

Acronyms

ARES	Amateur Radio Emergency Services
CACC	Central Ambulance Communications Centre
CAO	Chief Administrative Officer
CCC	Customer Contact Centre
CEMC	Community Emergency Management Coordinator
CP	Command Post
CVCA	Credit Valley Conservation Authority
EI	Emergency Information
EIC	Emergency Information Centre
EIO	Emergency Information Officer
EMCPA	Emergency Management and Civil Protection Act
EMO	Emergency Management Ontario
EMU	Emergency Management Unit (Provincial Ministry)
EOC	Emergency Operations Centre
ESM	Emergency Site Manager
GTAA	Greater Toronto Airport Authority
MCG	Municipal Control Group (area municipality)
MEOC	Municipal Emergency Operations Centre (area municipality)
MOH	Medical Officer of Health
OPP	Ontario Provincial Police
OSC	On Scene Commander
PEOC	Provincial Emergency Operations Centre (EMO)
PIC	Public Inquiry Centre
PREP	Peel Region Emergency Program

RCG	Regional Control Group
REOC	Regional Emergency Operations Centre
ROPEP	Region of Peel Emergency Plan
RSG	Regional Support Group
TRCA	Toronto Region Conservation Authority

1 Introduction

1.1 Overview

The Region of Peel covers a total area of 1,225 square kilometres with a mix of large urban and small rural communities. The Region of Peel is bordered by the City of Toronto and the Region of York to the east, the Region of Halton and Wellington County to the west, Lake Ontario to the South and Simcoe and Dufferin Counties to the North. The Region of Peel is the second largest municipality in Ontario with a current population of over 1 million people. The Region is comprised of the Cities of Brampton and Mississauga and the Town of Caledon.

Within the borders of the Region of Peel there are many unique aspects which require effective emergency response capabilities. These include:

- An International Airport,
- Major transportation routes including highways and major rail corridors,
- Major heavy industrial areas using, storing and transporting large volumes of hazardous materials,
- Major Trans-Canada natural gas and crude oil pipelines transverse the Region
- Lake Ontario shipping activities, and
- Potential for natural disasters such as severe summer and winter storms

1.2 Definition of an Emergency

The *Emergency Management and Civil Protection Act, 2006* defines an *emergency* as

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

1.3 Title

This PLAN is known as "The Regional Municipality of Peel Emergency Plan", hereinafter referred to as "The Regional Plan". It came into effect on _____ in accordance with Region of Peel By-law Number _____. This Plan replaces the Regional Municipality of Peel Emergency Management Plan, approved by the By-law Number _____ as amended.

1.4 Definition of the Regional Plan

The Regional Plan consists of the core document and other appendices.

Where the Regional Plan requires program emergency response plans or sub plans to be developed in support of it, such program emergency response plans or sub plans will not be deemed part of the Regional Plan.

In the event any officer or employee of the Regional Municipality of Peel, or any agency referred to in the Regional Plan, is temporarily or permanently unavailable to fulfill the roles and responsibilities referred to in the Regional Plan, he/she shall be replaced by an alternate or by an individual in the position of the office or an employee duly authorized to act.

1.5 *Public Access to the Regional Plan*

A copy of the Regional Plan is available to the public for inspection and copying. Requests can be made at the Clerk's Office during regular business hours.

The appendices provided for in this plan are deemed to be confidential and not published in accordance with section 2.1(4), of the Emergency Management and Civil Protection Act (EMCPA), which provides that an institution may withhold a plan that identifies and assesses 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; in accordance with section 38(b) in conjunction with section 14(2)(h) of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) as information was supplied in confidence; section 8(1)(i) of MFIPPA as disclosure could endanger the security of Emergency Operations Centres, systems and procedures established for the protection of the residents of Peel Region, for which protection is reasonably required during an emergency; and section 11(f) of MFIPPA as the appendices provide detailed plans and methodologies by which the core plan is deployed and maintained during an emergency and details management and administration of personnel during an emergency.

2 Purpose

The Region maintains an active Emergency Management Program. The purpose of this program is to save lives, decrease suffering, improve the health of the community and protect property by developing and implementing plans and strategies to mitigate potential emergencies, prepare the community, respond to and recover from the incident.

