger the security of a building or the security of a vehicle carrying items, or of a system or procedure established for the protection of items, for which protection is reasonably required;

Section 9 (1); A head shall refuse to disclose a record if the disclosure could reasonably be expected to reveal information the institution has received in confidence from,

(a) the Government of Canada;

(b) the Government of Ontario or the government of a province or territory in Canada;

(c) the government of a foreign country or state;

(d) an agency of a government referred to in clause (a), (b) or (c); or

(e) an international organization of states or a body of such an organization.

Section 10 (1) (a); A head shall refuse to disclose a record that reveals a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence implicitly or explicitly, if the disclosure could reasonably be expected to,

(b) Result in similar information no longer being supplied to the institution where it is in the public interest that similar information continue to be so supplied;

Section 13; A head may refuse to disclose a record whose disclosure could reasonably be expected to seriously threaten the safety or health of an individual.

3.5. The Regional Municipality of Peel By-Law Number XX-2015

The Regional Municipality of Peel by-law number XX-2015 as certified by the Regional Clerk documents Regional Council's official approval of the ROPEP.

The ROPEP and by-law have been filed with the OFMEM through the MCSCS.

3.6. Incident Management System (IMS)

IMS is recommend by the OFMEM as the best practice platform to be incorporated in all emergency plans. The general definition of IMS is as follows:

a standardized approach to emergency management encompassing personnel, facilities, equipment, procedures, and communications operating within a common organization structure. The IMS is predicted on the understanding that in any and every incident there are certain management functions that must be carried out regardless of the number of persons who are available or involved in the emergency response.

As such, the principles, concepts, processes and framework of IMS have been used to develop plans for various consequences in Ontario as well as having been used to coordinate the response to many regional, municipal, provincial and departmental events since 2010.

See also Section 6 – Incident Management System Overview

4. Implementation

Implementation of the ROPEP in whole or in part may occur to support a response to an emergency or event, or where advance warning is available in preparation for an event that is likely to occur.

Authority to implement the ROPEP in whole or in part is limited to the individuals in the following Regional roles:

- Chief Administrative Officer
- Members of the Regional Executive Leadership Team
- Medical Officer of Health
- Regional Clerk
- Community Emergency Management Coordinator (CEMC)
 - Alternate Community Emergency Management Coordinators (A-CEMC)

- Monitoring and Escalation levels have been added to the ROPEP consistent with Provincial status levels.
- Under the ROPEP, the Regional Policy Group will provide strategic direction as well as inform Regional Council.

Under the ROPEP IMS structure, the individuals listed above, or those acting in their absence, with the exception of the CEMC and A-CEMC, form the Regional Policy Group. For the purposes of the ROPEP the REM Duty Officer will be the CEMC. The Regional Policy Group may be advised by non-Executive Leadership Team members as specialists or subject matter experts as required.

The function of the Regional Policy Group is to provide strategic decisions and directions to staff that have been identified to coordinate the response to an event or emergency. Examples of decisions that might be made by the Regional Policy Group may include the following:

- Suspension of other Regional programs and services
- Modification of purchasing bylaws and procedures
- Withdrawal of internal employee leave programs
- Delegation of authorities to selected staff positions in the REOC or at the Incident Site

Further details on the function, roles and responsibilities of the Regional Policy Group may be found in Section 6.1 of this plan.

4.1. Responsibilities of Regional Departments and Programs

Regional Departments and Programs are expected to contact the REM Duty Officer whenever they are aware of a situation that represents a potential or imminent risk to public safety that may extend beyond Program or Departmental responsibilities, or could exceed capacity within existing standard operating procedures.

The REM Duty Officer will evaluate any notifications from Departments and Programs and when necessary implement the ROPEP or appropriate portions thereof and notify as appropriate, all applicable members of the Regional Policy Group.

The Protocol for contacting the REM Duty Officer may be found in the Notification, Activation and Declaration of Emergency Process appendix of this plan.

4.2. Regional Emergency Management Situational Monitoring and Awareness

The REM program will monitor and maintain the 24/7 ability to respond to an emergency or event in the Region and its surrounding jurisdictions through the REM Duty Officer program. To do so, REM staff will be suitably trained and have a representative on-call at all times. General notification procedures are outlined in Section 5 of the ROPEP along with detailed notification procedures covered in the Notification, Activation and Declaration of Emergency Process appendix.

4.3. Regional Emergency Management Levels

REM will monitor and respond to events or potential emergencies according to four levels of operational response. The level adopted by REM will depend upon the severity of the event and the appropriate type and level of staffing required to monitor, support and / or respond. Assistance and augmentation from Departments, Programs and external stakeholders will be requested as circumstances dictate. The levels adopted by REM are consistent in terminology and general operational considerations with those used by the Province of Ontario, specifically the Provincial Emergency Operations Centre (PEOC). The four levels are as follows:

4.3.a. Routine Monitoring

REM continually monitors the Region and other jurisdictions for potential or actual events or emergencies. If an incident warrants close attention, the REM Duty Officer will monitor it and notify appropriate departments, programs and stakeholders as necessary.

During Routine Monitoring, normal program tasks continue however staff may proactively issue warnings, alerts and other public messaging as necessary.

Examples of some of the activities that may occur during Routine Monitoring include:

- Participation in public education events, preparedness campaigns;
- Promoting preparedness material for the prevention and or mitigation of potential risks to the community;
- Ongoing review of notifications from various stakeholders such as Regional Departments and Programs, Environment Canada, Conservation Authorities and the PEOC.

4.3.b. Enhanced Monitoring

At this level, the REM Duty Officer and potentially other program staff will continually assess a developing or active situation. The situation may be an event occurring within the Region of Peel or the surrounding area and for which some Regional resources may be engaged to provide support or response activities. Further, Enhanced Monitoring may be established to support and further monitor the response to an event lead by one of the area municipalities in Peel.

Examples of activities that may occur during Enhanced Monitoring include:

- Some routine REM program activities may be suspended or re-prioritized;
- REM will prepare briefing material for Regional Policy Group members as appropriate;
- Facilities may be designated and established to coordinate support for the event, generally in the form of an operations / planning / support room;
- REM staff will monitor and assess all situations for possible further escalation or de-escalation to Routine Monitoring;
- Some Regional staff may be asked to attend and support response activities from the operations / planning / support room;
- Maintaining active public messaging through various messaging channels such as Regional communications and the Regional Customer Contact Centre; and,
- Appropriate Departments and Programs and external stakeholders will be notified and updated as required.

Enhanced Monitoring may also be adopted in situations where jurisdictions outside of the Region of Peel are actively responding to a situation or an impending situation or recovering from an emergency event. This includes events where the OFMEM's PEOC may be leading or assisting in emergency operations elsewhere in the Province of Ontario.

4.3.c. Partial Activation

As a result of an active situation or an impending situation occurring within the Region of Peel or within the Province of Ontario, Partial Activation may be adopted to coordinate, support and actively respond to an emergency or event. Partial Activation events will be supported by several Departments and Programs or External stakeholders, but not necessarily all Regional Departments and will be functionally guided using the IMS framework. See Section 6 – Incident Management System

The applicable Regional Policy Group members will be advised of any event where a Partial Activation occurs and will be provided regular updates during the event.

Examples of activities that may occur during Partial Activation events include:

- Other REM program activities likely to be suspended;
- Some Regional programs may be suspended for the duration of the event;
- REM will coordinate the establishment of the REOC or suitable the operations / planning / support room to maintain situational awareness;
- REM will prepare briefing material for Regional Policy Group members as appropriate;
- Facilities will be established to coordinate support for the event, in the form of an extensive operations / planning / support room or the REOC;
- REM staff will monitor and assess all situations for possible further escalation or de-escalation;

- Some Regional staff will be asked to attend and support response the activities of the operations / planning / support room or REOC, potentially for an extended period of time;
- Coordinated active public messaging through various messaging channels will occur; and,
- All appropriate Departments, Programs and external stakeholders will be notified and updated as required.

