

CITY OF BRANTFORD

MUNICIPAL CODE

Chapter 511

EMERGENCY PLAN

CHAPTER INDEX

**Article 1
EMERGENCY PLAN**

- 511.1.1 Adoption
- 511.1.2 Declaration - authority
- 511.1.3 Alert - issued - emergency not yet declared
- 511.1.4 Review - changed - by EOAG

**Article 2
FOREWORD**

- 511.2.1 Responsibilities - assigned - ensure - immediate action
- 511.2.2 Awareness - preparation - effective utilization
- 511.2.3 Review - frequent - updating - continual
- 511.2.4 Officials - departments - review - procedures

**Article 3
INTERPRETATION**

- 511.3.1 EOAG - defined
- 511.3.2 EOC - defined
- 511.3.3 EOC HQ - defined
- 511.3.4 EOC Mobile - defined

EMERGENCY PLAN

511.3.5 EEOG - defined

511.3.6 SOPs - defined

Article 4 INTRODUCTION

511.4.1 Emergencies - defined

511.4.2 Authority - legislation - formulation - plan

511.4.3 Response - procedures - employees - others

511.4.4 Important measures - authority - Emergency Plans Act

511.4.5 Action - by employees - before formal declaration

511.4.6 Procedures - for safety - evacuation

511.4.7 Council - powers - duties - Head absence

511.4.8 Training - committees - employees - established

511.4.9 Materials - equipment - procurement

511.4.10 Monies - expenditures

511.4.11 Other matters - necessary - advisable - unforeseen

511.4.12 Aim - safeguard - health - safety - welfare - inhabitants

511.4.13 Recovery Plan - assigns - outlines - pre-emergency state

Article 5 EMERGENCY OPERATIONS ADVISORY GROUP

511.5.1 Direction - control - appointed - officials - assembly

511.5.2 Composition - members - alternates

511.5.3 Advise - Mayor - fanout alert - implementation

511.5.4 Emergency - declared - Mayor - Chairman - EEOG

511.5.5 Identification - EOAG - Renewal

EMERGENCY PLAN

Article 6 EXTENDED EMERGENCY OPERATIONS GROUP

511.6.1 Additional support - specialist - consulted

Article 7 AUTHORITY

511.7.1 Declaration - by Mayor - action taken - as necessary

511.7.2 Assistance - to Mayor - by all groups

Article 8 IMPLEMENTATION AND PROCEDURES

511.8.1 Intent - provisions - necessary - worse case scenario

511.8.2 Situation - beyond first assessed - alert - EOAG

511.8.3 Determination - alert status - full - partial

511.8.4 Train derailment - notification - EOAG

511.8.5 Spills - hazardous materials - notification - EOAG

511.8.6 Power failure - extensive notification - EOAG

511.8.7 Severe weather - notification - EOAG

511.8.8 Flooding - potential - notification - EOAG

511.8.9 Fires - explosive - radioactive - notification - EOAG

511.8.10 Gas leaks - ruptured feeder lines - notification - EOAG

511.8.11 Landslides - earthquakes - notification - EOAG

511.8.12 Public disorder - riot - notification - EOAG

511.8.13 Other problems - more serious than assessed

EMERGENCY PLAN

Article 9 EMERGENCY OPERATIONS CENTRE

- 511.9.1 Location - Brantford Fire Department, 60 Clarence Street
- 511.9.2 Entrance - location – Wellington Street side
- 511.9.3 Restricted entry
- 511.9.4 Permitted access - Extended Emergency Operations Group
- 511.9.5 Emergency Operations Coordinator - communications

Article 10 MOBILE EMERGENCY COMMAND VEHICLE

- 511.10.1 Deployment - on site - use - coordination purposes
- 511.10.2 Maintenance - vehicle - police - responsibility

Article 11 COMMUNICATION FACILITIES

- 511.11.1 Services provided

Article 12 COMMUNICATIONS - EMERGENCY OPERATIONS CENTRE - MEMBER RESPONSIBILITY

- 511.12.1 Telephone - radio - communications - organizations
- 511.12.2 Communications officer - establish - maintain - radio
- 511.12.3 Communications officer - message control centre
- 511.12.4 Messages - logged - copies - retained
- 511.12.5 Messages - in - out - through message control centre
- 511.12.6 Logs - kept - maintained - action taken - each member
- 511.12.7 Bell Canada - emergency communications - established
- 511.12.8 Amateur Radio Club - included in - network
- 511.12.9 Call signs - established

EMERGENCY PLAN

- 511.12.10 Code Red - life threatening situation - procedure
- 511.12.11 Protocol - strict - VHF - emergency frequency
- 511.12.12 Stations - identification - procedure
- 511.12.13 Stations - with traffic - procedure

Article 13 EMERGENCY OPERATIONS ADVISORY GROUP RESPONSIBILITIES

- 511.13.1 Emergency - declared - on assembly of EOAG
- 511.13.2 Emergency plan - followed - when possible
- 511.13.3 Alternate plans - extenuating circumstances
- 511.13.4 Expenditures - authorization - preservation - life
- 511.13.5 Departments - volunteers - coordinated
- 511.13.6 Evacuations - ordered - directed
- 511.13.7 Police Department - dispersal - people - traffic
- 511.13.8 Assistance - other cities - counties - government
- 511.13.9 Volunteers - organizations - assistance - roles
- 511.13.10 Services - discontinued - without notice - public safety
- 511.13.11 Accommodation - evacuation - arranged
- 511.13.12 Information centre - official - designated
- 511.13.13 Inquiry centre - established - individual requests
- 511.13.14 Log - actions taken - kept - maintained
- 511.13.15 Declaration - termination - emergency - official
- 511.13.16 Debriefing - analysis - response - on completion
- 511.13.17 Services - organizations - to record - actions

EMERGENCY PLAN

511.13.18 Critical Incident - stress - emotional trauma

Article 14 MAYOR - RESPONSIBILITIES

- 511.14.1 Respond - to situation - advice
- 511.14.2 Declare - emergency plan - activated
- 511.14.3 Chairman - EEOG - responsibilities
- 511.14.4 Emergency response - coordination
- 511.14.5 Resources - determination - adequate
- 511.14.6 Solicitor General - notified - emergency declared - EMO
- 511.14.7 Mayor of the Corporation of the County of Brant - advised - officially
- 511.14.8 Assistance - municipalities - senior government
- 511.14.9 Expenditures - public funds - approved
- 511.14.10 Other actions - reduction - effects - emergency
- 511.14.11 Media information - approved - ensure - provided
- 511.14.12 Terminate - emergency - ensure - notice - all concerned
- 511.14.13 Post-exercise - emergency - evaluation - conducted
- 511.14.14 Activate - Emergency Plan - formal announcement
- 511.14.15 Report - to EOC - assume - leadership - EEOG
- 511.14.16 Deputize - elected official - City Hall - represented

EMERGENCY PLAN

Article 15 CHIEF ADMINISTRATIVE OFFICER RESPONSIBILITIES

- 511.15.1 Chairman - Emergency Operations Advisory Group
- 511.15.2 Meetings - regularly - develop - revise - assess - plan
- 511.15.3 Coordinator - Emergency Operations
- 511.15.4 EOC - maintenance - radio - equipment - ensured
- 511.15.5 Emergency Plan - copy at EOC - ensured
- 511.15.6 Other members - contacted - seriousness - ascertained
- 511.15.7 Mayor - informed - potential - existing - disaster
- 511.15.8 Liaison - between Mayor - or designate
- 511.15.9 On-site - commander - designation
- 511.15.10 Post-exercise - emergency - critique - direction
- 511.15.11 Mayor - alerted
- 511.15.12 Members - contacted - informed - situation
- 511.15.13 Report - to Mayor - consensus
- 511.15.14 Fanout system - operation - ensured
- 511.15.15 Emergency Operations Centre - ensure readiness
- 511.15.16 Liaison - Mayor - other - coordinated response
- 511.15.17 Log - activities - maintained
- 511.15.18 Emergency Plan - review - update

Article 16 COMMISSIONER ENGINEERING - RESPONSIBILITIES

- 511.16.1 Operational plan - developed - maintained - copy
- 511.16.2 Inventory - equipment - supplies - other resources

EMERGENCY PLAN

- 511.16.3 Member - Emergency Operations Advisory Group
- 511.16.4 Advise - Mayor - real - threatened emergency
- 511.16.5 City Works - emergency program - activations
- 511.16.6 Equipment - personnel - provided - as needed
- 511.16.7 Civic departments - agencies - assistance - coordinated
- 511.16.8 Demolition - excavation - provided - as required
- 511.16.9 Containment - dispersal - hazardous materials
- 511.16.10 Equipment - operators - assistance - fire department
- 511.16.11 Evacuation - traffic - assistance - to police
- 511.16.12 Flood watch - physical maintained
- 511.16.13 Services - utilities - disconnection - as necessary
- 511.16.14 Clean-up - repair - operations - assistance
- 511.16.15 Building - appraisal - damages - advise
- 511.16.16 Search - rescue - assistance - provided
- 511.16.17 Mutual aid - requested - provided - as required
- 511.16.18 Post-exercise - emergency - critique - participation
- 511.16.19 Assessment request - response - as member
- 511.16.20 Works Department - emergency program - activation
- 511.16.21 Report to - Emergency Operations Centre - site - other
- 511.16.22 Communications - department - deputy in field
- 511.16.23 Works - utilities - communications - coordinated
- 511.16.24 Water - potable - emergency supply - delivery
- 511.16.25 Water - systems - operation - repair - ensured
- 511.16.26 Public transportation - control - ensured

EMERGENCY PLAN

- 511.16.27 Buses - operators - emergency uses - provided
- 511.16.28 Transportation - casualties - evacuees - provided
- 511.16.29 Taxi - trucking firms - liaison
- 511.16.30 Log - activities - maintained

Article 17 POLICE CHIEF - RESPONSIBILITIES

- 511.17.1 Operational plan - developed - maintained
- 511.17.2 Member - Emergency Operations Advisory Group
- 511.17.3 Respond - to situation - advice
- 511.17.4 Systems - operation - familiarity - all officers - ensured
- 511.17.5 Media Relations Officer - designation
- 511.17.6 Emergency plan - Police Department - activation
- 511.17.7 Crowd - control - dispersal - around site - ensure
- 511.17.8 Disaster site - sealed off
- 511.17.9 Traffic - control - emergency vehicles
- 511.17.10 Evacuation - control
- 511.17.11 Law - order - maintained - provide security
- 511.17.12 Flooding - notification - information - fanout list
- 511.17.13 Flooding effects - alleviation - cooperation - agencies
- 511.17.14 Search - rescue - assistance
- 511.17.15 Coroner's Act - officers as agents - ensured
- 511.17.16 Mutual aid - provided - requested
- 511.17.17 Liaison - Ontario Provincial Police
- 511.17.18 Mobile Emergency Command Vehicle - responsibility

EMERGENCY PLAN

- 511.17.19 Mobile Emergency Command Vehicle - service - repair
- 511.17.20 Post-exercise - emergency - critique - participation
- 511.17.21 Assessment - request - response - as member
- 511.17.22 Interdepartmental emergency plan - activation
- 511.17.23 Report - to Emergency Operations Advisory Group
- 511.17.24 Communications - establishment - police headquarters
- 511.17.25 Police - response - coordination
- 511.17.26 Log - police activities - maintenance
- 511.17.27 Support agencies - contact - ensured

Article 18 FIRE CHIEF RESPONSIBILITIES

- 511.18.1 Operational plan - resource list - maintained
- 511.18.2 Member - Emergency Operations Advisory Group
- 511.18.3 Respond - to situation - advice
- 511.18.4 Chairman designate - absence - CAO
- 511.18.5 Alert - response system - activation
- 511.18.6 Firefighting - operations - directed - coordinated
- 511.18.7 Rescue operations - conducted
- 511.18.8 Mutual aid - activation - if required
- 511.18.9 Support agencies - contacted - if required
- 511.18.10 Resuscitation - first aid equipment - operators - provided
- 511.18.11 Special equipment - supplies - determined - procured
- 511.18.12 Flooding - cooperation - evacuation - other
- 511.18.13 Hazardous material - disposal - confinement

EMERGENCY PLAN

- 511.18.14 Warn residents - advise - services - shut off - flooding
- 511.18.15 Hazardous material - disposal - confinement - ensured
- 511.18.16 Post-exercise - emergency - critique - participation
- 511.18.17 Assessment - request - response - as member
- 511.18.18 Report - to Emergency Operations Centre
- 511.18.19 Communications - tested - with deputy in field
- 511.18.20 Firefighting - rescue - coordination
- 511.18.21 Log - activities - ensure - maintained