The Emergency Management Program provides for the development of departmental sub plans to support the Regional Plan and a mechanism by which the Plan and the sub plans can be tested and updated on an annual basis.

The purpose of the Plan is to establish guidelines and an emergency management structure for the Region of Peel and related emergency response agencies to manage a major emergency that is beyond the normal response capabilities of the municipalities. The Plan is intended to:

- maximize the emergency response capability;
- efficiently and rapidly deploy emergency services;
- minimize the impact of the emergency on the health, safety and welfare of the citizens, on property and on the environment;
- identify and request additional resources as required; and
- coordinate the actions of all member municipalities and agencies affected by the emergency.

The Plan has been designed to be flexible to ensure an all-hazards approach to managing emergency situations.

The Plan conforms to higher tier Emergency Plans, including all Provincial Plans. Lower tier emergency plans shall conform to this Plan, including Departmental Sub Plans and local municipal plans and their sub plans. The implementation of a higher tier Plan will take precedence over this Plan. Similarly, the implementation of this Plan will take precedence over lower tier Plans. If this Plan is implemented, the local municipal plans will also be implemented to provide support functions to the Region. The local municipal plans will have no effect to the extent of any inconsistency, as per the *Emergency Management and Civil Protection Act*.

3 Authority

3.1 *The Emergency Management and Civil Protection Act*

Section 2.1 (2) of the Act requires municipalities to develop and implement an emergency management program and adopt it by by-law. An emergency management program must consist of:

- an emergency plan;
- training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
- public education on risks to public safety and on public preparedness for emergencies; and
- any other element required by standards for emergency management programs set under section 14, 2002, c.14, s.4.

The development, implementation and maintenance of an emergency plan is mandatory.

The *Emergency Management and Civil Protection Act*, is the legal authority for this Plan in Ontario. The Act 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." [Section 3(1)]

3.2 *Protection from Liability for Implementation of the Plan*

Section 11 of the *Emergency Management and Civil Protection Act* states:

- (1) "No action or other proceedings lies or shall be instituted against a member of council, an employee of a municipality, an employee of a local services board, an employee of a district social services administration board, a minister of the Crown, a Crown employee or any other individual acting in pursuant to this Act or an order made under this Act for and act done in good faith in the exercise or performance or the intended exercise or performance of any power or duty under this Act or an order under this Act or neglect or

default in the good faith exercise or performance of such a power or duty." 2006, c. 13, s.1(6)

- (2) "Subsection (1) does not relieve a municipality of liability for the acts or omissions of a member of a council or an employee of the municipality referred to in subsection (1), and the municipality is liable as if subsection (1) had not been enacted and, in the case of a member of council, as if the member were an employee of the municipality." 2006, c. 13, s.1 (6)

3.3 *Region of Peel Emergency Management Program By-Law*

The Region of Peel Emergency Management Program, which includes a Region of Peel Emergency Plan, was approved by Regional Council by the enactment of By-Law Number _____.

4 Implementation of the Plan

4.1 *Regional Response to a Local Emergency*

Often a significant event or major emergency will be within the response capability of the local municipality, and the municipality will implement its Plan and respond to the emergency to the best of its ability. It may call upon additional resources to assist, including Region of Peel resources. For example, the local Municipal Plans have several Region of Peel representatives on their Municipal Control Groups (MCG):

- Community Emergency Management Coordinator or designate
- Commissioner of Human Services or designate
- Director of Peel Regional Paramedic Services or designate
- Medical Officer of Health or designate
- Peel Regional Police Chief or designate

These representatives will report to the local Municipal Emergency Operations Centre (MEOC) and take such actions as are necessary for their Department to respond to the emergency, unless or until they are required to attend the REOC under the Regional Plan.

During a declared emergency or significant event, Regional staff may need to work modified hours, be relocated to a different work site/location, or perform duties which are not their regular duties but which are within their skill and knowledge base. Any changes to an employee's hours, work location, and/or duties will be discussed between the employee(s) and their respective management teams.

4.2 *Determining a Regional Emergency*

For the Regional Plan to be implemented, the emergency situation or impending situation will be considered so grave in nature or magnitude that a controlled and coordinated response by a number of Regional Services and community agencies is required. The following situations constitute, but are not limited to, 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 Regional Plan be implemented;
- Requires extraordinary actions or expenditures of money by one or more Regional Programs;
- Threatens or affects Regional facilities;
- The Regional Chair has declared an emergency according to Section 9 of this Regional Plan;
- The Premier directs the Region to activate its Regional Plan.