In some instances it may be necessary to obtain the approval of the applicable Regional Policy Group members to implement measures necessary for the event.

A Declaration of Emergency may be made to enable special provisions in support of a Partial Activation.

Section 9 of the ROPEP describes the general process for a Declaration of Emergency.

4.3.d. Full Activation

As a result of an active situation or an impending situation occurring within the Region of Peel or within the Province of Ontario, Full Activation may be adopted to coordinate, support and actively respond to an emergency or event. Full Activation events will be supported by most Departments, Programs and a significant number of external stakeholders and will be functionally guided using the IMS framework.

See Section 6 – Incident Management System for further details of IMS positions and processes.

The Regional Policy Group will be advised of any event where a Full Activation occurs and will be provided regular updates on the event. In some instances it may be necessary to obtain the approval of the applicable Regional Policy Group members to implement measures necessary for the event.

Examples of activities that are likely to occur during Full Activation events include:

- All REM program activities likely to be suspended;
- Regional programs may be suspended for the duration of the event;
- REM will prepare regular briefing material for Regional Policy Group;
- REM will inform the emergency management programs of the following jurisdictions of the Full Activation state along with a brief summary of the event;
 - City of Brampton
 - City of Mississauga
 - Town of Caledon
 - OFMEM (PEOC)
 - Surrounding Upper Tier Municipalities
- Facilities will be established to coordinate support for the event, in the form of the REOC and other supporting rooms;

- REM staff will monitor and assess all situations for possible further consequences or de-escalation;
- Some Regional staff will be asked to attend and support response activities from the REOC, potentially for an extended period of time;
- Coordinated active public messaging through various messaging channels will occur; and,
- All appropriate Departments, Programs and external stakeholders will be notified and updated as required.

A Declaration of Emergency may be made to enable special provisions in support of a Full Activation.

Section 9 of the ROPEP describes the general process for a Declaration of Emergency.

5. Notification System / Fan Out

For the purpose of this plan Notification System refers to the notification process of internal staff, departments and programs along with emergency management stakeholders.

Appropriate notification of an event or emergency will be issued by the REM Duty Officer as soon as feasible.

5.1. Notification Process

Based on the implementation strategy outlined in Section 4.3 of the ROPEP, the following notification procedures will occur for an event or a situation that could generate broad public safety concerns that are to be reported to the REM Duty Officer.

- Notification of a possible event from any one of the following sources;
 - REM Duty Officer;
 - Internal Department, Program or Regional Policy Group Member
 - Area Municipality CEMC or Emergency Management Stakeholder; and,
 - 3rd Party information source such as Environment Canada, conservation authorities, PEOC and others;
- The REM Duty Officer will evaluate the information and make a determination on the probability of the event escalating;
 - Events with limited potential of escalation or that have limited public safety concerns will be monitored through Routine Monitoring or Enhanced Monitoring;
 - Where appropriate, Enhanced Monitoring events will trigger a limited notification to appropriate stakeholders which may include Regional Departments and Programs and / or Municipal emergency management programs;
 - Enhanced Monitoring events will be closely monitored for further escalation or an appropriate return to Routine Monitoring.
 - Events that are likely to escalate further or that have significant public safety concerns will result in the following:
 - REM Duty Officer will notify the Regional Clerk and appropriate Regional Policy Group members where the situation permits and provide situational awareness of the event;
 - A determination of the Lead department or program for the event will be identified along with staff to support the response;
 - A call out to appropriate staff will occur through the Customer Contact Centre (CCC).
 - In the event of a Partial Activation, the following actions will occur;
 - The REOC or an operations / planning / support room will be established by REM and commence operations / support;
 - Notification to appropriate internal and external stakeholders;

- A flow chart diagram has been added to the notification process for ease of reference.
- Notification procedures have been centralized to either the REM Duty Officer (preferred method) or through a member of the Regional Policy Group.
- Consultation with the applicable Regional Policy Group member(s) will occur before further fan outs are undertaken.

- The event will be monitored for further escalation (Full Activation) or an appropriate return to Enhanced Monitoring.
- In the event of a Full Activation, the following actions will occur;
 - The REOC or an operations / planning / situation room will be established by REM and commence operations / support;
 - Notification to appropriate internal and external stakeholders;
 - The event will be monitored and an appropriate escalation or de-escalation will be determined.

Figure 1 on the following page outlines the general steps of the notification process.

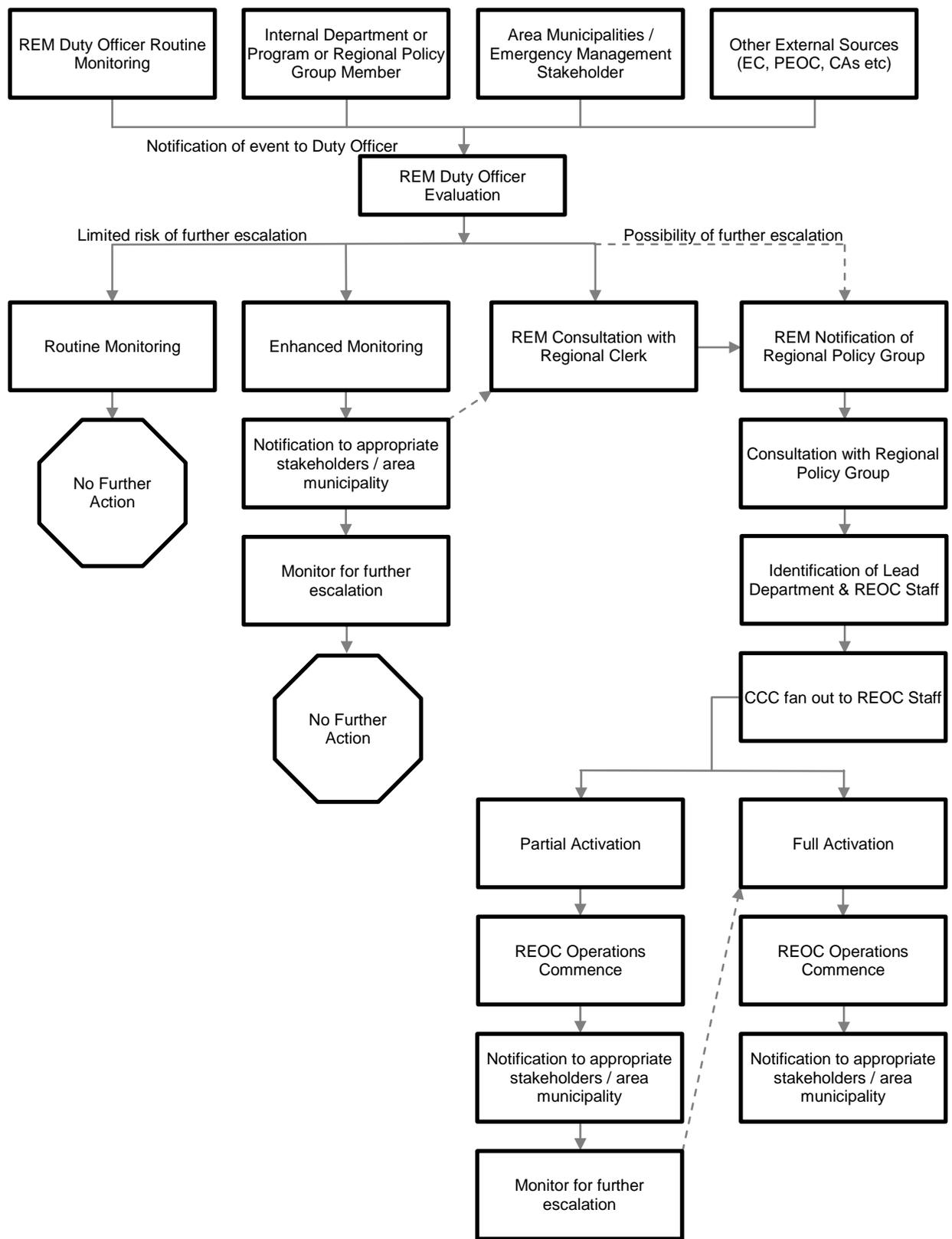


Figure 1: Notification Process through REM Duty Officer

6. Incident Management System Overview

IMS presents a standardized organizational structure, functions, process and terminology to help facilitate effective coordination and utilization of resources to manage an event or emergency. The standardized organizational structure outlines the command and control structure functions as:

- Command
- Operations
- Planning
- Logistics
- Finance and Administration.