Article 19 GENERAL MANAGER BRANTFORD HYDRO RESPONSIBILITIES

- 511.19.1 Operational plan - resource list - maintained
- 511.19.2 Member - Emergency Operations Advisory Group
- 511.19.3 Respond - to situation - advice
- 511.19.4 Brantford Hydro emergency plan - activation
- 511.19.5 Electric systems - operation - repair - ensured
- 511.19.6 Electric power - to essential services
- 511.19.7 Mutual aid - provided - on request
- 511.19.8 Resource list - generators - fuel - vehicles - maintained
- 511.19.9 Post-exercise - emergency - critique - participation
- 511.19.10 Assessment - request - respond - as member
- 511.19.11 Brantford Hydro's emergency plan - activation
- 511.19.12 Report - to Emergency Operations Centre
- 511.19.13 Communications - Brantford Hydro headquarters - established
- 511.19.14 Brantford Hydro - response - coordination

EMERGENCY PLAN

511.19.15 Log - activities - maintained

Article 20 MEDICAL OFFICER OF HEALTH RESPONSIBILITIES

- 511.20.1 Operational plan - Health Unit - developed
- 511.20.2 Hospitals - other institutions - plans - ensured
- 511.20.3 Member - Emergency Operations Advisory Group
- 511.20.4 Respond - to situation - advice
- 511.20.5 Health services - facilities - response - coordinated
- 511.20.6 Casualties - balanced distribution - to medical facilities
- 511.20.7 Public health - special instructions
- 511.20.8 Immunization programs - as required
- 511.20.9 Water supply - potable - ensured
- 511.20.10 Critique - post-emergency - participation
- 511.20.11 Assessment - request - response - as member
- 511.20.12 Emergency plan - Health Unit - activation
- 511.20.13 Communications - ambulance - hospital - ensured
- 511.20.14 Log - activities - ensure - maintained

Article 21 COMMISSIONER, SOCIAL SERVICES RESPONSIBILITIES

- 511.21.1 Member - Emergency Operations Advisory Group
- 511.21.2 Respond - to situation - advice
- 511.21.3 Operational plan - developed - maintained
- 511.21.4 Fanout system - messages - directions - response

EMERGENCY PLAN

- 511.21.5 Welfare assistance - to victims - as required
- 511.21.6 Liaison - other agencies - assist victims
- 511.21.7 Emergency centres - list - developed - maintained
- 511.21.8 Emergency shelters - inquiry bureaus - operation
- 511.21.9 Centres - locations - notice - to Coordinator
- 511.21.10 Welfare centres - admitting - registration
- 511.21.11 Reciprocal agreements - other municipalities
- 511.21.12 Volunteer agencies - assistance from
- 511.21.13 Assessment - request - response - as member
- 511.21.14 Report - as member - location - as directed
- 511.21.15 Agency plan - activation - response - announcement
- 511.21.16 Contact - Emergency Operations Centre - established
- 511.21.17 Contact - Emergency Operations Centre - maintained
- 511.21.18 Centres - locations - information - to Coordinator
- 511.21.19 Request assistance - as needed
- 511.21.20 Log - activities - maintained - ensured

Article 22 RADIO COMMUNICATIONS OFFICER RESPONSIBILITIES

- 511.22.1 Member - Extended Emergency Operations Group
- 511.22.2 Equipment - essential - testing - periodically
- 511.22.3 Back-up - available - Amateur Radio Club
- 511.22.4 Operators - emergency channel - qualified
- 511.22.5 Operators - supply - adequate - ensured
- 511.22.6 Operators - equipment - testing – regularly

EMERGENCY PLAN

- 511.22.7 Log books - traffic - in - out - available
- 511.22.8 Critique - post-emergency - participation
- 511.22.9 Report - to Centre - site - as directed
- 511.22.10 Emergency radio network - activation - testing
- 511.22.11 Operators - relief rotation - established
- 511.22.12 Communication - emergency services - established
- 511.22.13 Logs - in - out - complete - accurate - all traffic
- 511.22.14 Radio network - supervised - at headquarters

Article 23 MEDIA RELATIONS OFFICER RESPONSIBILITIES

- 511.23.1 Emergency Operations Advisory Group
- 511.23.2 Media facilities - support - arranged - as directed
- 511.23.3 Information - gathered - released - as required
- 511.23.4 Special information - dissemination - arranged
- 511.23.5 Press conferences - scheduled - regularly
- 511.23.6 Press conferences - status - Coordinator - briefed
- 511.23.7 Public relations support - provided - on-site
- 511.23.8 Critique - post-emergency - participation
- 511.23.9 Local media - alerted
- 511.23.10 Media control centre - established
- 511.23.11 Communication equipment - arranged
- 511.23.12 Information - current - accurate - ensured - liaison
- 511.23.13 Media releases - as required
- 511.23.14 Media conferences - other agencies - arranged

EMERGENCY PLAN

511.23.15 Log - activities - maintained - ensured

Article 24

AMBULANCE SERVICE - RESPONSIBILITIES

511.24.1 Member - Extended Emergency Operations Group

511.24.2 Ambulances - provided - additional - arranged

511.24.3 Ambulances - additional - acquisition - sources

511.24.4 Other services - cooperation

511.24.5 Hospital staff - cooperation - patient distribution

511.24.6 Triage teams - on site - as required

511.24.7 Operational plan - resource list - development

511.24.8 Log - activities - maintained - ensured

Article 25

BOARDS OF EDUCATION

511.25.1 Education systems - six (6)

511.25.2 Safety - well being - students - staff

511.25.3 Plans - evacuation - transportation - students - staff

511.25.4 Students - returned - home - school

511.25.5 Internal emergency plan - maintained - copy

Article 26

REPEAL - ENACTMENT

511.26.1 By-laws - previous

511.26.2 Effective date

EMERGENCY PLAN

SCHEDULES

- Schedule 'A' - Emergency Alert Fanout Procedure
- Schedule 'B' - Request - Provincial/Federal Assistance
- Schedule 'C' - Emergency Communications Available
- Schedule 'D' - Evacuation Routes
- Schedule 'E' - Emergency Operation Centre - Telephone Numbers
- Schedule 'F' - Radioactive Materials - Emergency
- Schedule 'G' - Fanout Plan
- Schedule 'H' - EOAG Fanout
- Schedule 'I' - Recovery Plan
- Schedule 'J' - Post Emergency Debriefings
- Schedule 'K' - Stress Management Policy
- Schedule 'L' - Emergency Exercise
- Schedule 'M' - Media and Public Inquiries
- Schedule 'N' - Distribution List
- Schedule 'O' - City of Brantford / County of Brant Joint Emergency Measures Protocol

Article 1
EMERGENCY PLAN

511.1.1 Adoption

The Emergency Plan as set out in this Chapter is hereby adopted.

511.1.2 Declaration - authority

The Head of Council or designated alternate as provided in the plan is empowered to declare an emergency.

511.1.3 Alert - issued - emergency not yet declared

Certain appointed officials or their designated alternates, as provided in the Emergency Plan are empowered to cause an emergency alert, full or partial, to be issued and to take action under the emergency plan where an emergency exists but has not yet been declared to exist.

511.1.4 Review - changed - by EOAG

From time to time the Emergency Operations Advisory Group will review the emergency plan to make such changes considered appropriate to the functioning of the plan without referral to Council, while referring all other changes to Council for further review and approval. By-law 19-90, 5 February, 1990.

**Article 2
FOREWORD**

511.2.1 Responsibilities - assigned - ensure - immediate action

This plan has been formulated to assign responsibilities and to guide the immediate actions of key officials in the first few critical hours after the onset of an emergency distinctive from the routine emergency operations carried out by municipal agencies.

511.2.2 Awareness - preparation - effective utilization

It is essential, for this plan to be effective, that all concerned be made aware of its provisions and that every official and department be prepared to carry out their assigned functions and responsibilities.

511.2.3 Review - frequent - updating - continual

Frequent review of and continual updating will be carried out to ensure the arrangements embodied in this plan are kept current and that all are kept familiar with its provisions.

511.2.4 Officials - departments - review - procedures

Key officials should likewise review and keep up-to-date their own departmental procedures and arrangements for responding to emergencies of a magnitude that require controlled and coordinated response by all municipal agencies.

**Article 3
INTERPRETATION**

511.3.1 EOAG - defined

"EOAG" means the Emergency Operations Advisory Group.

511.3.2 EOC - defined

"EOC" means the Emergency Operations Centre.

511.3.3 EOC HQ - defined

"EOC HQ" means the Emergency Operation Centre Headquarters.

511.3.4 EOC Mobile - defined

"EOC Mobile" means the Mobile Emergency Command Vehicle.

511.3.5 EEOG - defined

"EEOG" means the Extended Emergency Operations Group.

511.3.6 SOPs - defined

"SOPs" means the Specific Operation Procedures.

Article 4 INTRODUCTION

511.4.1 Emergencies - defined

Emergencies are defined as situations or the threat of impending situations abnormally affecting property and the health, safety and welfare of the community, which by their nature or magnitude require a controlled and coordinated response by all agencies. These are distinct from routine operations carried out by municipal agencies, e.g. fire, police or works departments, etc.

511.4.2 Authority - legislation - formulation - plan

Legislation entitled "An Act to provide for the Formulation and Implementation of Emergency Plans", short titled "The Emergency Plans Act, R.S.O. 1990 Chapter E-9", is the primary authority enabling passage of the by-law formulating this emergency plan which will govern the provision of necessary services during an emergency.

511.4.3. Response - procedures - employees - others

This plan also prescribes procedures under and the manner in which municipal employees and other persons will respond to an emergency.

511.4.4 Important measures - authority - Emergency Plans Act

Important measures enabled under the Emergency Plans Act and which form part of this plan are as set out in Sections 511.4.5 through 511.4.11 inclusive.

511.4.5 Action - by employees - before formal declaration

The Emergency Plans Act enables authorization for municipal employees to take appropriate action before formal declaration of an emergency.

511.4.6 Procedures - for safety - evacuation

The Emergency Plans Act enables the specification of procedures to be taken for safety and/or evacuation of persons in an emergency area.

511.4.7 Council - powers - duties - Head absence

The Emergency Plans Act enables the designation of other members of Council who may exercise powers and perform the duties of the Head of Council under the emergency plan during an absence or an inability to act, on the part of the Head of Council.

511.4.8 Training - committees - employees - established

The Emergency Plans Act enables the establishment of committees and designation of employees to be responsible for reviewing the emergency plan, training employees in their functions and implementing the emergency plan during an actual emergency.

511.4.9 Materials - equipment - procurement

The Emergency Plans Act enables the obtaining and distribution of materials, equipment and supplies during an emergency.

511.4.10 Monies - expenditures

The Emergency Plans Act enables the expenditure of monies associated with the formulation and implementation of the emergency plan.

511.4.11 Other matters - necessary - advisable - unforeseen

The Emergency Plans Act enables such other matters as are considered necessary or advisable for the implementation of the emergency plan during an emergency.

511.4.12 Aid - safeguard - health - safety - welfare - inhabitants

The aim of this plan is to make provision for the extraordinary arrangements and measures that may have to be taken to safeguard property and the health, safety and welfare of the inhabitants of the City of Brantford when faced with an emergency.

511.4.13 Recovery Plan - assigns - outlines - pre-emergency state

This plan assigns responsibilities and outlines activities which may be required to bring the City of Brantford back to its pre-emergency state. See Schedule T.

Article 5
EMERGENCY OPERATIONS ADVISORY GROUP

511.5.1 Direction - control - appointed - officials - assembly

Emergency operations will be directed and controlled by the appointed officials listed in Section 511.5.2 who will assemble for this purpose at the Emergency Operations Centre.

511.5.2 Composition - members - alternates

This group will be known as the Emergency Operations Advisory Group (EOAG) and will be composed of:

- (a) Chief Administrative Officer or alternate (who will act as Emergency Operations Coordinator and Chairman of the EOAG);
- (b) Police Chief or alternate;
- (c) Fire Chief or alternate;
- (d) Commissioner Engineering or alternate;
- (e) Medical Officer of Health or alternate;
- (f) General Manager Brantford Hydro or alternate;
- (g) Commissioner Brantford Social Services or alternate.

511.5.3 Advise - Mayor - fanout alert - implementation

The Emergency Operations Advisory Group will advise the Mayor through the Emergency Operations Coordinator (Chief Administrative Officer) that a fanout alert is being implemented which may necessitate a declaration that an "emergency exists".