5 Regional Emergency Notification System

5.1 *Activation of the Regional Emergency Notification System*

The Regional Control Group and the Regional Support Group shall be assembled at the REOC by notification received either directly from a person authorized to assemble the RCG or through notification from the Customer Contact Centre.

The persons holding the following positions are authorized to either place on standby alert or assemble the RCG and RSG members at the REOC:

- Regional Chair
- Chief Administrative Officer
- Commissioner of Corporate Services and Regional Solicitor
- Commissioner of Employee and Business Services
- Commissioner of Environment, Transportation and Planning Services
- Commissioner of Health Services
- Commissioner of Human Services
- Chief Financial Officer and Treasurer
- Director of Paramedic Services
- Medical Officer of Health
- Regional Clerk
- Regional Community Emergency Management Coordinator
- Regional Fire Coordinator
- Chief of Peel Regional Police
- Commanding Officer, Caledon East Detachment, OPP

The *authorized above-mentioned members* will provide the following information when they contact the Customer Contact Centre:

- Identify him/herself
- Provide a means of contact (for authentication purposes)
- Provide pertinent details of the emergency.

5.2 *Roles and Responsibilities of the Customer Contact Centre*

The 24-hour Customer Contact Centre upon receiving the call from an authorized member will then:

- Record/log the order/message.

- Authenticate the request to implement the Plan, if necessary.
- Activate the RCG and RSG Emergency Fan-Out Notification System.
- Immediately notify all members of the RCG and RSG in the order shown on their call-out list.
- Report to the Regional Chair and the Community Emergency Management Coordinator (CEMC) on the status of the notification.

Upon receipt of notification from the Region of Peel Customer Contact Centre that the Regional Plan has been activated, each member of the RCG and RSG will continue their departmental fan-out notification. The extent of the departmental fan-out will depend on the nature, extent, assistance required, and location of the emergency.

The RCG members may assign their departmental notification responsibility to an alternate if they are unable to do so, and/or if they cannot reach certain individuals. The alternate will then be responsible for ensuring completion of the notification fan-out.

6 Regional Emergency Operations Centre

6.1 *Overview*

Serious emergencies or disasters require coordination beyond that needed for more routine responses to community problems. This co-ordination is best achieved through the establishment and operation of a Regional Emergency Operations Centre, hereafter referred to as the REOC. The REOC is the location from which the Regional Control Group coordinates and directs the Region's emergency response and recovery activities.

The Regional Control Group is responsible not only for assembling and directing the Region's response but also for communicating with all other levels of government, with private sector, and with the public (both the public at large and the public at risk).

The Region acknowledges that other organizations, governments, departments and industrial sites may operate their own emergency operations centres. These separate EOC's must be linked to the REOC to permit the rapid exchange of information or resources, and facilitate a single coordination point for the response effort.

The manner in which the Regional Control Group and the Emergency Site Team operate and interrelate is critical for a successful operation.

6.2 *Functions within the REOC*

The following seven major functions will take place at the REOC: co-ordination, policymaking, operations of the REOC itself, information gathering, record-keeping, dispersal of public information, and hosting visitors. These functions are best accomplished at the Region's primary EOC. It will be activated, operated, and closed accordingly as per this plan. Essentially, the REOC serves as the coordination centre for all emergency response activity.

6.2.1 *Co-ordination*

The REOC serves as the master co-ordination and control point for all organizations involved in response. This co-ordination, based on the high level of information that will be available in the REOC, will involve setting priorities, the tasks assigned to each participating organization, and the interaction between organizations.

Good co-ordination requires good communication.

Representatives of the responding organizations will work together as a team, pooling resources and directing the most efficient use of personnel and equipment, toward meeting the needs of the community. This close working relationship will serve to eliminate duplication and improper focusing of attention in the field. It requires assessing the threat and marshalling organizational resources for concerted action to counter the threat.

6.2.2 *Operations*

The most important aspect of operations for the REOC is the actual management of the REOC itself. This plan identifies staff responsible for the REOC Operation, including security to the facility, providing supplies to those who need them, obtaining additional equipment that might be needed and obtaining and serving food and refreshments to REOC personnel.