IMS is predicated on the understanding that in every event, there are certain command functions that must be carried out regardless of the number of persons who are available or involved in the emergency response. IMS provides an efficient, flexible, and consistent structure and process that is scalable to manage events by all stakeholders.

The other IMS roles and functions are tools that can be utilized depending on the nature, scale and duration of the event. The tools in the IMS toolbox can be used to expand or contract the IMS structure as applicable to the event.

Standardized processes allow all stakeholders who are responding to or supporting an event, to formulate a unified plan to manage the event. The use of standardized IMS terminology minimizes the risk of miscommunication among responders and supporting staff.

Figure 2 outlines the fully activated IMS structure.

- The IMS model within the ROPEP is based on the Provincial IMS model and recommended by the OFMEM.
- Integration of IMS into the ROPEP is supported by EMPC and ELT.
- IMS is considered a best practice
- Supports consistency across all three area municipalities.
- Key processes for all events include a coordinated planning cycle and the development and implementation of Incident Action Plans (IAP) for identified operational periods.

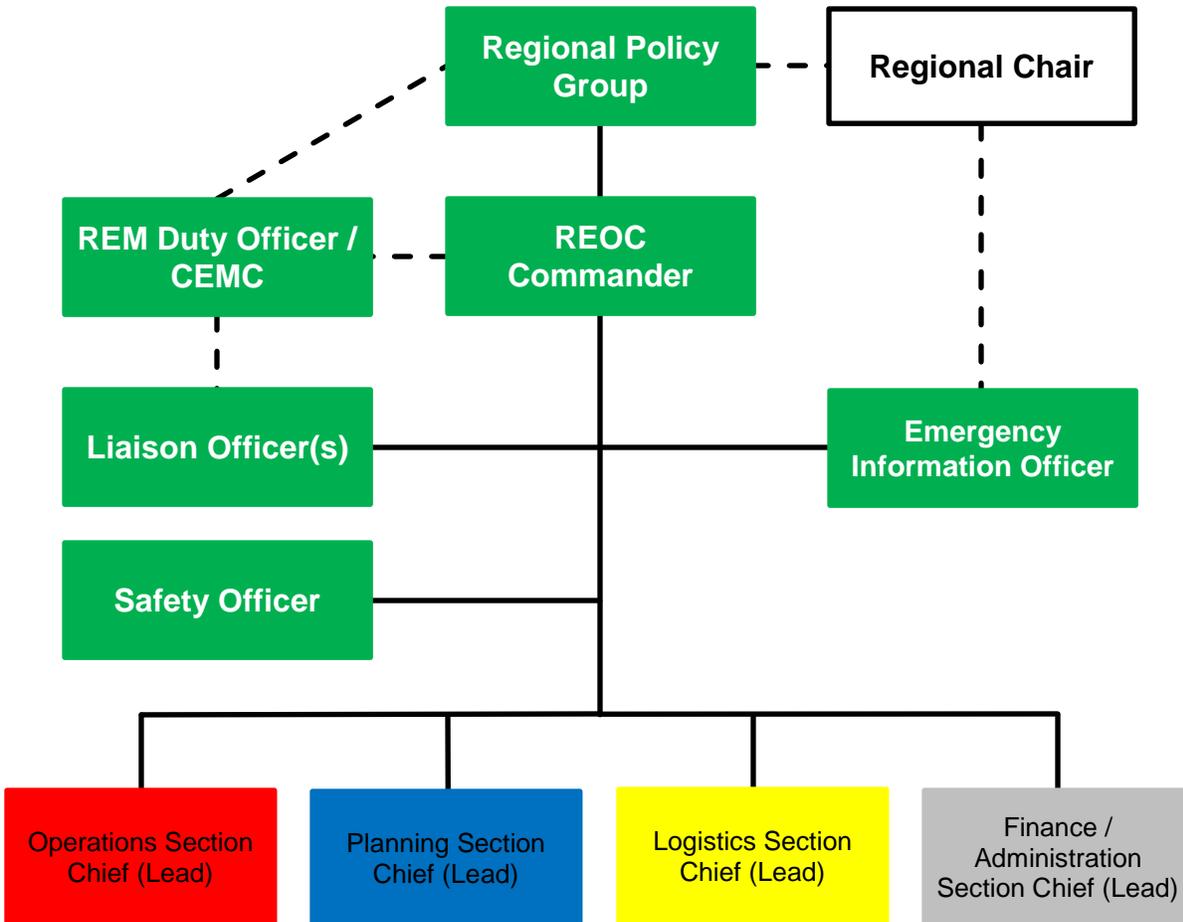


Figure 2: General IMS Structure

6.1. IMS Functions, Roles and Responsibilities

REM will monitor and respond to events according to four levels of operational response according to Section 4.3 of the ROPEP. The level of operational response adopted by REM will depend upon the severity of the event.

Specific roles and responsibilities for each of the positions in the IMS chart above can be found in Annex 3 – IMS Roles and Responsibilities Checklists.

6.2. IMS Processes

There are standard processes under IMS that may be used to facilitate the response to an event.

6.2.a. The Incident Action Plans and Operational Periods

During an event, the REOC Commander determines the length of operational periods. For each operational period, an Incident Action Plan(s) (IAP) will be developed to assist efforts on identified priorities.

The basic elements of an IAP are the following:

- Clear strategic direction;

- Defined measurable objectives identifying what is to be achieved;
- High level summary of the tactics to be used to achieve the objectives;
- A list or summary of the resources assigned to the event;
- Additional resourcing of the IMS structure; and,
- Safety guidelines or instructions as needed.

The initial IAPs may be verbal plans but should become documented and distributed as soon as possible during the event.

The development of the IAP is an ongoing process throughout the event as directed by the REOC Commander and led by the Planning Section.

A detailed summary of the process to develop and implement the IAP can be found in the REOC Operations / Support Procedures appendix.

6.2.b. IMS Forms and Documents

OFMEM has developed various standardized forms to assist in the development of the IAP. The forms provide a general template to collect and collate information related to an individual event and document operational and supporting resources and other additional situational information. Elements of the forms may be used as appropriate for the given event.

Annex 4 – Common IMS Forms Summary details the individual forms and their function in support of the ROPEP.

7. Regional Emergency Operations Centre

Section 13(1) of Ontario Regulation 380/04 requires the municipality to establish an Emergency Operations Centre with appropriate technology and telecommunications systems.

The REOC provides a suitable area for coordinated assembly of subject matter experts from various internal Departments and Programs along with representatives from external agencies, to monitor, develop, implement, evaluate response and support actions for any event.

As described in Section 4.3, the REOC may be Partially or Fully activated. The REM Duty Officer will be responsible for coordinating and establishing the REOC per Section 5.1 of the ROPEP.

While the specific responsibilities are largely dependent on the needs of the event, the REOC provides an area to coordinate some or all of the following actions:

- Implement and maintain an IMS structure;
- Establishing and maintaining situational awareness related to the specific incident as well as other potential consequences and situations that may affect the response;
- Establishing and maintaining operational and supporting linkages with key stakeholders directly involved or supporting the response to the event;
- Coordinating and providing public messaging to media and residents;
- Developing recovery and contingency plans in conjunction with the Incident Site;
- Implementing any business continuity measures resulting from the incident;
- Ensuring sufficient reserves of resources (both personnel and equipment) are available to the Incident Site for the duration of the event; and,
- Ordering, obtaining, tracking and compensating additional resources to support the response to the event.