511.5.4 Emergency - declared - Mayor - Chairman - EEOG

In the event that an emergency is declared by the Mayor or designated alternate, then the Mayor or designated alternate shall assume the responsibility of Chairmanship of the Extended Emergency Operations Group.

511.5.5 Identification - EOAG

The Emergency Operations Advisory Group members and their support staff shall have in their possession at all times the City of Brantford Emergency Operations Group identification card issued to them. By-law 124-92, 4 August, 1992.

Article 6
EXTENDED EMERGENCY OPERATIONS GROUP

511.6.1 Additional support - specialist - consulted

Additional support may be drawn from the following individuals or organizations having specialist knowledge or advice to give, and may be called upon individually or be asked to deliberate and make recommendations collectively:

- (a) Works Department;
- (b) Radio Communications Officer;
- (c) Social Agencies: Red Cross, Salvation Army, Children's Aid, YMYWCA, Family Counselling Centre;
- (d) Local News Media: Newspaper, Radio, TV and Cable Television;
- (e) Ambulance Services: Brant County Ambulance Service, St. John's Ambulance Service;
- (f) Bell Canada;
- (g) Union Gas Limited;
- (h) Hospitals: Brantford General Hospital, St. Joseph's Hospital;
- (i) School Boards: Grand Erie District School Board No. 23, Brant Haldimand Norfolk District Separate School Board
- (j) Amateur Radio Club, and CB Radio Club;
- (k) Media Relations Officer;
- (l) O.P.P. Brant County Detachment
- (m) 56th Regiment (see Schedule 'B' - Request for Provincial/Federal Assistance).
- (n) Emergency Measures Ontario
- (o) Ministry of Environment
- (p) Ministry of Labour

Article 7
AUTHORITY

511.7.1 Declaration - by Mayor - action taken - as necessary

Pursuant to the Emergency Plans Act, R.S.O. 1990 Chapter E-9, the Mayor may declare that an emergency exists in the City of Brantford or any part thereof, and may take such action and make such orders as are considered necessary and not contrary to the law to implement the emergency plan and to protect the property and the health, safety and welfare of the inhabitants of the emergency area.

511.7.2 Assistance - to Mayor - by all groups

Accordingly it is clear that the Emergency Operations Advisory Group will, and when applicable the Extended Emergency Operations Group, assist the Mayor in making and placing in effect any decisions and orders that are made to control and mitigate the effects of an emergency.

Article 8
IMPLEMENTATION AND PROCEDURES

511.8.1 Intent - provisions - necessary - worst case scenario

This plan takes into account and is intended to deal with the worst case - a situation that develops without warning.

511.8.2 Situation - beyond first assessed - alert - EOAG

If the site, size, seriousness, real or potential hazard of the emergency or disaster is, or may become, beyond the capability or responsibility of the agency first called to the scene, then that agency's senior official may make a decision to alert the Emergency Operations Advisory Group who will further assess the situation and decide if the magnitude of the emergency requires implementation of the Emergency Operations Plan, fully or partially.

511.8.3 Determination - alert status - full - partial

The Emergency Operations Advisory Group will meet at the Emergency Operations Centre or a predetermined location, to decide:

- (a) if the fanout alert, full or partial, should be implemented;
- (b) if the emergency plan should be put into action;
- (c) which department (i.e. fire, police, engineering) will assume the lead role (department) at the scene;
- (d) if the Extended Emergency Operations Group (EEOG) should meet, and if so, at Emergency Operations Centre or a predetermined location.

511.8.4 Train derailment - notification - EOAG

Train derailment, with or without hazardous materials involved, could result in notification to the Emergency Operations Advisory Group.

511.8.5 Spills - hazardous materials - notification - EOAG

Accidents (industrial and/or highway) involving spill or potential spill of toxic or hazardous material could result in notification to the Emergency Operations Advisory Group.

511.8.6 Power failure - extensive - notification - EOAG

Power failures involving large sections of the City could result in notification to the Emergency Operations Advisory Group.

511.8.7 Severe weather - notification - EOAG

Severe weather conditions could result in notification to the Emergency Operations Advisory Group.

511.8.8 Flooding - potential - notification - EOAG

A potential for flooding could result in notification to the Emergency Operations Advisory Group.

511.8.9 Fires - explosive - radioactive - notification - EOAG

Fires involving chemicals, explosive materials, insecticides, pesticides and radioactive material could result in notification to the Emergency Operations Advisory Group.

511.8.10 Gas leaks - ruptured feeder lines - notification - EOAG

Potential gas leaks or rupture of feeder lines could result in notification to the Emergency Operations Advisory Group.

511.8.11 Landslides - earthquakes - notification - EOAG

Landslides, earthquakes, etc. could result in notification to the Emergency Operations Advisory Group.

511.8.12 Public disorder - riot - notification - EOAG

Public disorder or riot could result in notification to the Emergency Operations Advisory Group.

511.8.13 Other problems - more serious than assessed

Any situation where the problem is realized to be more serious than initially perceived could result in notification to the Emergency Operations Advisory Group.

Article 9
EMERGENCY OPERATIONS CENTRE

511.9.1 Location - Brantford Fire Department – 60 Clarence Street

The headquarters for emergency operations is located in the Brantford Fire Department, 60 Clarence Street, northwest corner of Clarence Street and Wellington Street. By-law 124-92, 4 August 1992

511.9.2 Entrance - location - south side

The Emergency Operations Centre can be reached through the main entrance located on the Wellington Street side of the building. By-law 124-92, 4 August 1992

511.9.3 Restricted Entry

Entry to the Emergency Operations Centre will be restricted to those fanout contacts issued a City of Brantford Emergency Operations Group identity card. By-law 124-92, 4 August 1992

511.9.4 Permitted Access - Extended Emergency Operations Group

Members of the Extended Emergency Operations Group will be permitted access as the need and emergency situation demand. By-law 124-92, 4 August 1992

511.9.5 Emergency Operations Coordinator - communications

The Emergency Operations Coordinator will be responsible for coordinating the activities of the operations centre and for ensuring good communication between all agencies involved in emergency operations. By-law 124-92, 4 August, 1992.

Article 10
MOBILE EMERGENCY COMMAND VEHICLE

511.10.1 Deployment - on site - use - coordination purposes

The mobile emergency command vehicle may be deployed at or near an emergency site and used as an on-site Emergency Operations Centre for coordination purposes.

511.10.2 Maintenance - vehicle - police - responsibility

The police department is responsible for the upkeep and maintenance of this vehicle.

Article 11
COMMUNICATION FACILITIES

511.11.1 Services - provided

The communication facilities shall:

- (a) provide coordinated and controlled messages in an emergency;
- (b) provide emergency alerting systems;
- (c) communicate with higher levels of government;
- (d) provide cross-over facilities for communications with all other agencies involved;
- (e) provide equipment and operators in an effort to provide public information.

Article 12
COMMUNICATIONS - EMERGENCY OPERATIONS
CENTRE - MEMBER RESPONSIBILITY

511.12.1 Telephone - radio - communications - organizations

Upon arrival at the Emergency Operations Centre, each member of the municipal emergency control groups will establish telephone communications, if possible, with their respective organization. If this is impossible, then radio communications will be established.

511.12.2 Communications Officer - establish - maintain - radio

The Communications Officer will establish and maintain radio communications with agencies or organizations and will coordinate the utilization of radio operators and equipment to provide this communication.

511.12.3 Communications Officer - message control centre

The Communications Officer will establish and supervise the message control centre at the EOC.

511.12.4 Messages - logged - copies - retained

All messages will be logged and copies retained.

511.12.5 Messages - in - out - through message control centre

All in and out radio messages will be directed through the message control centre.

511.12.6 Logs - kept - maintained - action taken - each member

All members of the municipal emergency control groups and their respective operation centres will maintain a log of all actions taken, specifically designed for the purpose to be used by all agencies.

511.12.7 Bell Canada - emergency communications - established

Bell Canada will establish emergency telephone communications to the site if required.

511.12.8 Amateur Radio Club - included in - network

The Amateur Radio Club will be included in the communications network.

511.12.9 Call signs - established

Call signs established by the communications officer are:

- (a) EOC HQ; and
- (b) EOC MOBILE

511.12.10 Code Red - life threatening situation - procedure

During emergencies or disasters or exercises occasions may arise requiring immediate response to prevent loss of life. Under these circumstances, and to establish radio priority, code phrase "Code Red" is to be used before the message and at the conclusion of the message. This code phrase is to be used only if the situation is life threatening.

511.12.11 Protocol - strict - VHF - emergency frequency

All stations operating on the emergency measures VHF emergency frequency will observe strict net protocol.

511.12.12 Stations - identification - procedure

Stations with traffic will identify themselves briefly during a break in traffic or at the invitation of net control.

511.12.13 Stations - with traffic - procedure

Only when instructed to do so by net control will stations pass their traffic.

Article 13
EMERGENCY OPERATIONS ADVISORY GROUP
RESPONSIBILITIES

511.13.1 Emergency - declared - on assembly of EOAG

Upon assembling, the Mayor, with the advice of the Emergency Operations Advisory Group, may make a decision to declare an emergency to exist and invoke the provisions of this emergency plan.

511.13.2 Emergency plan - followed - when possible

Whenever possible the Emergency Plan will be followed.

511.13.3 Alternate plans - extenuating circumstances

Extenuating circumstances that are not covered in the plan likely will develop and will require improvisation and the development of alternative plans and actions.

511.13.4 Expenditures - authorization - preservation - life

The Mayor, or alternate, should be prepared to authorize the expenditure of municipal funds which may be required for the preservation of life and/or health.

511.13.5 Departments - volunteers - coordinated

The Mayor or alternate should be prepared to coordinate the activities of all municipal departments and volunteer organizations in order that the emergency or disaster be controlled as expeditiously as possible.

511.13.6 Evacuations - ordered - directed

The Mayor or alternate should be prepared to order and direct evacuation of buildings, industrial areas and private homes that are in jeopardy.

511.13.7 Police Department - dispersal - people - traffic

The Mayor or alternate should be prepared to ensure that the Police Department direct the dispersal of people not directly connected with the operations, control traffic and provide security.

511.13.8 Assistance - other cities - counties - government

The Mayor or alternate should be prepared to seek assistance from neighbouring cities and counties and central government if required.

511.13.9 Volunteers - organizations - assistance - roles

The Mayor or alternate should be prepared to assign roles to volunteers and volunteer organizations and provide them with logistical and administrative assistance.

511.13.10 Services - discontinued - without notice - public safety

The Mayor or alternate should be prepared to discontinue all services without prior notice, if necessary, to consumers in the City of Brantford, where continuation of such services in or near the emergency area constitutes a hazard to public safety.

511.13.11 Accommodation - evacuation - arranged

The Mayor or alternate should be prepared to evacuate and arrange for accommodation and temporarily maintain any resident who needs assistance because of displacement by the emergency.

511.13.12 Information centre - official - designated

The Mayor or alternate should be prepared to establish an information centre and to designate one official only to issue information, instructions and directions to the general public.

511.13.13 Inquiry centre - established - individual requests

The Mayor or alternate should be prepared to establish a reporting and inquiry centre to handle individual requests for information concerning their families or relatives during an emergency.

511.13.14 Log - actions taken - kept - maintained

The Mayor or alternate should be prepared to keep and maintain a log of all actions taken during the emergency.

511.13.15 Declaration - termination - emergency - official

The Mayor or alternate should be prepared to declare the emergency officially ceased when normal conditions return.

511.13.16 Debriefing - analysis - response - on completion

The Mayor or alternate should be prepared to carry out a debriefing and analysis of the emergency response as soon as possible after the compilation of the activities.

511.13.17 Services - organizations - to record - actions

All services and organizations involved should compile a record of their actions to be used as a basis for discussion at the debriefing.

511.13.18 Critical Incident - stress - emotional trauma

A critical incident stress team will be made available to municipal staff. A service will be made available to citizens to deal with incidents of emotional trauma. Schedule 'K'.

Article 14
MAYOR - RESPONSIBILITIES

511.14.1 Respond - to situation - advice

The Mayor shall respond to the appraisal of the situation and to the advice of the Emergency Operations Advisory Group.

511.14.2 Declare - emergency plan - activated

The Mayor shall activate all or part of the City of Brantford Emergency Plan by making a formal declaration.

511.14.3 Chairman - EEOG - responsibilities

The Mayor shall assume the responsibilities of Chairman of the Extended Emergency Operations Group (EEOG).

511.14.4 Emergency response - coordination

The Mayor shall ensure the coordination of the municipal response according to the Emergency Plan or modifications thereto as necessitated by the Emergency situation.