6.2.3 *Management and Decision Making*

Policy during emergency situations is made by the Regional Control Group (RCG). The REOC will serve as a gathering place for the RCG, to learn the status and extent of the emergency and how the Region of Peel is affected. As the master coordination and control point for all counter-emergency efforts, the REOC is a place of decision making.

6.2.4 *Information Gathering*

Information gathering is an essential function of the REOC. Complete and reliable information, to the extent possible given the circumstances under emergency operations, is needed for effective co-ordination of resources. The local REOC must collect and disseminate a variety of emergency-relevant information, as well as store it for future use.

6.2.5 *Record Keeping*

It is important to record all key decisions, such as expenditures and activities, as well as record all communications in an "event log". This must be done by representatives of each of the key agencies represented at the REOC. They perform this task each for their own organization.

The maintenance of the Key Events and Master Logs for the REOC will be the responsibility of the Regional Clerk.

6.2.6 *Emergency Information*

Dispersal of emergency information to staff, council, news media and to the general public is critical. Close cooperation with the news media is an important key to a positive relationship from which all will benefit. The REOC is the central information point.

6.2.7 *Emergency Information Officer (EIO)¹*

The Director, Communication Services, or designate will become the EIO in the event of a perceived or actual emergency.

Their primary role is to release timely and accurate information and providing authoritative instructions on behalf of the Regional Control Group (RCG).

The EIO may be situated at the Regional Emergency Operations Centre while another member of the Emergency Information (EI) staff may be situated at the Emergency Site.

The Emergency Site EI Staff will co-ordinate with the Emergency Site Manager to ensure that accurate and timely information is released by the relevant response agency.

The EIO will co-ordinate with area municipality EIOs and those of key stakeholders to ensure that essential messages and information are delivered in a consistent, timely and organized manner.

The EIO will also coordinate the internal staff communication strategy which utilizes a variety of networks of communication in providing staff and council with timely and accurate information. The message will be disseminated to staff and council utilizing the following:

- Internet
- Intranet
- Television
- Radio
- Phone
- Fax
- Staff Emergency Information Line
- Newspaper
- Handouts
- Flyers
- Bulletins

6.2.8 *Emergency Information Centre²*

During complex emergencies the Emergency Information Centre will be established by the EIO. The Emergency Information Centre will coordinate emergency information activities such as press releases, media briefings, press conferences, and media monitoring.

¹ The Emergency Information Officer is used interchangeably with the term Public Information Officer.

² Emergency Information Centre can be used interchangeably with the term Media Centre.

6.2.9 *Public Inquiry Centre*

The Public Inquiry Centre will be activated by the REOC Manager. The purpose of the Public Inquiry Centre is to respond to public queries in a timely manner.

6.2.10 *Security*

Officially limiting access, and posting signs to that effect, will help prevent the REOC from becoming overwhelmed and inefficient. REOC will be accessible to authorized personnel only. All authorized REOC staff will have proper photo ID.

Security for the REOC will be provided by Facilities Management. If necessary the use of a private security firm may be utilized to secure the REOC. Peel Police may be asked to provide security as a means of last resort and/or when there is a credible threat against Regional resources.

6.3 *Location*

The use of the primary and/or secondary Regional Emergency Operations Centre (REOC) is determined by the first authorized person of the RCG activating the Regional Emergency Notification System

6.4 *Emergency Site Manager (ESM)*

The RCG will appoint the ESM or confirm the selection made by the emergency site response agencies, to organize and coordinate the on-scene response with the various agencies On-Scene Commanders (OSC). If there is more than one emergency site, one ESM will be appointed for each site.

For most emergencies, unless otherwise specified by the RCG, the ESM will be the ranking on-scene member of the agency with primary jurisdiction and will be the contact point for the REOC.

The ESM will call meetings, go to the responding agency commanders for information gathering and establish objectives for managing the response at the site, prioritizing limited resources, where applicable. The ESM is also responsible for ensuring that priorities, tasks and tactics have been established and acted upon to contain the emergency.

The ESM will maintain a log detailing all actions/decisions taken related to the emergency and will ensure that each Agency On-Scene Commander maintains a log for all actions/decisions taken related to their agency's role and responsibilities in the emergency.