Where the REOC is not required but a degree of coordination is appropriate, operations / planning / support room(s) can be established and staffed as needed per Section 4.3.

REOC staff will identify and prioritize specific objectives for each event based on the overriding IMS priority of objectives as follows;

- Preservation of life and public safety, including both members of the public and responders to the event;
- Preservation and protection of individual property including personal, corporate and government locations, resources and infrastructure; and,
- Preservation and protection of the environment.

Although not required by the EMCPA, an alternate REOC has been promoted to best practices and Business Continuity Planning (BCP). The identified and alternate REOC will serve the same function as the REOC in the event of the primary REOC cannot be safely established. Specific details on the location and configuration of both the REOC

- REM will facilitate the activation of the REOC.
- References to regulatory requirements have been added.
- A location for the REOC and an alternate REOC has been established.

and an alternate REOC can be found in the REOC Operations / Support Procedures appendix.

8. Regional Employees

Regional employees in individual Departments or Programs will have a broad range of roles and responsibilities during all phases of an event depending on the nature of the event.

- Staff may be redeployed to support an event.
- Staff are encouraged to complete the various online training modules found on the REM website.

Given that some events may warrant the use of staff and Program resources on an ad-hoc basis, Regional staff should become familiar with the ROPEP along with any appropriate Department or Program operational plans.

Under the IMS framework, employees can have their normal reporting relationships modified temporarily to support either Command or General Staff functions, or business continuity needs of the Corporation or supporting other jurisdictions such as the area municipalities.

Employees are encouraged to complete REM orientation training in both Basic Emergency Management and IMS. Online training modules are available through the REM internal website.

Further information on REM's training program may be found in Annex 5 – Training & Exercise Programs.

9. Declaration and Termination of a Regional Emergency

A declaration of an emergency may be considered where the emergency situation or impending situation is considered so grave in nature or magnitude that a controlled and coordinated response by a number of Regional Departments and Programs and / or community agencies is required. The following circumstances may warrant a Declaration of a Regional emergency:

- The incident is beyond the capability of a local municipality;
- Crosses boundaries of, or impacts a large part of two or more municipalities;
- The Mayor of the local municipality requests the Region to lead or coordinate the response;
- Requires extraordinary actions or expenditures of money by one or more Regional Programs;
- Threatens or affects Regional facilities;
- The Premier or the Lieutenant Governor directs the Region to activate its Regional Plan; and,
- The Provincial Chief Medical Officer of Health issues an Order under The Health Protection and Promotion Act (HPPA) that has wide reaching implications for the Region.

- A Declaration of an Emergency is not a requirement, but is an option.
- Within the Regional government structure, only the Regional Chair may declare an emergency.
- A declaration may allow for expedited processes or urgent adjustments to policies.
- Rationale for considering a Declaration of an Emergency has been included.

A Declaration of Emergency is an option that is available to Municipalities and in some cases, may be required in order to initiate specific internal protocols or access Provincial and Municipal resources. Examples of specialized resources or policies may include the following:

- Temporary adjustments to emergency purchasing by-laws;
- Temporary labour relations measures such as alternate work locations; and,
- Request for specialized Provincial resources such as Heavy Urban Search and Rescue (HUSAR) units and Emergency Medical Assistance Teams (EMAT).

An emergency declaration may extend to all or any part of the Region of Peel.

If the decision is made to declare an emergency, the Region of Peel must notify the OFMEM on behalf of the Minister of Community Safety and Correctional Services as soon as possible. Although a verbal declaration of emergency is permitted, all declarations must ultimately be made in writing.

It is important to note that a Declaration of Emergency is **not** required prior to response and recovery operations commencing and further is **not** required as part of a Partial or Full Activation.

Under the EMCPA, Section 4 (1) the Regional Chair has the authority to declare an Emergency on behalf of the Region. The Premier or the Lieutenant Governor has the

authority to declare an emergency within the Region of Peel under specific criteria outlined in the EMCPA.

Specific details on the process of Declaring an Emergency can be found in the Notification, Activation and Declaration of Emergency Process appendix.

Once conditions that warranted the Declaration of Emergency have either been rescinded or appropriately mitigated, the declaring authority may terminate the said Declaration. The termination of an emergency does not suspend response, recovery and planning operations. These activities may continue for an extended period of time at the discretion of the REOC Commander and the Regional Policy Group.

Any Declaration of Emergency must be subsequently be Terminated at an appropriate time as per the conditions of the Act. A Termination of a Declaration of Emergency must be supplied in writing to the OFMEM.

10. Plan Maintenance and Revisions

Under the EMCPA, Section 3 (6) the Plan will be reviewed annually by REM and reported to EMPC as appropriate.

The ROPEP is supported by Regional by-law number XX-2015.

Annexes and appendices will be updated as needed and distributed accordingly. Revisions may result from Lessons Learned Reports from previous events or as a result of amendments to legislation or other regulations.

In accordance with Section 6.2 of the EMCPA, a current copy of the ROPEP will be supplied to the Chief, Emergency Management Ontario through the OFMEM.

- A summary of any changes of significance to the ROPEP will be presented to the EMPC.
- By-law number XX-2015 adopts the Plan.
- Revisions to the annexes and appendices will occur as needed.

11. Acronyms and Definitions

- Key IMS terms have been added to the definitions.
- Definitions for each acronym or title have been included to provide further context for the reader.

Acronym	Title	Description
AODA	Accessibility for Ontarians with Disabilities Act	An Act aimed at developing, implementing and enforcing accessibility standards in order to achieve accessibility for Ontarians with disabilities with respect to goods, services, facilities, accommodation, employment, buildings, structures and premises.
ARES	Amateur Radio Emergency Services	Community volunteers capable of supporting existing radio communication.
BCP	Business Continuity Planning	A strategy that identifies measures to ensure the continued delivery of core services by an organization. May also identify the priority of service delivery where service levels need to be adjusted by an organization in response to an event or potential business disruption.
CCC	Customer Contact Centre	The Customer Contact Centre operates 24/7 and responds to telephone, e-mail and social media inquiries for the Region's primary program areas plus 211 and 311. Facilitator of the ROPEP notification and fan out
CEMC	Community Emergency Management Coordinator	A CEMC is responsible for the coordination of the municipal emergency management program in compliance with the EMCPA for that municipality. The CEMC also serves as the primary contact during an event or emergency.
CEMC (A)	Alternate Community Emergency Management Coordinator	Individual within the municipality who is designated as an Alternate to the CEMC.
CI	Critical Infrastructure	Private and Public sector assets that are essential for social and economic functions.
CVC	Credit Valley Conservation Authority	The CVC is a conservation authority responsible for the protection and management of the Credit Valley watershed.
DPCDSB	Dufferin-Peel Catholic District School Board	The Dufferin-Peel Catholic District School Board is the separate school board that oversees Catholic school facilities throughout Peel Region and Dufferin County.
EIO	Emergency Information Officer	A senior member of the communications team who directly manages all emergency information related activities during an event. The EIO is responsible for the development, approval and release of approved emergency information to employees and the public.