511.14.5 Resources - determination - adequate

The Mayor shall determine, with advice from the municipal emergency control groups, whether municipal resources are adequate or if additional resources are needed.

511.14.6 Solicitor General - notified - emergency declared

The Mayor shall ensure that the Solicitor General of Ontario has been notified of the declaration of an emergency via Emergency Measures Ontario.

511.14.7 Mayor of the Corporation of the County of Brant - advised - officially

The Mayor shall officially advise the Mayor of the Corporation of the County of Brant.

511.14.8 Assistance - municipalities - senior government

The Mayor shall request assistance from neighbouring municipalities and/or senior levels of government when required.

511.14.9 Expenditures - public funds - approved

The Mayor shall approve the expenditure of public funds to contain the emergency.

511.14.10 Other actions - reduction - effects - emergency

The Mayor shall take whatever action is determined to be necessary to reduce the effects of an emergency or disaster on the City of Brantford and its inhabitants.

511.14.11 Media information - approved - ensure - provided

The Mayor shall ensure that information be provided to the media through the Media Relations Officer and approve news releases and public announcements.

511.14.12 Terminate - emergency - ensure - notice - all concerned

The Mayor shall terminate the emergency at the appropriate time and ensure all concerned have been notified.

511.14.13 Post-exercise - emergency - evaluation - conducted

The Mayor shall ensure that a post-exercise or post-emergency evaluation is conducted.

511.14.14 Activate - Emergency Plan - formal announcement

The Mayor shall formally announce the activation of all or part of the City of Brantford Emergency Plan.

511.14.15 Report - to EOC - assume - leadership - EEOG

The Mayor shall report to the Emergency Operations Centre and assume the leadership role of the Extended Emergency Operations Group.

511.14.16 Deputize - elected official - City Hall - represented

The Mayor shall deputize an elected official to attend and remain at City Hall to coordinate the specific municipal response according to the City of Brantford Emergency Plan.

Article 15
CHIEF ADMINISTRATIVE OFFICER
RESPONSIBILITIES

511.15.1 Chairman - Emergency Operations Advisory Group

The Chief Administrative Officer shall act as Chairman of the Emergency Operations Advisory Group.

511.15.2 Meetings - regularly - develop - revise - assess - plan

The Chief Administrative Officer shall regularly hold meetings of the Emergency Operations Advisory Group (EOAG) to develop, revise and assess the Emergency Operations Plan.

511.15.3 Coordinator - Emergency Operations

The Chief Administrative Officer shall act as the Coordinator of Emergency Operations.

511.15.4 EOC - maintenance - radio - equipment - ensured

The Chief Administrative Officer shall ensure that the Emergency Operations Centre is well maintained and contains radio and other equipment necessary to cope with an emergency.

511.15.5 Emergency Plan - copy at EOC - ensured

The Chief Administrative Officer shall ensure that a complete copy of the Emergency Plan is permanently located at the Emergency Operations Centre.

511.15.6 Other members - contacted - seriousness - ascertained

The Chief Administrative Officer shall contact members of the Emergency Operations Advisory Group for their judgment as to the real or potential seriousness of the disaster and report this information to the Mayor.

511.15.7 Mayor - informed - potential - existing - disaster

The Chief Administrative Officer shall inform the Mayor immediately upon receipt of information that a disaster threatens or has occurred.

511.15.8 Liaison - between Mayor - or designate

The Chief Administrative Officer shall act as liaison between the Mayor or designate.

511.15.9 On-site - commander - designation

The Chief Administrative Officer shall, if required, designate an "on-site" commander.

511.15.10 Post-exercise - emergency - critique - direction

The Chief Administrative Officer shall direct a post-exercise or post-emergency critique.

511.15.11 Mayor - alerted

The Chief Administrative Officer shall alert the Mayor.

511.15.12 Members - contacted - informed - situation

The Chief Administrative Officer shall contact the Emergency Operations Advisory Group and inform each member of the present situation including the potential for expansion.

511.15.13 Report - to Mayor - consensus

The Chief Administrative Officer shall report the consensus opinion back to the Mayor.

511.15.14 Fanout system - operation - ensured

The Chief Administrative Officer shall, if a disaster is declared, ensure that the fanout system is operative with a clear understandable message to each recipient.

511.15.15 Emergency Operations Centre - ensure readiness

The Chief Administrative Officer shall report immediately to Emergency Operations Centre to ensure that everything is in readiness.

511.15.16 Liaison - Mayor - other - coordinated response

The Chief Administrative Officer shall act as liaison between the Mayor and the elected official deputized to remain at City Hall to ensure coordinated response of City personnel.

511.15.17 Log - activities - maintained

The Chief Administrative Officer shall maintain a log of activities during the emergency.

511.15.18 Emergency Plan - review - update

The Chief Administrative Officer shall review and update the Emergency Plan as necessary.

Article 16
COMMISSIONER ENGINEERING - RESPONSIBILITIES

511.16.1 Operational plan - developed - maintained - copy

The Commissioner Engineering shall develop and maintain an operational plan for the department with an up-to-date copy available at the Emergency Operations Centre.

511.16.2 Inventory - equipment - supplies - other resources

The Commissioner Engineering shall provide and maintain an inventory of equipment, supplies, construction companies, private contractors and engineering resources.

511.16.3 Member - Emergency Operations Advisory Group

The Commissioner Engineering shall be a member of the Emergency Operations Advisory Group.

511.16.4 Advise - Mayor - real - threatened emergency

The Commissioner Engineering shall, on receipt of a call from the Chairman of Emergency Operations Advisory Group, respond as to the advice to be given to the Mayor about a real or threatened emergency.

511.16.5 City Works - emergency program - activations

The Commissioner Engineering shall activate the City Works Department emergency program.

511.16.6 Equipment - personnel - provided - as needed

The Commissioner Engineering shall provide municipal equipment and personnel as needed.

511.16.7 Civic departments - agencies - assistance - coordinated

The Commissioner Engineering shall coordinate assistance from other civic departments and agencies in alleviating the effects of the emergency.

511.16.8 Demolition - excavation - provided - as required

The Commissioner Engineering shall provide for any required demolition clearing and excavation in the emergency area.

511.16.9 Containment - dispersal - hazardous materials

The Commissioner Engineering shall assist in the containment, disposal, dispersal or dilution of hazardous liquids or other material.

511.16.10 Equipment - operators - assistance - fire department

The Commissioner Engineering shall provide equipment and operators to assist the Fire Department in rescuing persons who are trapped or isolated as a result of the emergency.

511.16.11 Evacuation - traffic - assistance - to police

The Commissioner Engineering shall, as required, assist the police force in controlling evacuation or reception traffic, as determined by the Emergency Operations Advisory Group.

511.16.12 Flood watch - physical - maintained

The Commissioner Engineering shall maintain a physical flood watch of the river.

511.16.13 Services - utilities - disconnection - as necessary

The Commissioner Engineering shall order the disconnection of any services or utilities that present a hazard.

511.16.14 Clean-up - repair - operations - assistance

The Commissioner Engineering shall provide assistance in clean-up operations and repair of damages where there is a municipal responsibility.

511.16.15 Building - appraisal - damages - advise

The Commissioner Engineering shall advise the Operations Control Group when sustained damage to buildings approach or exceed safe limits.

511.16.16 Search - rescue - assistance - provided

The Commissioner Engineering shall provide assistance in search and rescue of trapped and injured people.

511.16.17 Mutual aid - requested - provided - as required

The Commissioner Engineering shall provide or request mutual aid when required.

511.16.18 Post-exercise - emergency - critique - participation

The Commissioner Engineering shall participate in a post-exercise or post-emergency critique.

511.16.19 Assessment request - response - as member

The Commissioner Engineering shall, as a member of the Emergency Operations Advisory Group respond to the EOAG Chairman's request for assessment of the situation.

511.16.20 Works Department - emergency program - activation

The Commissioner Engineering shall activate the Works Department emergency program.

511.16.21 Report to - Emergency Operations Centre - site - other

The Commissioner Engineering shall report to the Emergency Operations Centre or to the site, or to a predetermined location as directed.

511.16.22 Communications - department - deputy in field

The Commissioner Engineering shall, on arrival, ensure communications with the Engineering/Works Department and with the deputy in the field.

511.16.23 Works - utilities - communications - coordinated

The Commissioner Engineering shall coordinate the response of Works and Utilities and Communications.

511.16.24 Water - potable - emergency supply - delivery

The Commissioner Engineering shall provide for the delivery of potable emergency water supplies.

511.16.25 Water - systems - operation - repair - ensured

The Commissioner Engineering shall ensure the operation, maintenance and repair of all potable water systems under the control of the Public Utilities Commission for production, transmission and distribution of potable water within the City.

511.16.26 Public transportation - control - ensured

The Commissioner Engineering shall ensure effective control over all public transportation.

511.16.27 Buses - operators - emergency uses - provided

The Commissioner Engineering shall provide buses and operators for emergency purposes.

511.16.28 Transportation - casualties - evacuees - provided

The Commissioner Engineering shall provide transportation for mobile casualties, evacuees and persons requiring special care.

511.16.29 Taxi - trucking firms - liaison

The Commissioner Engineering shall act as liaison with local transport companies such as taxis and trucking firms.

511.16.30 Log - activities - maintained

The Commissioner Engineering shall maintain a log of activities

Article 17
POLICE CHIEF - RESPONSIBILITIES

511.17.1 Operational plan - developed - maintained

The Police Chief shall develop and maintain an operational plan for those emergencies that lie within the department's area of expertise, e.g. bomb threats, hostage taking, etc. and have an up-to-date copy available.

511.17.2 Member - Emergency Operations Advisory Group

The Police Chief shall be a member of the Emergency Operations Advisory Group.

511.17.3 Respond - to situation - advice

The Police Chief shall, on receipt of a call from the Chairman of the Emergency Operations Advisory Group, respond as to the advice to be given to the Mayor about a real or threatened emergency.

511.17.4 Systems - operation - familiarity - all officers - ensured

The Police Chief shall ensure the operation of all emergency alerting systems and to ensure familiarity of his/her officers with the system.

511.17.5 Media Relations Officer - designation

The Police Chief shall designate a member of the police force as Media Relations Officer.

511.17.6 Emergency plan - Police Department - activation

The Police Chief shall, in an emergency, order the activation of the Police Department's emergency plan.

511.17.7 Crowd - control - dispersal - around site - ensure

The Police Chief shall ensure the control and, if necessary, the dispersal of crowds within and around the emergency or disaster site.

511.17.8 Disaster site - sealed off

The Police Chief shall seal off the area of concern (disaster site).

511.17.9 Traffic - control - emergency vehicles

The Police Chief shall control traffic to facilitate the movement of emergency vehicles.

511.17.10 Evacuation - control

The Police Chief shall conduct or control the evacuation of buildings or residential areas authorized by the municipal emergency control groups.

511.17.11 Law - order - maintained - provide security

The Police Chief shall maintain law and order and provide security.

511.17.12 Flooding - notification - information - fanout list

The Police Chief shall, on instruction from the Flood Response Coordinator (Chief Administrative Officer) begin to provide continuing information to City departments and agencies on the fanout list as flood waters rise to nine feet.

511.17.13 Flooding effects - alleviation - cooperation - agencies

The Police Chief shall cooperate with other civic departments and agencies in alleviating the effects of flooding.

511.17.14 Search - rescue - assistance

The Police Chief shall assist in search and rescue.

511.17.15 Coroner's Act - officers as agents - ensured

The Police Chief shall ensure that police officers act as the agent of the supervising coroner within the terms of the Coroner's Act.

511.17.16 Mutual aid - provided - requested

The Police Chief shall provide or request mutual aid.

511.17.17 Liaison - Ontario Provincial Police

The Police Chief shall act as liaison with the Ontario Provincial Police.

511.17.18 Mobile Emergency Command Vehicle - responsibility

The Police Chief shall deliver and be in control of the Mobile Emergency Command Vehicle on request from the lead agency.

511.17.19 Mobile Emergency Command Vehicle - service - repair

The Police Chief shall ensure service and repair of the Mobile Emergency Command Vehicle, including on-site repairs and service

511.17.20 Post-exercise - emergency - critique - participation

The Police Chief shall participate in a post-exercise or post-emergency critique.

511.17.21 Assessment - request - response - as member

The Police Chief shall, as a member of the Emergency Operations Advisory Group, respond to the EOAG Chairman's request for assessment of the situation.

511.17.22 Interdepartmental emergency plan - activation

The Police Chief shall, in an emergency situation, activate the Police Department's interdepartmental emergency plan.