6.4.1 *Single Command*

Single Command may be established at the incident site, either when only one organization is involved or when multiple organizations at the site decide and agree on one individual (organization) assuming Command.

6.4.2 *Unified Command*

Unified Command may be established at the incident site in large complex incidents, where several organizations may have legal jurisdiction or functional responsibility over different aspects of an incident. The Unified Command model may be utilized to ensure the coordinated management of large incidents. Each organization will designate its own official to represent it in a Unified Command structure. The Regional Control group possesses the authority to establish a Unified Command structure.

6.4.3 *Agency On-Scene Commander (OSC)*

The highest ranking on-scene official for each agency responding to the emergency will assume the role of that agency's OSC. Each agency will have one On-Scene Commander at each emergency site that is responsible for managing the agencies response operations in consultation and coordination with the ESM and the RCG. Senior agency officials will be sent to the emergency site as required to take over as the Agency On-Scene Commanders.

6.4.4 *Emergency Site*

The RCG will support the emergency site(s) and the emergency area(s). Perimeter zones will be established through coordination and consultation by the agency On-Scene Commander or Emergency Site Manager. The primary jurisdiction, which includes control access to the emergency area, traffic and crowd control to and within the emergency area and evacuation, is the responsibility of the Peel Regional Police Services or OPP Caledon Detachment.

6.4.5 *Command Post*

A Command Post will be established at each Emergency Site by the Emergency Site Manager. All inter-agency communications and coordination will be channelled through the Command Post. A direct link of communication will be established with the REOC.

6.5 *Record Keeping*

All RCG and RSG members will maintain their own personal logbook of major events, decisions, actions and instructions. Each RCG member's EOC box has a supply of these forms. Scribes or assistants can be utilized by RCG members to maintain personal logs on their behalf.

The Regional Clerk will:

- Arrange Operations Cycle meetings and record minutes
- Manage record keeping for the RCG and Regional Emergency Operations Centre (REOC)
- Open and maintain a Key Events and Master Logs of events for the RCG and REOC.

RCG and RSG members will submit a log book summary report to the CEMC within one week of the termination of the emergency. Region of Peel Control Group members are responsible for preparing a consolidated logbook summary for their Department for submission to the Regional CEMC within seven days of the termination of the emergency.

6.6 Operations Cycle³

The Chair of the RCG (Regional Chair) will approve a schedule of regular meetings. Meetings will be kept brief and informal, thus allowing individual members time to carry out their responsibilities. At meetings, the RCG members will:

- Inform each other of actions taken (briefings);
- Evaluate the status of the emergency and any changes in status;
- Identify problems, set objectives, and establish priorities;
- Make decisions, plan actions and strategies required by each member/agency;
- Establish timelines for the implementation of assigned actions
- Coordinate expertise, personnel, equipment and supplies; and
- Request assistance from other agencies where necessary.

These meetings may be conducted in a separate meeting room away from the main room of the REOC, if required.

7 Regional Control Group (RCG)

7.1 Composition

The Regional Control Group (RCG) will be comprised of the persons holding the following positions:

- Regional Chair
- Chief Administrative Officer
- Mayor of an area municipality affected by an emergency
- Commissioner of Corporate Services and Regional Solicitor
- Commissioner of Employee and Business Services
- Commissioner of Environment, Transportation and Planning Services
- Commissioner of Health Services
- Commissioner of Human Services
- Chief Financial Officer and Treasurer
- Director of Paramedic Services
- Emergency Information Officer
- Medical Officer of Health
- Regional Clerk
- Regional Community Emergency Management Coordinator (CEMC)
- Regional Fire Coordinator
- Chief of Peel Regional Police
- Commanding Officer, Caledon East Detachment, OPP

Please note that an actual or perceived emergency does not necessarily require the activation and mobilization of all these members. In the event that a select number of RCG

³ Operations Cycle is used interchangeably with the term Business Cycle.

members are activated all remaining members of the RCG will be provided situation reports from the CEMC or alternate throughout the incident. The frequency of these situation reports will be determined by the Chair of the RCG.

7.2 Group Responsibilities

The RCG is generally responsible for initiation and coordination of plans for all departments, agencies and local boards under the jurisdiction of the Regional Municipality of Peel, and the coordination of any procedures for implementation of the plan developed by such departments, agency and local boards for the purpose of integration with the Regional Plan.