Acronym	Title	Description
EMAT	Emergency Medical Assistance Team	EMAT is a Provincial mobile medical field unit that can be on site within 24 hours in a community and can provide a staging and triage base for patients prior to transporting them to hospital.
EMCPA	Emergency Management and Civil Protection Act	The EMCPA is the governing Provincial legislation, along with Ontario Regulation 380/04 for emergency management in Ontario.
	Emergencies	Events caused by the forces of nature, an accident, an intentional act, or otherwise that constitutes a danger of major proportions to life or property.
EMO	Emergency Management Ontario	The former organizational structure within the Provincial government that oversaw Emergency Management. Superseded by the OFMEM (See OFMEM).
EMPC	Emergency Management Program Committee	The mandate is to annually review the REM Program and provide recommendations to Council for its revisions as required.
	Event	Any event, natural or human-caused that requires an emergency response to protect life, property, or the environment. An event may be geographically confined or dispersed. Events may start suddenly or gradually.
ELT	Executive Leadership Team	ELT's role is to provide efficient and effective enterprise-wide governance in line with Council directions. The ELT members form much of the Regional Policy Group within the ROPEP structure.
FSC	Finance / Administration Section Chief	The FSC is responsible for financial and administrative support to the incident, including all business processes, cost analysis, financial and administrative aspects and ensuring compliance with Regional policies and procedures.
GTAA	Greater Toronto Airport Authority	The Greater Toronto Airports Authority operates Toronto Pearson International Airport within the Region of Peel.
HIRA	Hazard Identification and Risk Assessment	A HIRA is a comprehensive evaluation of the hazards and associated risks in a designated area. It is used to better inform and prioritize emergency management program activities.
HPPA	Health Protection and Promotion Act	Ontario's HPPA provides the legislative mandate for Boards of Health. Provides for the organization and delivery of public health programs and services, the prevention of the spread of disease and the promotion and protection of the health of the people of Ontario
HRCA	Halton Region Conservation Authority	Conservation Halton, also known as the Halton Region Conservation Authority, is a conservation authority responsible for the protection and management of both the 12 and 16 Mile Creek Watersheds.

Acronym	Title	Description
HUSAR	Heavy Urban Search and Rescue	HUSAR is a general term for a group of specialized rescue skills that are integrated into a team with the functional responsibility for conducting operations within collapsed structures and other entrapments and has team resources that include, search, medical and structural assessment capacity.
IAP	Incident Action Plan	The IAP is a verbal and or written plan that defines the event objectives and reflects the tactics necessary to manage an event during time specific operational periods.
IC	Incident Commander	Individual who will coordinate the Incident Response at the event site using either Single or Unified Command.
IMS	Incident Management System	IMS is a standardized approach to emergency management encompassing personnel, facilities, equipment, procedures, and communications operating within a common organizational structure.
	Incident	See Event
	Incident Site	Often referred to as the "site", it is the general location where a specific emergency or event is occurring. In some cases there may be multiple sites associated with the consequences of the same event.
LLR	Lessons Learned Reports	Lessons learned reports are documented reflections on an event that capture the knowledge and experience (both positive and negative) derived from observations and historical study of actual operations, training, and exercises. Often referred to as After Action Reports.
LO	Liaison Officer	A Liaison Officer reports to Command and serves as the primary contact for assisting and supporting stakeholders. The LO informs and advises Command and General Staff of issues related to outside assistance and support, including current or potential stakeholder needs.
LSC	Logistics Section Chief	The Logistics Section Chief is responsible for providing facilities, services, resources and materials in support of the incident. The Section Chief will participate in the development of the IAP as required.
MCG	Municipal Emergency Control Group	A Municipal Emergency Control Group is a component of all area municipalities and has a similar role and function as the Regional Policy Group within the ROPEP.
MFIPPA	Municipal Freedom of Information and Protection of Privacy Act	An Act aimed at providing a right of access to information under the control of municipal institutions and protecting the privacy of individuals with respect to personal information about themselves held by municipal institutions.

Acronym	Title	Description
OFMEM	Office of the Fire Marshal and Emergency Management	Program area within the MCSCS with the responsibility for delivering programs and fostering partnerships to minimize or eliminate hazards to persons or property through public education initiatives, emergency measures and other means. Provides oversight of the EMCPA.
OHSA	Occupational Health and Safety Act	The OSHA is Ontario's legislation for workplace health and safety.
OIC	Order In Council Ministry	Provincial Ministries identified in either the EMCPA or Ontario Regulation 380/04 who have an Emergency Management or Business Continuity responsibility. The Ministry is assigned to a lead role in coordinating the Provincial response to specific identified risks.
OSC	Operations Section Chief	The Operations Section Chief will work closely with other members of the Command and General Staff to coordinate operational activities. This may include participating in the development of the Incident Action Plan (IAP), implementing the IAP and organizing, assigning and supervising resources assigned to enact operational tasks.
PDSB	Peel District School Board	The Peel District School Board is the public school board that oversees Public school facilities throughout the Region of Peel.
PSC	Planning Section Chief	The Planning Section Chief is responsible for developing the IAPs. The primary focus of the Planning Section is to maintain situational awareness and look ahead in order to predict future hazards, risks and future course of events and CEMC responsibilities.
REM	Regional Emergency Management	Regional staff responsible for managing and coordinating all aspects of the Region's emergency management program, include the ROPEP, training, exercises, public education as well as the response and recovery to events or emergencies.
REOC	Regional Emergency Operations Centre	The REOC is a designated central command and control location to be used by the Municipal Emergency Control Group. The REOC is equipped with appropriate technological and telecommunications systems.
REOC (A)	Alternate Regional Emergency Operations Centre	An alternate location where the roles and functions of the REOC may be conducted if the REOC were not functional or needed to be expanded.
	Responder	Anyone involved in the response to an event, who contributes to the resolution of problems brought about by the incident. Responders may include the private sector, non-governmental organizations, and / or the public sector.

Acronym	Title	Description
	REOC Commander	Individual responsible for coordinating any response or support measures made through the establishment of the REOC. All actions of the REOC Commander will be in support of the Incident Commander at the Incident Site.
ROPEP	Region of Peel Emergency Plan	The Emergency Plan for the Region of Peel outlining the general roles and responsibilities of Regional departments and programs along with Emergency Management stakeholders. The Plan is meant to provide a framework from which event specific response and support strategies may be developed, implemented and maintained.
RPG	Regional Policy Group	The Regional Policy Group is responsible for providing overall strategic direction, policy, advice and assistance to the REOC Commander (in addition to overseeing the delivery of essential services, if required).
SO	Safety Officer	Member of the Command Staff with responsibility for processes, protocols and measures to ensure the health and wellbeing of all personnel involved in the response to an event including responders and support staff.
TRCA	Toronto Region Conservation Authority	The Toronto Region Conservation Authority, is a conservation authority responsible for the protection and management of the Etobicoke Creek, Mimico Creek, Humber River and other watersheds.
WSIA	Workplace Safety and Insurance Act	The Ontario Workplace Safety and Insurance Act governs the administration of the province's workplace insurance regime.
WSIB	Workplace Safety and Insurance Board	The WSIB is an independent trust agency that administers compensation and no-fault insurance for Ontario workplaces.

13. Annexes

Annexes to the ROPEP provide further detailed information to selected sections of the ROPEP. The information contained in each Annex is subject to occasional change. Any changes or additions to the Annexes will be summarized and presented to the EMPC for information as appropriate.

- Annexes will provide generalized information on HIRA and Critical Infrastructure information.
- Annexes will be available to the Public upon request as part of the Core plan.

Changes and additions to the Annexes may result from the annual review of key areas of the REM program including HIRA, Regional CI assessments, and reviews of the exercise, training and public education aspects of the program as well as incorporating any appropriate Provincial resources.

Annexes of the ROPEP are to be included in public copies of the ROPEP.

Annex 1 – Community Hazard Identification and Risk Assessment

HIRA Overview

The Region's HIRA is a summary of the known and potential risks and consequences that have been identified and evaluated by Regional Departments and Programs along with the Region's emergency management stakeholders.

- A HIRA summary will be included as an annex to the ROPEP.
- The HIRA will be based on the OFMEM HIRA model.

The intent of the HIRA is to determine those risks and consequences that are likely to occur in the Region of Peel and to ensure that all Regional and community stakeholders are sufficiently prepared to respond to the risk. The HIRA is reviewed annually by REM and its stakeholders and updated as appropriate.