511.17.23 Report - to Emergency Operations Advisory Group

The Police Chief shall, as a member of the Emergency Operations Advisory Group, report to the Emergency Operations Centre or to the site or to a predetermined location as directed.

511.17.24 Communications - establishment - police headquarters

The Police Chief shall ensure that communications are established with police headquarters and with the site.

511.17.25 Police - response - coordination

The Police Chief shall coordinate the total police response.

511.17.26 Log - police activities - maintenance

The Police Chief shall ensure a log is maintained of all police activities.

511.17.27 Support agencies - contact - ensured

The Police Chief shall ensure that support agencies are contacted if necessary.

Article 18
FIRE CHIEF - RESPONSIBILITIES

511.18.1 Operational plan - resource list - maintained

The Fire Chief shall develop and maintain an operational plan for the department and a resource list with an up-to-date copy available at the Emergency Operations Centre.

511.18.2 Member - Emergency Operations Advisory Group

The Fire Chief shall be a member of the Emergency Operations Advisory Group.

511.18.3 Respond - to situation - advice

The Fire Chief shall, on receipt of a call from the Chairman of the Emergency Operations Advisory Group, respond as to the advice to be given to the Mayor about a real or threatened emergency.

511.18.4 Chairman designate - absence - CAO

The Fire Chief shall act as chairman designate in the absence of the Chief Administrative Officer.

511.18.5 Alert - response system - activation

The Fire Chief shall order the activation of the Fire Department alert and response system.

511.18.6 Firefighting - operations - directed - coordinated

The Fire Chief shall direct and coordinate all operations connected with firefighting.

511.18.7 Rescue operations - conducted

The Fire Chief shall conduct rescue operations if necessary.

511.18.8 Mutual aid - activation - if required

The Fire Chief shall order the activation of mutual aid if required.

511.18.9 Support agencies - contacted - if required

The Fire Chief shall ensure that support agencies are contacted if necessary.

511.18.10 Resuscitation - first aid equipment - operators - provided

The Fire Chief shall provide and operate resuscitation and first aid equipment with trained operators.

511.18.11 Special equipment - supplies - determined - procured

The Fire Chief shall determine if additional special equipment or supplies are required and make arrangements for their procurement.

511.18.12 Flooding - cooperation - evacuation - other

The Fire Chief shall cooperate with other civic departments in alleviating the effects of flooding, particularly with police in the evacuation of people.

511.18.13 Hazardous material - disposal - confinement

The Fire Chief shall where water, or other means indigenous to the Fire Department can be used, safely dispose of, disperse or dilute any hazardous material that has escaped confinement.

511.18.14 Warn residents - advise - services - shut off - flooding

The Fire Chief shall warn residents who may be involved in a flood situation and advise them to turn off services to reduce the fire hazard and evacuate if necessary.

511.18.15 Hazardous material - disposal - confinement - ensured

The Fire Chief shall ensure the containment, disposition or dilution of hazardous material either directly or by any other agency or department.

511.18.16 Post-exercise - emergency - critique - participation

The Fire Chief shall participate in a post-exercise or post-emergency critique.

511.18.17 Assessment - request - response - as member

The Fire Chief shall, as a member of the Emergency Operations Advisory Group, respond to the EOAG Chairman's request for assessment of the situation.

511.18.18 Report - to Emergency Operations Centre

The Fire Chief shall, if the emergency plan is activated, report to the Emergency Operations Centre or to the site, or a predetermined location as directed.

511.18.19 Communications - tested - with deputy in field

The Fire Chief shall test communications by telephone or radio with the deputy in the field.

511.18.20 Firefighting - rescue - coordination

The Fire Chief shall coordinate firefighting and rescue operations.

511.18.21 Log - activities - ensure - maintained

The Fire Chief shall ensure that a log of activities is maintained.

Article 19
GENERAL MANAGER BRANTFORD HYDRO
RESPONSIBILITIES

511.19.1 Operational plan - resource list - maintained

The General Manager Brantford Hydro shall develop and maintain an operational plan for the department and resource list with a copy available at the Emergency Operations Centre.

511.19.2 Member - Emergency Operations Advisory Group

The General Manager Brantford Hydro shall be a member of the Emergency Operations Advisory Group.

511.19.3 Respond - to situation - advice

The General Manager Brantford Hydro shall, on receipt of a call from the Chairman of Emergency Operations Advisory Group, respond as to the advice to be given to the Mayor about a real or threatened emergency.

511.19.4 Brantford Hydro emergency plan - activation

The General Manager Brantford Hydro shall activate the Brantford Hydro emergency plan when required.

511.19.5 Electric systems - operation - repair - ensured

The General Manager Brantford Hydro shall ensure the operation, maintenance and repair of all hydroelectric systems under the control of the Public Utilities Commission for the transmission and distribution of electric power within the City.

511.19.6 Electric power - to essential services

The General Manager Brantford Hydro shall endeavour to provide electric power to essential services in the event of localized distribution failure.

511.19.7 Mutual aid - provided - on request

The General Manager Brantford Hydro shall provide or request mutual aid when needed.

511.19.8 Resource list - generators - fuel - vehicles - maintained

The General Manager Brantford Hydro shall maintain a resource list of emergency electrical generators, fuel resources and vehicles available in an emergency.

511.19.9 Post-exercise - emergency - critique - participation

The General Manager Brantford Hydro shall participate in a post-exercise or post-emergency critique.

511.19.10 Assessment - request - respond - as member

The General Manager Brantford Hydro shall, as a member of the Emergency Operations Advisory Group, respond to the EOAG Chairman's request for assessment of the situation.

511.19.11 Brantford Hydro=s emergency plan - activation

The General Manager Brantford Hydro shall activate the Brantford Hydro=s emergency plan in the event of an emergency.

511.19.12 Report - to Emergency Operations Centre

The General Manager Brantford Hydro shall, as a member of the Emergency Operations Advisory Group, report to the Emergency Operations Centre or to the site, or a predetermined location as directed.

511.19.13 Communications - Brantford Hydro headquarters - established

The General Manager Brantford Hydro shall establish communications between the Brantford Hydro head office and emergency headquarters.

511.19.14 Brantford Hydro - response - coordination

The General Manager of the Public Utilities shall coordinate the total response of the Public Utilities.

511.19.15 Log - activities - maintained

The General Manager Brantford Hydro shall maintain a log of activities during the emergency.

Article 20
MEDICAL OFFICER OF HEALTH
RESPONSIBILITIES

511.20.1 Operational plan - Health Unit - developed

The Medical Officer of Health shall develop and maintain an operational plan for the Health Unit with a copy available at the Emergency Operations Centre.

511.20.2 Hospitals - other institutions - plans - ensured

The Medical Officer of Health shall ensure that nursing homes, hospitals and other health institutions have up-to-date emergency and evacuation plans, copies of which will be available at the Emergency Operations Centre.

511.20.3 Member - Emergency Operations Advisory Group

The Medical Officer of Health shall be a member of the Emergency Operations Advisory Group.

511.20.4 Respond - to situation - advice

The Medical Officer of Health shall, on receipt of a call from the Chairman of Emergency Operations Advisory Group, respond as to the advice to be given to the Mayor about a real or threatened emergency.

511.20.5 Health services - facilities - response - coordinated

The Medical Officer of Health shall, in an emergency, coordinate the response of health services and facilities within the City.

511.20.6 Casualties - balanced distribution - to medical facilities

The Medical Officer of Health shall ensure balanced distribution of casualties to medical facilities.

511.20.7 Public health - special instructions

The Medical Officer of Health shall disseminate special instructions to the population on matters concerning public health.

511.20.8 Immunization programs - as required

The Medical Officer of Health shall arrange and provide for mass immunization where required.

511.20.9 Water supply - potable - ensured

The Medical Officer of Health shall ensure the potability of emergency water supplies.

511.20.10 Critique - post-emergency - participation

The Medical Officer of Health shall participate in post-exercise and post-emergency critique.

511.20.11 Assessment - request - response - as member

The Medical Officer of Health shall, as a member of the Emergency Operations Advisory Group, respond to the EOAG Chairman's request for assessment of the situation.

511.20.12 Emergency plan - Health Unit - activation

The Medical Officer of Health shall activate the Health Unit's emergency plan and report to the Emergency Operations Centre or to the site as directed.

511.20.13 Communications - ambulance - hospital - ensured

The Medical Officer of Health shall, on arrival at the Emergency Operations Centre, ensure the existence of telephone or radio communications with ambulance and hospital services.

511.20.14 Log - activities - ensure - maintained

The Medical Officer of Health shall maintain a log of activities.

Article 21
COMMISSIONER SOCIAL SERVICES
RESPONSIBILITIES

511.21.1 Member - Emergency Operations Advisory Group

The Commissioner Social Services shall be a member of the Emergency Operations Advisory Group.

511.21.2 Respond - to situation - advice

The Commissioner Social Services shall, on receipt of a call from the Chairman of the Emergency Operations Advisory Group, respond as to the advice to be given to the Mayor about a real or threatened emergency.

511.21.3 Operational plan - developed - maintained

The Commissioner Social Services shall develop and maintain an operational plan for the department with an up-to-date copy available at the Emergency Operations Centre

511.21.4 Fanout system - messages - directions - response

The Commissioner Social Services shall respond to messages and directions transmitted through the fanout system.

511.21.5 Welfare assistance - to victims - as required

The Commissioner Social Services shall provide welfare assistance to any person deprived of food, shelter or clothing due to an emergency situation.

511.21.6 Liaison - other agencies - assist victims

The Commissioner Social Services shall liaise with other local welfare and social agencies to arrange for participation to assist the victims in an emergency situation.

511.21.7 Emergency centres - list - developed - maintained

The Commissioner Social Services shall develop and maintain a list of emergency centres that can be used as evacuation centres or welfare centres.

511.21.8 Emergency shelters - inquiry bureaus - operation

The Commissioner Social Services shall, in an emergency, arrange for the opening and operation of emergency shelters and welfare centres including registration and inquiry bureaus.

511.21.9 Centres - locations - notice - to Coordinator

The Commissioner Social Services shall notify the Emergency Operations Coordinator of the location of welfare and emergency and evacuation centres that are opened.

511.21.10 Welfare centres - admitting - registration

The Commissioner Social Services shall register all persons admitted to evacuation or emergency welfare centres and pass this information to the Registration and Inquiry Bureau.

511.21.11 Reciprocal agreements - other municipalities

The Commissioner Social Services shall liaise with welfare and social services agencies in municipalities adjacent to Brant County to implement the reciprocal agreements for the reception of evacuees.

511.21.12 Volunteer agencies - assistance from

The Commissioner Social Services shall arrange for assistance from local volunteer agencies to carry out social service and welfare functions.

511.21.13 Assessment - request - response - as member

The Commissioner Social Services shall, as a member of the Emergency Operations Advisory Group, respond to the EOAG Chairman's request for assessment of the situation.

511.21.14 Report - as member - location - as directed

The Commissioner Social Services shall, as a member of the Emergency Operations Advisory Group, report to the Emergency Operations Centre or to the site or a predetermined location as directed.

511.21.15 Agency plan - activation - response - announcement

The Commissioner Social Services shall respond to the fanout announcement by activating the agency's plan.

511.21.16 Contact - Emergency Operations Centre - established

The Commissioner Social Services shall establish contact with Emergency Operations Centre by telephone or radio or by personal attendance to determine the scope of the emergency and the actions anticipated.

511.21.17 Contact - Emergency Operations Centre - maintained

The Commissioner Social Services shall maintain a contact with the Emergency Operations Centre for future directions.

511.21.18 Centres - locations - information - to Coordinator

The Commissioner Social Services shall inform the Emergency Operations Coordinator of the location of evacuation and welfare and emergency centres.

511.21.19 Request assistance - as needed

The Commissioner Social Services shall request assistance if needed.

511.21.20 Log - activities - maintained - ensured

The Commissioner Social Services shall maintain a log of activities.

Article 22
RADIO COMMUNICATIONS OFFICER
RESPONSIBILITIES

511.22.1 Member - Extended Emergency Operations Group

The Radio Communications Officer shall be a member of the Extended Emergency Operations Group.

511.22.2 Equipment - essential - testing - periodically

The Radio Communications Officer shall ensure the provision of and periodic testing of radio equipment necessary for a response to an emergency situation.

511.22.3 Back-up - available - Amateur Radio Club

The Radio Communications Officer shall ensure that back-up communication is available and able to be provided by the Amateur Radio Club.

511.22.4 Operators - emergency channel - qualified

The Radio Communications Officer shall ensure that all personnel likely to operate an emergency command channel are qualified and trained at least to the restricted radio operator's standard.