During an emergency, this group is collectively responsible for the direction and coordination of emergency response operations within the Regional Municipality of Peel in order to save lives, reduce suffering, sustain health and morale, minimize property damage, maintain and restore utilities and essential services; in general to neutralize the effects of the emergency and effect rehabilitation.

Regional Control Group Responsibilities – Collectively

- Activating the Regional Emergency Notification System through the Region of Peel Customer Contact Centre, as required.
- Calling out and mobilizing their emergency service, agency and equipment.
- Coordinating and directing their service and ensuring that any actions necessary to mitigate the emergency taken, provided they are not contrary to law.
- Advising the Regional Chair as to whether the declaration of an emergency is recommended.
- Advising the Regional Chair as to whether the termination of an emergency is recommended.
- Ensuring support to the emergency site(s) by offering equipment, staff and resources, as required.
- Appointing an Emergency Site Manager or multiple Emergency Site Manager(s) from the lead emergency response service and ensuring there is an Emergency Site Manager appointed upon assembly of the Regional Control Group at the Regional Emergency Operations Centre.
- Arranging for services and equipment from local agencies or providers not under the Region of Peel control (e.g., private contractors, industry, volunteers and service clubs).
- Collecting and disseminating information on the emergency and providing factual information to officials involved in emergency operations, the news media and the

general public through the establishment of a Call Centre and through a Public Inquiry/Emergency Information Centre.

- Notifying, requesting assistance from and/or liaison with local municipalities and other levels of government.
- Determining the need to establish advisory or working groups or sub-committees for any aspect of the emergency.
- Authorizing the expenditure of money required to deal with the emergency.
- Recording of all expenses incurred.
- Maintaining a log outlining decisions made and actions taken relative to their organization and operations.
- Ensuring that support staff maintain a record of actions taken and decisions made by the Regional Control Group during the emergency.
- Participating in debriefings, and reporting out after emergency events, real or simulated.

8 Regional Support Group

8.1 *Composition*

The Regional Support Group may be required to provide support, logistics, and advice to the Regional Control Group. The Regional Support Group will be comprised of persons holding the following positions:

- Director of Human Resources
- Director of Information Technology Services
- Manager of the Customer Contact Centre
- Manager of Facilities Management
- Manager of Legislative Services
- Manager of Purchasing

The Regional Support Group can be called together in whole or in part without the declaration of an emergency.

An actual or perceived emergency does not necessarily require the activation and mobilization of all of these members. Some members might be able to remain at their place of business and establish communications with the REOC and their respective RCG member. Other Regional staff may be called upon by the RCG to provide support and/or advice.

8.2 *Group Responsibilities*

The Regional Support Group (RSG) provides support functions to the Regional Control Group (RCG) as required.

Collective responsibilities of the Regional Support Group include:

- Each member of the RSG shall prepare, maintain, and implement a sub plan that provides for the appropriate support of the REOC as designated by the Regional Plan.
- Maintain individual logs of all activities undertaken to support the REOC.
- Calling out and mobilizing staff as required.
- Assisting in arranging for services and equipment from local agencies or providers not under the Region of Peel control, e.g., private contractors, industry, volunteers, service clubs.
- Collecting and disseminating information on the emergency and providing factual information to officials involved in emergency operations, the news media and the general public through the establishment of a Public Inquiry Centre and through an Emergency Information Centre.
- Recording of all expenses incurred.
- Maintaining a log outlining decisions made and actions taken relative to their organization and operations.
- Participating in debriefings, and reporting after emergency events, real or simulated.

9 *Regional Employees*

During a significant event or declared emergency, Regional employees may be directed to attend work, work from another location, or work from home depending upon the requirements of the situation. Communication vehicles will be provided for employees in such situations. Employees are required to check these vehicles for information to determine their work locations.

Regional employees may be asked to fulfill roles not detailed in their job descriptions, subject to the provisions of any labour regulations and collective agreements.

Regional employees may also be asked to relocate to a different work site/location and/or work modified hours.

10 Declaration of an Regional Emergency

10.1 *Action Prior to a Declaration of an Emergency*

On declaration of an emergency in one or more of the area municipalities, the Region will notify the designated members of the RCG and/or RSG to monitor the situation, provide additional support as requested to the affected municipality and to prepare to activate the Regional Plan.