Public Access to the HIRA

The specific details of the Regions HIRA are deemed confidential under the EMCPA (Sections 2.1(3) and 2.1(4)) and not publicly available.

Hazard and risk assessment and infrastructure identification

(3) In developing its emergency management program, every municipality shall identify and assess the various hazards and risks to public safety that could give rise to emergencies and identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies. 2002, c. 14, s. 4.

Confidentiality for defence reasons

(4) Subject to subsection (5), a head of an institution, as defined in the Municipal Freedom of Information and Protection of Privacy Act, may refuse under that Act to disclose a record if,

(a) the record contains information required for the identification and assessment activities under subsection (3); and

(b) its disclosure could reasonably be expected to prejudice the defence of Canada or of any foreign state allied or associated with Canada or be injurious to the detection, prevention or suppression of espionage, sabotage or terrorism. 2002, c. 14, s. 4.

2015 Hazard Identification and Risk Assessment Summary

The following table represents a summary of the number and type of potential events reported to the REM Duty Officer. These events have been reported through various sources such as conservation authorities, area municipalities, Environment Canada and the PEOC.

Summary of Events Reported to the REM Duty Officer 2013 - 2015								
Type of Event Reported	2013		2014		2015*		Total*	
	Events	%	Events	%	Events	%	Events	%
Weather	75	54.3%	96	49.2%	85	51.2%	256	51.3%
Flooding - Watershed	35	25.4%	70	35.9%	40	24.1%	145	29.1%
Heating / Cooling Centres	0	0.0%	0	0.0%	20	12.0%	20	4.0%
Provincial Response	6	4.3%	11	5.6%	1	0.6%	18	3.6%
Public Health	1	0.7%	5	2.6%	6	3.6%	12	2.4%
Critical Infrastructure	6	4.3%	2	1.0%	3	1.8%	11	2.2%
Housing	4	2.9%	3	1.5%	2	1.2%	9	1.8%
Public Safety	0	0.0%	2	1.0%	3	1.8%	5	1.0%
Planned Event	1	0.7%	1	0.5%	2	1.2%	4	0.8%
Municipal Response	3	2.2%	0	0.0%	0	0.0%	3	0.6%
Hurricane	3	2.2%	0	0.0%	0	0.0%	3	0.6%
Industrial Event	0	0.0%	2	1.0%	1	0.6%	3	0.6%
Information Breach	1	0.7%	1	0.5%	0	0.0%	2	0.4%
Transportation	1	0.7%	0	0.0%	1	0.6%	2	0.4%
Localized Flooding	0	0.0%	1	0.5%	1	0.6%	2	0.4%
Business Continuity	1	0.7%	0	0.0%	1	0.6%	2	0.4%
Earthquake	1	0.7%	0	0.0%	0	0.0%	1	0.2%
Mutual Aid	0	0.0%	1	0.5%	0	0.0%	1	0.2%
<i>Totals</i>	<i>138</i>	<i>100.0%</i>	<i>195</i>	<i>100.0%</i>	<i>166</i>	<i>100.0%</i>	<i>499</i>	<i>100.0%</i>

* As of November 4th 2015

The above information will be reviewed as part of a Regional HIRA update beginning in early 2016. Results from the review will be summarized and included in future updates to this Annex.

Annex 2 – Community Critical Infrastructure Summary

Critical Infrastructure Overview

- A Critical Infrastructure summary will be included as an annex to the ROPEP.

The Regional Critical Infrastructure listing (CI) is a summary of identified assets within the Region of Peel that are vital to the community. General critical infrastructure assets include institutions, services, systems and processes that meet or support the following criteria:

- are vital human needs;
- sustain the economy;
- protect public safety and security; and,
- maintain continuity of, and confidence in government.

Critical Infrastructure assets may be owned by various entities including federal, provincial, regional and municipal governments as well as the private sector. Many individual CI assets are interdependent upon other CI assets.

Assets are identified as supporting one of the following sectors:

Sector	Types of Services
Food and Water	Food distribution Food transportation Water treatment, storage and distribution systems
Transportation	Road, rail and public transit networks Airline and ferry services
Financial Institutions	Banks and Credit unions Insurance providers
Electricity	Power generation and transformer stations Electrical sub-stations Transmission and distribution networks
Communications Systems	911 facilities and networks Transmission and switching equipment Wireless, television and radio networks Postal services
Health Care	Hospitals and urgent care centres Long term and palliative care facilities Medical centres Addiction and mental support facilities
Public Safety and Security	Emergency Operations Centres Evacuation and reception centres First responder stations and equipment

Sector	Types of Services
Gas and Oil	Transmission lines and distribution networks Monitoring and metering facilities Refineries and distribution nodes
Continuity of Government	Regional and Municipal facilities Provincial, Regional and Municipal service points and programs

Regional Critical Infrastructure

The intent of the Regional CI listing is to identify assets and entities that are vital to ensuring minimal infrastructure impacts to a community during an event or emergency. Also, to implement any prevention or mitigation measures to ensure continued service and support of the asset as appropriate. The Regional CI listing is subject to the same public access restrictions as the Regional HIRA.

The summary of the Regional Critical Infrastructure listing below provides key elements of the Regional CI listing for members of the Public.

2015 Regional Critical Infrastructure Listing Summary

Sector	Asset	Description
Communications	Gateway Postal Facility	Postal sorting facility
Communications	Towers	Multiple wireless communications towers
Communications	Support	Transmission and switching equipment facilities
Electricity	Generation	Power generation facilities
Electricity	Transmission	Multiple primary and secondary transmission lines and supporting facilities
Financial	Banking	Multiple banking and credit union locations including large corporate offices
Financial	Insurance	Multiple insurance providers service locations including large corporate offices
Food And Water	Food Distribution	Multiple food distribution locations including warehousing facilities
Food And Water	Water Distribution Network	Multiple water treatment, storage and distribution facilities
Gas and Oil	Bulk Storage	Several bulk storage locations for various Gas and Oil products
Gas and Oil	Distribution Sites	Multiple public and private fuel stations
Gas and Oil	Refinery	One gas refinery location
Gas and Oil	Support	Various pumping and monitoring stations
Gas and Oil	Transmission Lines	Several national and regional pipeline networks
Government	City of Brampton	Multiple service and operations locations
Government	City of Mississauga	Multiple service and operations locations

Sector	Asset	Description
Government	Judicial	Various levels and locations of court functions
Government	Region of Peel	Multiple service and operations locations
Government	Service	Several Provincial service and Ministry locations
Government	Town of Caledon	Multiple service and operations locations
Health Care	Long Term Health Care Centres	5 Regional Long Term Health Care Centres Multiple independent Long Term Health Care Centres
Health Care	Non-Urgent Care	Multiple walk-in and scheduled clinic locations
Health Care	Support Centres	Multiple client support sites for various needs including mental health, general public health, addiction treatment
Health Care	Trillium Health Network	2 Urgent care facilities in Mississauga
Health Care	William Osler Health Services	1 Urgent care facility in Brampton Various community support sites
Public Safety	Municipal Fire Services	Over 40 Fire & Emergency Services Stations
Public Safety	Ontario Provincial Police	1 Community detachment 1 Highway support detachment
Public Safety	Peel Regional Paramedics Services	Over 15 Paramedic Stations
Public Safety	Peel Regional Police	5 service Divisions, specialized units, dispatching and communications services
Transportation	Brampton Airport	Municipal airport – general aviation
Transportation	GO Transit Network	3 GO Transit rail routes, multiple GO Transit bus routes
Transportation	Highway	Several provincial Highway corridors
Transportation	Pearson International Airport	International airport – commercial, general and cargo aviation
Transportation	Public Transit	Multiple municipal public transit routes and facilities
Transportation	Rail Freight	Multiple rail freight corridors and facilities
Transportation	VIA Rail	2 VIA Rail routes

The above information will be reviewed as part of a Regional CI update beginning in early 2016. Results from the review will be summarized and included in future updates to this Annex.