511.22.5 Operators - supply - adequate - ensured

The Radio Communications Officer shall ensure an adequate supply of operators.

511.22.6 Operators - equipment - testing - regularly

The Radio Communications Officer shall ensure regular testing of operators and equipment.

511.22.7 Log books - traffic - in - out - available

The Radio Communications Officer shall ensure that log books are available for all in and out traffic.

511.22.8 Critique - post-emergency - participation

The Radio Communications Officer shall participate in a post-exercise or post-emergency critique.

511.22.9 Report - to Centre - site - as directed

If an emergency is declared, the Communications Officer will report to the Emergency Operations Centre or to the site if so directed.

511.22.10 Emergency radio network - activation - testing

The Radio Communications Officer shall activate and test the emergency radio network according to the Disaster Communications Plan.

511.22.11 Operators - relief rotation - established

The Radio Communications Officer shall set up the operators rotation for relief.

511.22.12 Communication - emergency services - established

The Radio Communications Officer shall ensure that communication is established with the site, ambulance, hospitals, fire and police and, if necessary, neighbouring municipalities.

511.22.13 Logs - in - out - complete - accurate - all traffic

The Radio Communications Officer shall ensure that complete and accurate in and out logs are kept on all traffic.

511.22.14 Radio network - supervised - at headquarters

The Radio Communications Officer shall continue to supervise the radio network at headquarters.

Article 23
MEDIA RELATIONS OFFICER
RESPONSIBILITIES

511.23.1 Emergency Operations Advisory Group

The Media Relations Officer shall be a member of the Emergency Operations Advisory Group when an emergency or disaster is declared.

511.23.2 Media facilities - support - arranged - as directed

The Media Relations Officer shall arrange for media facilities and support at the Emergency Operations Centre or a predetermined location as directed.

511.23.3 Information - gathered - released - as required

The Media Relations Officer shall gather information from emergency services and prepare releases as required.

511.23.4 Special information - dissemination - arranged

The Media Relations Officer shall arrange for the dissemination of special information, e.g. information on health hazards as prepared by the Medical Officer of Health.

511.23.5 Press conferences - scheduled - regularly

The Media Relations Officer shall schedule press conferences on a regular basis.

511.23.6 Press conferences - status - Coordinator - briefed

The Media Relations Officer shall brief the Emergency Operations Coordinator (Chief Administrative Officer or designate) on the status of press conferences.

511.23.7 Public relations support - provided - on site

The Media Relations Officer shall provide public relations support to the emergency site.

511.23.8 Critique - post-emergency - participation

The Media Relations Officer shall participate in a post-exercise or post-emergency critique.

511.23.9 Local media - alerted

The Media Relations Officer shall alert local media.

511.23.10 Media control centre - established

The Media Relations Officer shall set up a media control centre.

511.23.11 Communication equipment - arranged

The Media Relations Officer shall arrange for communication equipment

511.23.12 Information - current - accurate - ensured - liaison

The Media Relations Officer shall liaise with the Emergency Operations Advisory Group and the "on-site" commander to ensure that accurate, current information is available for release.

511.23.13 Media releases - as required

The Media Relations Officer shall make media releases as required.

511.23.14 Media conferences - other agencies - arranged

The Media Relations Officer shall arrange for media conferences for representatives of other agencies involved as required.

511.23.15 Log - activities - maintained - ensured

The Media Relations Officer shall maintain a log of activities.

Article 24
AMBULANCE SERVICE - RESPONSIBILITIES

511.24.1 Member - Extended Emergency Operations Group

The Ambulance Service shall be a member of the Extended Emergency Operations Group.

511.24.2 Ambulances - provided - additional - arranged

The Ambulance Service shall provide ambulances and arrange for ambulances from other services on a short term basis.

511.24.3 Ambulances - additional - acquisition - sources

The Ambulance Service shall acquire additional ambulances needed for a period of one or more days by making use of St. John's Ambulance vehicles and resources or by applying to the Regional Coordinator, Ambulance Services Branch, Ministry of Health.

511.24.4 Other services - cooperation

The Ambulance Service shall cooperate with other medical services, particularly the Medical Officer of Health, in the distribution of casualties among hospitals.

511.24.5 Hospital staff - cooperation - patient distribution

The Ambulance Service shall cooperate with hospital personnel in the removal of patients and the transporting of them to other hospitals when an emergency evacuation is needed.

511.24.6 Operational plan - resource list - development

The Ambulance Service shall develop a departmental operational plan and resource list and have an up-to-date copy available at the Emergency Operations Centre.

511.24.7 Triage teams - on site - as required

The Ambulance Service shall ensure that triage teams are provided to the site if required.

511.24.8 Log - activities - maintained - ensured

The Ambulance Service shall maintain a log of activities.

Article 25
BOARDS OF EDUCATION

511.25.1 Education systems - six (6)

There are six education systems in Brant County:

- (a) Grand Erie District School Board No. 23
- (b) Brant Haldimand Norfolk District Separate School Board
- (c) W. Ross Macdonald School
- (d) Brantford Christian School
- (e) Central Baptist Academy
- (f) Six Nations School System

511.25.2 Safety - well-being - students - staff

Each of the systems set out in Section 511.25.1 shall be responsible for the safety and physical well-being of students and staff members at their schools or on an educational activity during regular or extended school hours.

511.25.3 Plans - evacuation - transportation - students - staff

Each of the systems set out in Section 511.25.1 shall establish plans for the evacuation, transportation and reception of students and staff members.

511.25.4 Students - returned - home - school

Each of the systems set out in Section 511.25.1 shall carry out plans for the return of students to their schools or to their homes.

511.25.5 Internal emergency plan - maintained - copy

Each of the systems set out in Section 511.25.1 shall provide an up-to-date copy of its internal emergency plan, with a copy available at Emergency Operations Centre. By-law 19-90, 5 February, 1990; Schedule 'A'.

Article 26
REPEAL - ENACTMENT

511.26.1 By-laws - previous

By-law 28-82 and amending By-laws 70-85, 212-85, 168-86, 71-87 and 18-90 are hereby repealed.
By-law 124-92, 4 August 1992.

511.26.2 Effective date

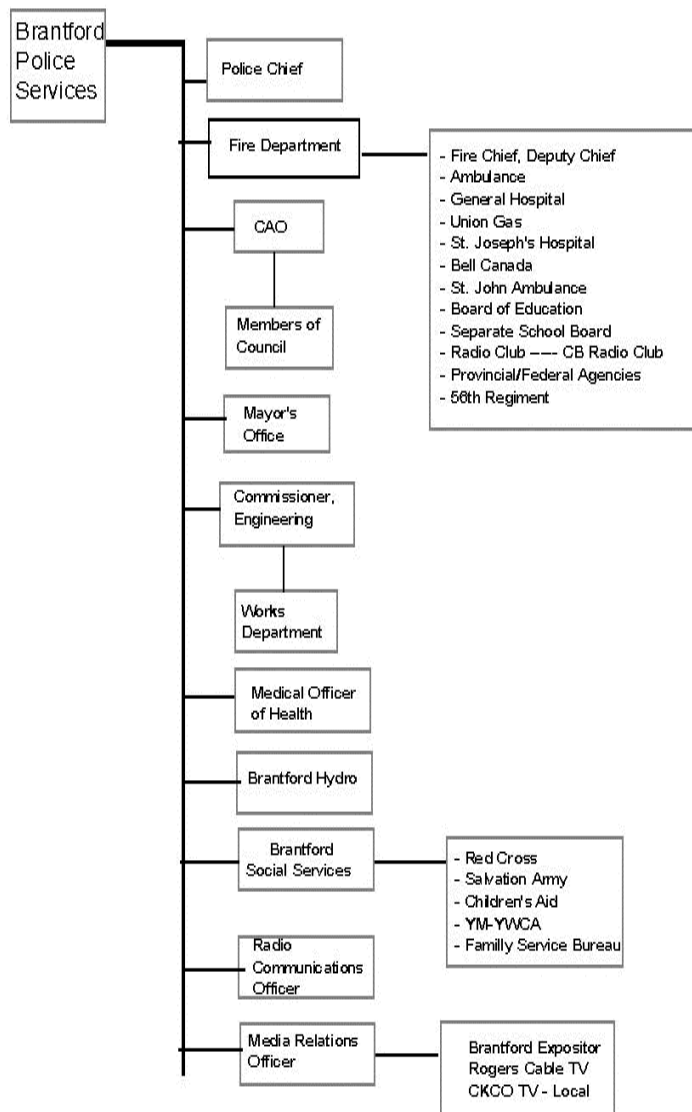
This Chapter shall become effective immediately upon the passing thereof. By-law 19-90, 5 February, 1990.

EMERGENCY PLAN

SCHEDULE 'A'

Emergency Alert Fanout Procedure

On receipt of an official message from the Emergency Operations Advisory Group, the Police Department will implement procedure by telephoning in the order stated on the fanout shown below:



By-law 19-90, 5 February 1990; Schedule 'A', Appendix '1'.

EMERGENCY PLAN

SCHEDULE 'B'

Request - Provincial/Federal Assistance

1. If locally available resources, including those which might be available from bordering municipalities and/or County sources, are insufficient to meet emergency requirements, then assistance may be requested from the province. Such requests should normally be directed through area/region/district offices of the provincial ministry/agency who normally provide services in the local area.

These are: (areas of special responsibility)

- (a) Solicitor General - coordination of provincial emergency management. All other peacetime emergencies not listed herein. War emergencies
- (b) Environment - spills of pollutants to the natural environment
- (c) Natural Resources - floods; forest fires
- (d) Health and Long Term Care - epidemics; emergency health services
- (e) Municipal Affairs and Housing - coordination of extraordinary provincial expenditures for emergencies
- (f) Energy - energy supply matters
- (g) Community and Social Services - emergency shelter, clothing and food, victim registration and inquiry services, and personal services required in support of all emergencies
- (h) Agriculture, Food and Rural Affairs - agriculturally related emergencies
- (i) Labour - emergency worker health and safety
- (j) Northern Development and Mines - abandoned mines hazards
- (k) Transportation - highway and other transportation services
- (l) Ontario Provincial Police

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

EMERGENCY PLAN

Schedule >B= - Request - Provincial/Federal Assistance (contd.)

2. Alternatively, and especially in case of severe or wide-spread emergencies, notification and assistance can be obtained by telephoning:

(a) OPP Communications Centre - 1-888-310-1122; or

(b) Duty Officer, OPP General Headquarters - 1-705-329-6950.

The OPP Duty Officer will thereafter assume responsibility for notifying the appropriate ministry(ies) and, depending upon the nature of the emergency, a lead ministry may be appointed to coordinate the provisions of assistance by all provincial government ministries.

3. The same procedure should be followed if assistance is required from the federal government, including assistance from the Canadian Armed Forces.

4. The Director of Emergency Measures Ontario - responsible under the direction of the Solicitor General for implementation of emergency plans made by provincial government bodies and for ensuring coordination - can be contacted directly by telephone at:

(a) 416-314-3723 during office hours - for routine enquiries; or

(b) 705-329-6950 - in an emergency through the Duty Officer at OPP General Headquarters.

By-law 19-90, 5 February, 1990; Schedule 'A'; Appendix '2'.

EMERGENCY PLAN

SCHEDULE 'C'

Emergency Communications Available

Two-way Radio Communications:

Communications Rooms, Emergency Headquarters

(a) 9-Channel Fire Radio:

1. Fire
2. Fire Marshal
3. Simplex
4. Ambulance
5. Hydro/Water
6. Transit
7. City Yards/Parks
8. Union Gas
9. Community Repeater

* Scan Option, Earphones and External Speaker in Lounge

(b) 14-Channel Police Radio:

1. Emergency
2. Operational
3. Provincial Common
4. Simplex (Port CH4)
5. OPC
6. OPC
7. OPC

EMERGENCY PLAN

Schedule 'C' Emergency Communications Available (contd.)

8. OPC
9. HAM Repeater
10. OPC C/W Tone
11. OPC C/W Tone
12. Backup CH1
13. Backup CH2
14. Backup CH3

* Scan Option, Earphones and External Speaker in Lounge

* Power - 12VDC; also Emergency Standby Generator System

Mobile Command Centre

1. Meridian Norstar telephone system - 5 phone lines and 6th line for a fax (phone numbers to be determined at time of need through Bell)
2. R/F Video Transmitter and receiver which will allow for audio/video to be transmitted back to the Command Centre (max distance 1500') through the Colour Monitors
3. Portable Motorola Cellular Telephone
4. 4 Morantz phone recorders
5. 6 multi channel VHF mounted radios - 3 programmed to Police / Fire channels only; 3 programmed to remaining City and Emergency channels
6. 40 Channel CB/Weather Radio and antenna
7. Multi band VHF/UHF radio scanner and antenna
8. Aircraft VHF radio and antenna

By-law 19-90, 5 February, 1990; Schedule 'A'; Appendix '3'.