When an emergency appears imminent, but not yet declared, members of the RCG may take the necessary actions under the Regional Plan to protect the lives and property of the citizens of the Region. The RCG member will report the actions taken to respond to the event, to the CAO, who will then advise the Regional Chair and Regional Council.

10.2 *Declaring an Emergency*

The Regional Chair may declare that an emergency exists in the Region of Peel or in any part thereof and may take such action and make such orders as he/she considers necessary and are not contrary to law to implement the Regional Plan and to protect property and the health, safety and welfare of the inhabitants of the emergency area.

The Regional Chair shall ensure that the Solicitor General (Minister of Community Safety and Correctional Services) through Emergency Management Ontario, and members of Regional Council, are notified forthwith of a declaration of emergency. In addition, the media and the public shall be notified of the emergency as soon as possible.

The Premier of Ontario may at any time declare a provincial emergency.

11 Termination of an Emergency

Termination of a Regional Emergency may be authorised by:

- The Regional Chair;
- The Regional Council; or
- The Premier of Ontario may at any time declare that a provincial or municipal emergency has terminated.

11 Regional Plan Maintenance and Testing

11.1 *Maintenance*

The Regional Plan will be maintained and distributed by the Community Emergency Management Coordinator (CEMC).

This Regional Plan will be reviewed annually by the Regional Emergency Management Program Committee. This will be coordinated by the CEMC.

The Regional Plan shall be revised only by By-law of Regional Council. However, revisions to any related supporting procedures, policies, and guidelines may be made by the CEMC and Regional Emergency Management Program Committee.

It is the responsibility of each person, agency, service or department named within the Regional Plan to notify the CEMC forthwith, of any revisions or changes to procedures, policies or guidelines.

It is the responsibility of the Community Emergency Management Coordinator to provide emergency management training related to the Regional Plan to staff and key stakeholders.

The Regional CEMC is authorized to update personal and contact information related to officers identified in the Regional Plan.

11.2 *Testing*

The Regional Plan will be tested in whole or in part on a yearly basis. Testing of services, departmental, division or program policies, procedures and guidelines may occur separately or in conjunction with the test of the Regional Plan.

The Regional Emergency Notification System will be tested twice yearly.

11.3 *Program Response Procedures*

Each Regional program or other organization that may be involved in responding to an emergency to which the Regional Plan applies will prepare and maintain functional program emergency response plans specifically applicable to their function, hereinafter called program emergency response plan.

Upon request by the CEMC each program or other agency shall provide a copy of their program emergency response plan to the CEMC.

The CEMC may review and provide recommendations on changes and amendments to program emergency response plans to improve and/or ensure their coordination with the Regional Plan.

Notwithstanding the foregoing these program emergency response plans are not deemed to be a part of the Regional Plan.

Each regional service shall designate a member of its staff to maintain and revise its own emergency response plan, procedures, policies, and guidelines.

Appendix Table of Content**Notification**

Regional Control Group and Regional Support Group Contact List	Appendix 1
Notification of the Regional Control Group and Regional Support Group	Appendix 2
Record of Phone Call from RCG Member Form	Appendix 3
Fan Out Notification System Diagram	Appendix 4

Roles and Responsibilities

Role and Responsibilities of the Regional Control Group	Appendix 5
Role and Responsibilities of the Regional Support Group	Appendix 6
Role and Responsibilities of External Agencies	Appendix 7
Rotation of the Regional Chair Schedule	Appendix 8

Emergency Diagram and Locations of EOCs

Scale of Emergency Diagram	Appendix 9
Location of the Primary and Alternate Regional and Municipal Emergency Operations Centres	Appendix 10

Forms

Declaration of a Municipal Emergency Form	Appendix 11
Termination of a Municipal Emergency Form	Appendix 12

Emergency Information Procedures

Activation of the Peel Region Staff Emergency Information Line	Appendix 13
Activation and Utilization of the CANAlert Emergency Messaging	Appendix 14

Support Documents

Glossary	Appendix 15
Distribution List	Appendix 16
Amendment List	Appendix 17

Regional Emergency Operations Centre Manual	Appendix 18
Services, Programs Emergency Sub-Plans List	Appendix 19
Hazard Specific Sub-Plans List	Appendix 20
Incident Action Sheets	Appendix 21

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