Annex 3 – IMS Roles and Responsibilities Checklists

Individual roles and responsibilities checklists for each of the positions and functions in this Annex will be added to this Annex in early 2016.

- Provides reference to the checklists for key IMS Positions discussed in Section 6.
- Position checklists may be modified as appropriate.

Regional Policy Group

Section 12(1) of Regulation 380/04 requires the Regional Municipality to establish a Municipal Emergency Control Group. The Regional Policy Group will fulfill this requirement.

The role of the Regional Policy Group, previously identified in Section 4 of the ROPEP, is to provide strategic guidance, support and direction to the Command and General Staff. Members of the Regional Policy Group are responsible for providing overall incident policy, advice and assistance to the REOC Commander and to provide decision making authority for issues beyond the responsibility or scope of the REOC Commander (as an example, suspension of staff leave, vacations, program services, etc.).

When appropriate, the Regional Policy Group may provide member(s) of Regional Council with updates and briefings on an event or emergency.

The Regional Policy Group may delegate authority to the REOC Commander in which case the REOC Commander should also be provided with a summary of the scope of any delegated authority.

REM Duty Officer / Community Emergency Management Coordinator

The REM Duty Officer or CEMC may serve various roles within the IMS structure however the primary functions will be to ensure ongoing Liaison with other stakeholders involved in the an event or emergency as well as assisting Command Staff as a subject matter expert on Emergency Management procedures and protocols. The REM Duty Officer / CEMC may also support both the Regional Policy Group and members of the General Staff as appropriate. Other duties may also include, but are not limited to, the following responsibilities:

- Coordinate and establish the REOC or suitable operations / planning / support rooms;
- Liaise and support the Incident Commander and REOC Commander as appropriate;
- Manage the general functional aspects of the REOC;
- Make recommendations to Command Staff as appropriate;
- Provide ongoing situational awareness to REOC staff relative to the nature of the event or emergency; and,
- Provide subject matter expertize on emergency management processes and procedures.

Command Staff

Command staff includes the following IMS roles:

- REOC Commander
- Emergency Information Officer
- Liaison Officer
- Safety Officer
- REM Duty Officer / CEMC

Each member of the Command Staff report directly to the REOC Commander and support the General Staff functions as subject matter experts in their specific Command Staff roles. The normal priority of objectives for Command Staff is as follows and may be expanded upon as appropriate;

- Preservation of life and public safety, including both members of the public and responders to the event;
- Preservation and protection of individual property including personal, corporate and government locations, resources and infrastructure; and,
- Preservation and protection of the environment.

Individual roles and responsibilities of the Command Staff members will be added to this Annex in early 2016.

REOC Commander

The REOC Commander is responsible for the overall management of the REOC including support to the event site. The REOC Commander makes executive decisions and provides strategic guidance, information and resource management including, legal, financial and other forms of support.

The REOC Commander reports to the Regional Policy Group and is the representative of the REOC at Regional Policy Group meetings.

Emergency Information Officer (EIO)

Section 14(1) of Regulation 380/04 requires municipalities to designate an employee as EIO.

The EIO is responsible for the development and release of approved emergency information to the public. Command must approve all emergency information that the EIO releases.

Liaison Officer (LO)

The LO reports to Command and serves as the primary contact for assisting and supporting stakeholders. The LO informs and advises Command and General Staff of issues related to outside assistance and support, including current or potential stakeholder needs.

The Liaison Officer may be assigned assistance from other departments also involved in the incident response.

Safety Officer (SO)

Reporting to the REOC Commander, the Safety Officer (SO) monitors safety conditions and develops safety measures to ensure the health and safety of all Regional staff and Regional volunteers responding to the event.

The Safety Officer has the authority to temporarily suspend Regional response in situations that endanger the wellbeing of Regional responders until the concerns have been mitigated.

Section 7.2(8) of the EMCPA states that the OHSA prevails in circumstances where there might be conflict between orders issued under both acts.

Section 7.2(5) states that nothing in this act shall be construed as abrogating or derogating powers of the Chief Medical Officer of Health under the Health Protection and Promotion Act.

General Staff

Command Staff are supported by General Staff. The General Staff report to Command Staff and are comprised of the following IMS positions that may be established at the REOC:

- Operations Section Chief (Lead);
- Planning Section Chief (Lead);
- Logistics Section Chief (Lead); and,
- Finance and Administration Section Chief (Lead).

Individual roles and responsibilities of the General Staff members will be added to this Annex in early 2016.

Operations Section Chief (OSC)

The OSC will work closely with other members of the Command and General Staff to coordinate operational activities. This may include participating in the development of the Incident Action Plan (IAP), implementing the IAP and organizing, assigning and supervising resources assigned to enact operational tasks.

Planning Section Chief (PSC)

The PSC is responsible for developing the IAPs. The primary focus of the Planning Section is to maintain situational awareness and look ahead in order to predict future hazards, risks and future course of events.

Logistics Section Chief (LSC)

The (LSC) is responsible for providing facilities, services, resources and materials in support of the incident. The Section Chief will participate in the development of the IAP as required.

Finance / Administration Section Chief (FSC)

The FSC is responsible for financial and administrative support to the incident, including all business processes, cost analysis, financial and administrative aspects and ensuring compliance with Regional policies and procedures.

Annex 4 – Common IMS Forms Summary

IMS Forms Overview

Within IMS, standardized forms can be used to assist with IMS processes and procedure and document key actions. Individual forms are to be used as appropriate to support an individual event.

- The ROPEP references relevant IMS forms of the Provincial IMS model are included as an annex.
- Forms may be modified as appropriate.

ROPEP Use of IMS Forms

Within a response to a Regional event, it is unlikely that all of the forms available through the OFMEM will be needed. Further, it is not necessary that all sections of a form are completed for each operational period.

Any of the forms may be amended as needed to include additional information fields and may also be linked to existing Departmental and Program operating forms and reports.

Below is a summary of some of the forms that may be used to support a Regional event.

Form Number	Title	Description / Purpose	Prepared By
IMS 1001	Consolidated Incident Action Plan (IAP)	Documents the actions developed by the Commander and the Command and General Staff during Planning Meetings. The IAP specifies the objectives, strategies, tactics, resources, organization, communications plan, medical plan, and other appropriate information for use in managing an incident response. May leverage information collected in other forms.	Planning Section Chief
IMS 201	Incident Briefing	Provides initial situational information on the status of the event and the resources allocated to it. Also serves as an initial action worksheet and a permanent record of the initial response to the incident. The IMS 201 is superseded by and expires when a written IAP is developed.	Incident / REOC Commander, or Planning Section Chief

Form Number	Title	Description / Purpose	Prepared By
IMS 202	Incident Objectives	Describes the basic incident strategy, objectives, command priorities, and safety considerations for use during the next operational period. May also be used as a cover sheet for the IAP (if the IMS 1001 is not used), with other IMS forms attached, as required.	Planning Section Chief
IMS 205	Incident Telecommunications Plan	Provides information on contact information and radio assignments for each operational period.	Logistics Section Chief, or Communications Unit Leader (if activated)
IMS 207	Incident Organization Chart	Indicates the IMS organizational elements that have been activated and the names of the personnel staffing each element.	Planning Section Chief, or Resource Unit Leader (if activated)
IMS 208	Safety Message / Plan	A template that can be used by the Safety Officer or other personnel to document any Safety Messages or Safety Plans.	Safety Officer
IMS 209-G	Incident Status Summary-Generic	An overview of the current situation, future outlook and anticipated actions at a particular stage during incident response operations.	Planning Section Chief, or Situation Unit Leader (if activated)
IMS 211-B	EOC Check-In List	Records check-in information of all personnel operating at the REOC or site.	Planning Section Chief, or Reception/ Resources Unit Leader/ Check-In Recorder (if activated)
IMS 214	Activity Log	Records the details of key activities of an Individual or Team involved in the response to an event. Used to assist in the transition of one staff member to another in the same role or function.	All Sections and Units

While other forms exist, they are only used as appropriate.