EMERGENCY PLAN

SCHEDULE 'D'

Evacuation Routes

Evacuation routes established cover two sets of circumstances:

- (a) where only a portion of the City must be cleared, and
- (b) where the total populace must be cleared.

Zone Evacuation

For the sake of all areas, the City is sub-divided in four areas, similar to the division used by the police department of north, south, east and west, for it will be the responsibility of the police to control the exodus.

To establish a permanent system, each area is defined and sub-areas outlined so that traffic flow can be organized on short notice to any small area and expanded as necessary. Therefore, the boundaries of the main divisions are as follows:

NORTH (Red)

The main evacuation routes are northerly along Highway 403 by way of Paris Road, King George Road (Highway 24) and Park Road North.

EAST (Blue)

The main evacuation routes are easterly along Elgin Street, Henry Street and Colborne Street to Highway 2 and the former Highway 403 to the new Highway 403. Some traffic may be diverted northward along Garden Avenue and eastward along Lynden Road.

SOUTH (Green)

The main evacuation routes are southerly and westerly. Southerly along Mount Pleasant Street and Erie Avenue; westerly along west Colborne Street to Shellard Lane or County Road #53..

WEST (Yellow)

The main evacuation routes are northerly and westerly. Northerly along Brant Avenue to Paris Road and to Highway 403. Northerly along Ava Road, west along the Hardy Road, and north on Oak Park Road to Highway 403.

By-law 19-90, 5 February 1990; Schedule 'A'; Appendix '5'.

EMERGENCY PLAN
SCHEDULE 'E'
EOC Telephone Numbers

EMERGENCY PLAN

SCHEDULE 'F'

Radioactive Materials - Emergency

PLAN FOR ACCIDENT, FIRE OR EXPLOSION INVOLVING RADIOACTIVE MATERIALS

1. A listing of all locations of radioactive materials situated in this City precedes this plan.
2. Trucks, trains and, possibly, aircrafts transporting radioactive materials may be involved in an accident. These are required to display "RADIATION HAZARD" signs prominently.
3. Command at the scene whether there is or is not an explosion or fire lies entirely with the senior fire officer.
4. Responsibility for the protection of firefighters and industrial or other personnel involved lies with the Fire Department.
5. A decision to evacuate will be made by the municipal emergency control groups only if the City plan is in effect. If it is not, the senior firefighter at the scene will make the decision about the evacuation.

Operating Procedure

1. A fire alarm from any location listed as having a source of radioactive materials on the premises will result in the delivery by the Fire Department of radiation detection instruments to the site. This also applies to a truck or train accident without a fire or explosion where radioactive materials are carried.
2. If radioactivity is detected or if a radioactive carrier is involved in a fire, explosion or accident the Ministry of the Environment must be informed as quickly as possible.
3. The senior police officer at the site, responsible for crowd control, will be informed of the presence of radioactive material by the senior firefighter in charge.
4. Most radio therapy or industrial units are low strength. Therefore, rescue techniques or firefighting procedures should not be modified or delayed because of the hazard associated with short-term low strength exposure.
5. All rescued casualties, medical, firefighting and other personnel leaving the site of radioactive materials must be checked for radioactive contamination.

EMERGENCY PLAN

Schedule 'F' Radioactive Materials - Emergency (contd.)

6. Casualties with radioactive contamination must be tagged for the information of, and protection of, ambulance and hospital personnel.
7. Non-casualty personnel contaminated by radioactivity must be decontaminated before leaving the scene by removal of outer clothing and thoroughly washing with water.
8. A post-fire or post-explosion survey of the scene must be preceded by a sweep by radioactivity detectors. Detection of any radioactivity above normal background likely indicates a leaking or a destroyed unit.
9. If radioactivity is detected the area must not be entered. It is to be sealed until provincial or federal officials remove the source of radiation and decontaminate the site.
10. All personnel involved in the survey of the site must be checked for contamination when they exit. Decontamination may be required.

Police responding to an accident, rail or road, where the Radiation Hazard symbol is found will immediately inform the City of Brantford Fire Department.

The police will block traffic in both directions (to a greater distance downwind) until the Fire Department can check the radioactivity levels. The Minister of the Environment must be informed of the accident.

Obvious spillage of waste material in pellet form or the yellow powder or uranium hexafluoride requires enlargement of the traffic blockade, particularly downwind, plus consideration of evacuation in the immediate vicinity and in the downwind area.

Vehicles which have or may have tracked through spilled radioactive material should be decontaminated.

Site decontamination and cleanup will be carried out by railroad or Ministry of Transportation or municipal crews depending upon the jurisdiction over the roadway on which the accident occurred.

By-law 19-90, 5 February, 1990; Schedule 'A'; Appendix '6'.

EMERGENCY PLAN

Schedule 'G'

Priority Notification List

Distribution of Schedule 'G' to this Chapter, being a listing of municipal and other emergency telephone numbers is restricted for security reasons.

EMERGENCY PLAN

Schedule E = Fanout Plan (contd.)

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EMERGENCY PLAN

Schedule E = Fanout Plan (contd.)

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EMERGENCY PLAN

Schedule 'H'

Emergency Operations Advisory Group

Distribution of Schedule 'H' to this Chapter, being a listing of municipal and other emergency telephone numbers is restricted for security reasons.

EMERGENCY PLAN

SCHEDULE 'I'

Recovery Plan

This plan assigns responsibilities and outlines activities which may be required to bring the City of Brantford back to its pre-emergency state.

It will be activated (in whole or in part) at the direction of the Emergency Operations Advisory Group. This will be determined by the nature of the emergency and its aftermath, but will normally occur once the immediate response to the emergency has been completed.

The following committees will be established:

Recovery Committee

Human Needs Sub-Committee

Infrastructure Sub-Committee

Finance Sub-Committee

Recovery Committee

In the early stages, the Emergency Operations Advisory Group as a whole may function as the recovery committee. Later (for example, after the emergency has been terminated), the following will form the Recovery Committee and meet at the direction of the chair as required:

Head of Council (Chair)

Chief Administrative Officer

Commissioner of Corporate Services

Chairs of sub-Committees

Representatives of internal departments, County of Brant, the Province of Ontario, and other agencies may be added to the committee as appropriate.

The Recovery Committee will:

1. Ensure that the public and elected officials of the community are informed of the status and activities of the recovery process.
2. Ensure that elected officials from neighbouring communities are kept abreast of recovery activities which may have an impact on those communities, or whose resources may be required.
3. Receive information from, and provide direction to the recovery sub-committees to ensure that necessary services are provided and are being co-ordinated.
4. Request funding from senior levels of government.
5. Province recommendations to Council concerning expenditure of funds, new by-laws or changes to existing by-laws and such other matters as may require Council approval.
6. Ensure continuity of mandated services to those residents not affected by the emergency.
7. Decide on the termination of recovery activities and the wind-up of recovery committees.

EMERGENCY PLAN

Schedule T Recovery Plan (contd.)

8. Prepare a final report on the recovery phase of the emergency for submission to Council.
9. Make recommendations for amendments to this recovery plan.

Human Needs Sub-Committee

The following will form the Human Needs Sub-Committee, and will meet at the direction of the chair as required:

Commissioner Social Services
Medical Officer of Health

General Manager, Parks & Recreation
Red Cross representative

Representatives of internal departments, County of Brant, the Province of Ontario and other agencies, such as volunteer groups, may be added to the committee as appropriate.

The Human Needs Committee will:

1. Ensure the continued operation of the evacuation centre(s), including the provision of housing, feeding, clothing, R & I and personal services.
2. Assist homeless citizens to locate long-term housing and have utilities connected.
3. Co-ordinate storage and distribution of donated materials.
4. Ensure that the needs of "special populations" such as children, elderly, handicapped are met.
5. Ensure health standards are maintained throughout the community.
6. Provide counselling services as required.
7. Work with affected business / industry to ensure that employment opportunities are restored at the earliest opportunity.
8. Assist affected citizens replace documents that may have been lost in the emergency.
9. Arrange financial assistance to those in need of it.
10. Ensure mail service to those within the affected area.
11. Ensure that provision is made for the care of pets.
12. Arrange for secure storage of residents' property that has been recovered and cannot immediately be secured by the resident.

EMERGENCY PLAN

Schedule T Recovery Plan (contd.)

13. Provide information on sources of retraining assistance for residents whose employment has been affected, or who have been injured and cannot return to their former employment.
14. Co-ordinate transportation for those in need of out-patient care or therapy.
15. Ensure that burials can be conducted in an appropriate manner.
16. Co-ordinate their activities with those of other sub-committees, and report regularly to the Recovery Committee.
17. Ensure that detailed financial records relating to sub-committee's activities are maintained.
18. Prepare a final report on the sub-committee's activities, together with recommendations for amendments to this recovery plan.

Infrastructure Sub-Committee

The following will form the Infrastructure Sub-Committee and will meet at the direction of the Chair, as required.

Commissioner Engineering and Public Works
Representative Brant County Health Unit

Emergency Site Manager
Building Inspector

Representatives of internal departments, County of Brant, the Province of Ontario, and other agencies may be added to the committee as appropriate.

The infrastructure Sub-Committee will:

- Determine, based on engineering advice, the extent of the damage to homes, municipal and commercial buildings, together with damage to roads, bridges and utilities.
- Ensure (in conjunction with Brantford Police Service) that access to unsafe areas or structures is restricted.
- Maintain liaison with insurance adjusters concerning damaged structures, both private and municipal.
- Expedite demolition permits as required.
- Ensure that, when safe to do so, residents are given an opportunity to secure and/or remove personal property from damaged locations.
- Ensure traffic controls (lights, signage) are restored.
- Expedite procedures to establish new housing, or rebuild / repair damaged housing or other structures.

EMERGENCY PLAN

Schedule T Recovery Plan (contd.)

- Ensure appropriate removal of debris (including hazardous and / or organic materials), and arranging for sorting and recycling of as much debris as possible.
- Ensure that proper sanitation (drinking water, garbage, vermin control) measures are taken.
- Recommend, if appropriate, the waiving of tipping fees at waste disposal site.
- Ensure the safety of workers in the damaged area, including volunteers.
- Continue to work with utilities (hydro, gas, phone) to permanently restore services.
- Co-ordinate use of volunteer labour to assist residents with clean up on private property.
- Develop a list of reliable contractors.
- Co-ordinate their activities with those of other sub-committees, and report regularly to the Recovery Committee.
- Ensure that detailed financial records relating to sub-committee's activities are maintained.
- Prepare a final report on the sub-committee's activities, together with recommendations for amendments to this recovery plan.

Financial Sub-Committee

The following will form the Financial Sub-Committee, and will meet at the direction of the Chair as required:

City Treasurer
Assistance from Recovery Committee

Representatives of internal departments, County of Brant, the Province of Ontario, and other agencies may be added to the committee, as appropriate.

The Finance Sub-Committee will:

1. Maintain accurate records of all emergency-related expenditures.
2. In the event of a natural emergency with widespread damage, co-ordinate the formation of a "Disaster Relief Committee", in accordance with Ministry of Municipal Affairs Guidelines.
3. If required, arrange to advance funds to those in need, and arrange for recovery of these funds.

EMERGENCY PLAN

Schedule 'T' Recovery Plan (contd.)

4. In the event of a human caused emergency, prepare and submit claim against the causer of the emergency.
5. Prepare claim for Provincial and / or Federal funding.
6. Analyze the impact of the emergency on the municipal budget.
7. Prepare insurance claims on behalf of the municipality.
8. Assist, if required, with insurance claims on behalf of affected residents.
9. Co-ordinate their activities with those of other sub-committees, and report regularly to the Recovery Committee.
10. Prepare a final report on the sub-committee's activities, together with recommendations for amendments to this recovery plan.

Provincial Assistance

A number of Provincial ministries have special responsibilities for the provision of emergency assistance. This assistance should be sought through Emergency Measures Ontario.

If required, a Provincial Liaison Team, consisting of representatives of various ministries, can be set up in Brantford to assist the committees.

Federal Assistance

If Federal assistance is required, this also should be sought through Emergency Measures Ontario.

Public Information

It is vital that accurate and up-to-date information be provided regularly to residents throughout the recovery phase.

Schedule 'M' to the City of Brantford Emergency Plan provides direction for responding to queries from the news media and from the public.