Annex 5 – Training & Exercise Programs

Emergency Management Training

REM will ensure annual compliance with the training requirements of the EMCPA and will provide the EMPC with an annual summary of training delivered and received.

REM Facilitated Training

REM will provide training to appropriate stakeholders throughout each calendar year, approximately once per quarter. Training will be coordinated with various stakeholders to avoid duplication of efforts but also to ensure that course content is aligned with both the ROPEP and municipal plans.

Courses offered will include OFMEM designed courses such as the Basic Emergency Management (EM 200) and the Incident Management System (IMS 200). Preference will be given to individuals who have roles or supporting roles to likely events.

Additional training modules may be developed by REM and will be made available to appropriate stakeholders.

Training of REM Staff

Where appropriate, REM staff will complete training to further enhance the capacity¹ of the REM program. This training may be in the form of either provincially developed training or training through other stakeholders.

Emergency Management Exercises

REM will ensure annual compliance with the exercise requirements of the EMCPA and will provide the EMPC with an annual summary of REM's exercise participation.

Exercise Partnerships

REM will work with internal and external stakeholders to develop and participate in a variety of exercise types and scenarios as appropriate. Efforts will be made to ensure that exercises are aligned to current Hazards and Risks identified in the Regional HIRA as well as other stakeholder HIRA's. Regional Departments and Programs may be required to participate in both the planning and development phases of the exercise as well as during exercise play. Resources may also be required to participate or lead the drafting of Lessons Learned Reports.

While the scenarios for individual exercises will be simulated, the ROPEP will be used to guide any exercise response or support actions as appropriate.

Discussion-based Exercises

Discussion-based exercises are used to familiarize participants with current plans, policies, and procedures and when appropriate, to develop new ones. Specific discussion-based exercises include seminars, workshops and tabletop exercises.

- Training strategies have been identified for staff from Regional departments and programs, as well as external stakeholders.
- A summary of the general exercise program has been provided
- Definitions for the different types of exercises have been included.

REM will attempt to hold or participate in discussion based exercises at least one per quarter, ideally in collaboration with internal, municipal and other stakeholders.

Examples of discussion based exercises are as follows:

Type of Exercise	Description
Seminars	Orientation of participants to regulations, strategies, plans, policies, procedures, protocols, concepts and ideas. Used generally to introduce new concepts or practices to Departments and Programs but may also be used to orient external stakeholders to new or revised processes and protocols.
Workshops	Similar to seminars, workshops are used to further develop or refine a specific plan, process or protocol.
Table Top Exercises	<p>A scenario based discussions with key staff and decision makers that focus on specific consequences or risks. While Table Top Exercises may be designed for leadership staff from various Departments, Programs and stakeholders, as well as staff that may be directly involved response and support to an event or emergency.</p> <p>Table top exercises may be used to promote general awareness, validate plans and procedures, and / or assess the types of systems needed to guide prevention, response, and recovery from a defined event. Lessons Learned Reports may be used to address strengths or weaknesses identified during the exercise.</p>

Operations-based Exercises

Operations-based exercises validate plans, policies, agreements, procedures, clarifies roles and responsibilities, and identifies resource gaps in a simulated operational environment. Specific operations-based exercises include drills, functional exercises, and full-scale exercises.

REM will attempt to hold or participate in an operations based exercise once every 24 months, ideally in collaboration with internal, municipal and other stakeholders.

Examples of operations based exercises are as follows:

Type of Exercise	Description
Functional Exercises	Single or multi-stakeholder exercises designed to evaluate the response to real-time scenarios and consequences. May include resources at both the Incident Site and Emergency Operations Centres. In many cases, a simulated incident site may be prepared to ensure realism with known conditions and consequences.
Full-Scale Exercises	<p>Like Functional Exercises, Full-Scale exercises are the most complex and realistic form of exercises. Full-Scale exercises test policies, processes, procedures and protocols as well as large response and support units that would be involved in the consequences being evaluated. These exercises require significant planning and coordination amongst all participating Departments, Programs and stakeholders.</p> <p>Full-Scale exercises are designed to replicate situations and conditions that are likely to occur during an actual event or emergency.</p>

Annex 6 – Public Education Strategy

Overview

REM will ensure annual compliance with the public education requirements of the EMCPA.

REM's Public Education Strategy will build on Municipal public education efforts without replicating materials. Where appropriate, REM will assist with jointly produced Public Education materials with the City of Brampton, Town of Caledon and City of Mississauga.

The Public Education Strategy will concentrate on Regional services that may be provided to various stakeholder and client groups including both the residents and businesses in Peel. REM's Public Education Strategy will be aligned to current Hazards and Risks identified in the Regional HIRA.

To ensure this strategy reaches all audiences, material will be developed in a variety of formats including presentations, signboards and traditional and social media.

- REM will concentrate on emergency management education to Regional staff while the area municipalities will focus on emergency management education to the public within the area municipalities.

Annex 7 – Order in Council Ministries

Overview

The ROPEP may be used to support the Response and recovery efforts for Provincial Ministry led events outlined in the Ontario Order in Council 1157/2009.

- A summary of the Provincial Order in Council Ministries has been included.
- The roles of the lead Ministries for identified consequences have been added.

Within OIC 1157/2009 the following Provincial Ministries are considered the lead for the following types of consequences:

Ministry	OIC Responsibility
Agriculture and Food	Farm animal disease; food contamination, agricultural plant disease and pet infestation
Attorney General	Any emergency related to the administration of justice including the operation of the courts ; provision of legal services to government in any emergency
Community and Social Services	Provision of emergency shelter, clothing and food, victim registration and inquiry services; personal services during an emergency.
Community Safety and Correctional Services	Any emergency that requires the coordination of provincial emergency management; nuclear and radiological, severe weather; war and international; any other peacetime emergency not listed herein; building structural collapse, explosion and structural fire; space object crash; terrorism; civil disorder; any emergency that requires the continuity of government services
Energy	Energy Supply
Environment	Spills of pollutants to the natural environment including fixed site, transportation spills, drinking water
Health and Long-term Care	Human health, disease and epidemics; health services during an emergency
Labour	Any emergency that affects worker health and safety
Government Services	Any emergency that affects labour relations and human resource management in the provincial government
Municipal Affairs and Housing	Any emergency that requires the coordination of extraordinary provincial expenditures
Natural Resources	Forest fires; floods; drought/low water; dam failures; crude oil and natural gas exploration and production, natural gas and hydrocarbon underground storage and salt solution mining emergencies; erosion; soil and bedrock instability
Northern Development and Mines	Abandoned mine hazards, any emergency that requires the support of provincial emergency management in Northern Ontario
Transportation	Transportation

Please note, the above mentioned Ministries are listed based on their Ministry name at the time Order in Council 1157/2009 was enacted.

14. Appendices

Overview

Appendices to the ROPEP provide further detailed operational information to selected sections of the ROPEP. The information contained in each Appendix is subject to occasional change. Significant changes or additions to the Appendices will be presented the Region's EMPC as appropriate.

Changes and additions to the Appendices may result from the annual review of key areas of the REM program including HIRA, CI assessments and reviews, reviews of the exercise, training and public education aspects of the program as well as any provincial resources. Further, as individual Departments and Programs update their operational plans; these will be added to the appropriate appendix.

*Updated appendices of the ROPEP are **not** to be distributed in public copies of the ROPEP.*

- Appendices have been organized along the general nature and function of individual plans, documents and standard operating procedures.
- Appendices are NOT to be provided as part of the public portion of the ROPEP.