During recovery, it is the responsibility of each committee chair to ensure that information flows between the Recovery Committee and its sub-committees to the Public Information Co-ordinator.

EMERGENCY PLAN

SCHEDULE 'J'

A Guide to Post-Emergency Debriefings and Report

After any emergency, it is critical to follow up with a debriefing and reporting process. This will ensure that the lessons learned during your response are not forgotten and can be incorporated into your emergency plan and operational procedures. It is also an opportunity to recognize positive experiences, efforts, and actions that occurred during the emergency. All organizations should dedicate time and resources to this process.

The following multi-step debriefing process should begin once the emergency is terminated and the public has been informed.

1. **Individual Organization Debriefing**

The Individual Organization Debriefing should be held as soon as possible after the termination of emergency (around one to two weeks). Each municipal, provincial, federal, volunteer organization and others should conduct a debriefing with their own staff who participated in the emergency response. Whether an individual organization such as the Red Cross, a fire department or a provincial ministry, the Individual Organization Debriefing should include a cross section of representatives from all branches within the organization as well as varying levels of seniority (e.g. front line staff, managers, communications, etc.). A report should be prepared based on information shared at the meeting. Some of the points that should be contained in the report are listed in Section 3.

2. **Joint Debriefing**

The Joint Debriefing should be held within a week or two of the Individual Organization Debriefing mentioned in Section 1 above. All key organizations involved in the emergency response should participate. For example, a community should invite all members of their Emergency Operations Centre (EOC), provincial, volunteer and utility representative(s) and any others who participated in the response. Each organization should make their report based on their Individual Organization Debriefing ensuring that the following points are covered in their report:

1. Report by _____;
2. How the response was organized / managed by the individual organization;
3. Issues / problems / concerns / lessons learned / positive lessons and experiences;
4. Recommendations / actions required;
5. Follow-up action(s) assigned to _____;
6. Summary / conclusions

EMERGENCY PLAN

Schedule 'J' A Guide to Post-Emergency Debriefings and Report (contd.)

3. Post Emergency Report

Once the debriefings are completed, a report combining the Individual Organization and Joint Debriefing comments and recommendations should be compiled. You might wish to consider the following topics for your report:

1. Introduction;
2. Overview of emergency and how it affected your organization - The Facts! !;
3. A description of your emergency management organization (including reporting structure, who was in charge, linkages, emergency operations centres established, etc.);
4. Roles and responsibilities of key participants;
5. Telecommunications;
6. Emergency public information
7. Common problems / issues / lessons learned (including positive lessons);
8. Recommendations / actions required / who assigned to;
9. Summary / Conclusions
10. Suggested Annexes - newspaper clippings, media releases, reports from the Individual Organization and Joint Debriefings, list of participants, other.

4. Follow-up Meeting to Debriefing

This meeting should be held within a couple of months following the Joint Debriefing in order to review the progress on the recommendations identified in the debriefings and the report. This should be done both by the individual organization and the group attending the Joint Debriefing. Such meetings should be held at regular intervals until all the issues have been satisfactorily addressed.

5. Emergency Plan and Operating Procedures

Remember to review and update your emergency plan and operating procedures to reflect the recommendations and follow-up from the report.

6. Most Important of All . . .

Thank all who were involved in your community emergency response. A formal written 'thank you' should be included, with a copy to the respective personnel file.

EMERGENCY PLAN

SCHEDULE 'K'

Critical Stress Management

For the purposes of Critical Stress Management, contact should be made with the member of the Brantford Critical Stress Management Team assigned to your department.

EMERGENCY PLAN

SCHEDULE 'L'

Emergency Exercise

From time to time as considered necessary the Emergency Operations Advisory Group will plan, develop and conduct an emergency exercise.

Purpose of Exercise:

1. To test emergency plans and to search for defects and flaws.
2. To train staff in emergency procedures.
3. To check on personnel and material resources.
4. To test and practice inter-agency cooperation and coordination.

Types of Exercise:

1. A test of telephone fanout system.
2. A test of radio network.
3. A paper exercise.
4. An exercise involving a single organization or agency.
5. A dual or multiple agency exercise.
6. A full scale community exercise.

A steady progression from Step 1 to Step 6 should be carried out. It is estimated that it will take at least two years to move through to Step 6.

Each exercise should be carefully planned, actions and reactions recorded, and the results analyzed with modifications made to the plan.

By-law 19-90, 5 February 1990; Schedule 'A'; Appendix '4'.

EMERGENCY PLAN

SCHEDULE 'M'

MEDIA AND PUBLIC INQUIRIES

For the purposes of responding to queries from the news media and from the public, contact should be made with the Media Relations Officer - see Schedule 'H' - Emergency Operations Advisory Group.

EMERGENCY PLAN

SCHEDULE 'N'

Distribution List

Copies of the plan will be distributed as follows:

Name/Appointment	Number of Copies
Mayor	2
Chief Administrative Officer	2
Police Department	2
Fire Department	2
Medical Officer of Health	2
Commissioner Engineering	3
General Manager Brantford Hydro	2
Commissioner Social Services	2
Council Members (2) appointed to Emergency Measures Committee	2
Members of Extended Emergency Operations Group	1 each
Emergency Operations Centre	8
Emergency Measures Ontario [Solicitor General]	1

Should additional copies of the Emergency Plan be required by your agency, please contact the Chief Administrative Officer's Office.

By-law 19-90, 5 February, 1990; Schedule 'A'; Appendix '7'.

SCHEDULE 'O'

THIS MUTUAL ASSISTANCE AGREEMENT made this day of

A.D. 2001

BETWEEN:

THE CORPORATION OF THE CITY OF BRANTFORD

OF THE FIRST PART

AND:

**THE CORPORATION OF THE CITY OF
THE COUNTY OF BRANT**

OF THE SECOND PART

WHEREAS the Emergency Plans Act, R.S.O. 1990, c. E.9. Provides that the Council of a municipality may make an agreement with another municipality for the provision of any personnel, service, equipment or material during an Emergency.

AND WHEREAS the parties have Emergency plans pursuant to the Emergency Plans Act;

NOW THEREFORE in consideration of the mutual covenants herein contained, the parties agree as follows:

1. Definitions

1.1 In this Agreement,

- 1.1.1 "Assisted Municipality" means the municipality receiving aid or assistance pursuant to this Agreement;
- 1.1.2 "Assisting Municipality" means the municipality providing aid or assistance pursuant to this Agreement;
- 1.1.3 "Emergency", "Emergency Area" and "Emergency Plan" shall have the same meanings as in the Emergency Plans Act;
- 1.1.4 "Municipality" shall have the same meanings as in the Emergency Plans Act;
- 1.1.5 "Mutual Assistance Agreement" means this Agreement and the attached Schedule(s) which embody the entire Agreement between the parties;
- 1.1.6 "Requesting Party" means the municipality asking for aid and/or assistance pursuant to this Agreement;
- 1.1.7 "Emergency Control Group" means the organizational entity responsible for directing and controlling the Assisted Municipality's response to an Emergency.

MUTUAL ASSISTANCE AGREEMENT

2. Role of the Solicitor General

- 2.1 The parties acknowledge that pursuant to the Emergency Plans Act (the “Act”), the Solicitor General for the Province of Ontario is responsible for the Administration of the Act and is the principal contact for all Emergencies.
- 2.2 The parties further agree that the Solicitor General shall be notified in writing of any request made under this Agreement. The Requesting Party agrees to notify in advance Emergency Measures Ontario (EMO), Ministry of the Solicitor General on the matter of any request for assistance made under this Agreement.

3. Authorization to Request/Offer Assistance

- 3.1 Each party hereby authorizes the Head of Council or its Chief Administrative Officer (hereinafter “CAO”), (or such other senior officer of the party as the party has designated by law) to request assistance, accept offers to provide, or to offer to provide assistance pursuant to this Agreement on behalf of that party.

4. Requests for Assistance

- 4.1 The parties agree that in an Emergency, a Requesting Party may request assistance in the form of personnel, services, equipment, machinery or material from the other party.
- 4.2 The request for assistance shall be made by the Head of Council of the Requesting Party or its CAO to the Head of Council of the Assisting Municipality. The Head of Council may make the initial request for assistance orally. However, any request for the Requesting Party shall confirm assistance made orally in writing within three (3) days of the initial oral request. The Assisting Municipality may provide assistance to the other party upon receipt of the oral request.
- 4.3 The Requesting Party shall confirm the request for assistance in writing. The written request shall be set out in detail the specific personnel, services, equipment or material that has been requested as assistance, and which the Assisting Municipality has agreed to provide. The Assisting Municipality may request such reasonable additional information as it considers necessary to confirm the existence of the Emergency and to assess the type, scope, nature and amount of assistance to be provided.
- 4.4 The Assisting Municipality shall respond to the request as soon as possible and in any event within three (3) days, and may in its sole discretion determine the type and scope, nature and amount of assistance it will provide. The Assisting Municipality shall confirm in writing the assistance it has agreed to provide.
- 4.5 The parties may by mutual agreement amend the assistance to be provided to the Assisted Municipality under this Agreement. Amendments to scope, type, nature or amount of assistance shall be confirmed in writing by the Requesting Party within three (3) days of being agreed upon.

MUTUAL ASSISTANCE AGREEMENT

4.6 In the event of a "joint emergency" (as described in Schedule "A" to this Agreement) the provisions of the "Joint Emergency Measures Protocol" attached hereto as Schedule "A" to this agreement shall apply and the provisions of this agreement shall apply as appropriate where assistance is provided by a party within the geographic area of the other municipality.

5. Limitations on Assistance Provided

5.1 Nothing in this Agreement shall require or obligate or be construed to require or obligate a party to provide assistance. Each party shall retain the right to refuse the request to provide assistance, and the right to offer options to the assistance that has been requested.

5.2 No liability shall arise against the Assisting Municipality if it fails for any reason whatsoever, to respond to request for assistance made under this Agreement.

5.3 When assistance has been offered or provided by the Assisting Municipality, the Assisting Municipality shall not be obligated to provide any further assistance or to do anything or take any action beyond that which is specifically agreed to by the acceptance of the request for assistance.

5.4 Nothing in this Agreement shall prevent the Assisting Municipality, in its sole discretion, from withdrawing any or all assistance provided to the Assisted Municipality. Any withdrawal of assistance by the Assisting Municipality shall be made only upon at least three (3) days notice to the Assisted Municipality.

5.5 The Assisted Municipality may determine in its sole discretion that its requirement for assistance has ceased and shall notify the Assisting Municipality of this in writing.

6. Terms and Termination

6.1 This Agreement shall be in effect from December 1st, 2001.

6.2 Despite any other section of this Agreement, either part may terminate this Agreement upon at least sixty (60) days' written notice to the other party.

7. Costs

7.1 The parties agree that any and all costs for assistance are to be paid by the assisted Municipality. The Assisted Municipality shall be responsible to pay for any and all costs incurred for the assistance or by the Assisting Municipality in providing the assistance. Such costs shall include wages, salaries, and expenses incurred in providing the assistance providing said expenses are reasonable in the circumstances relative to the need for assistance, but shall exclude employment benefits.

MUTUAL ASSISTANCE AGREEMENT

- 7.2 The Assisted Municipality shall also be responsible for all actual operating costs for all personnel, services, equipment, machinery or material furnished. Including, but not limited to, costs of fuel, repairs, parts and any and all other items directly attributed to the operation of equipment and machinery, services and material furnished as assistance to the Assisted Municipality under this Agreement. The Assisted Municipality shall be responsible for the cost of replacing equipment or material furnished by the Assisting Municipality if damaged beyond reasonable repair.
- 7.3 The Assisting Municipality shall provide to the Assisted Municipality, if practical, an estimate of the cost of providing the assistance.

8. Payment

- 8.1 Payment by the Assisted Municipality for costs incurred for the Assistance provided, shall be subject to the Assisted Municipality's receipt of an invoice from the Assisting Municipality. Such invoice shall set out in sufficient detail the costs actually incurred by the Assisting Municipality in providing assistance, and where practically available, receipts for disbursements shall be forwarded in support of the invoice.
- 8.2 The Assisted Municipality shall remit payment of the amount owing for the assistance provided within ninety (90) days of the termination of the Emergency or the receipt of the Assisted Municipality's invoice, whichever is later.
- 8.3 Any amount remaining unpaid and outstanding after the ninety (90) day period referred to in sub-section 8.2 of this Agreement shall bear interest at the prime rate of the Royal Bank of Canada plus 1% until paid.

9. Employment Relationship

- 9.1 Despite that the employees, contractors, servants and agents (collectively "the workers") of the Assisting Municipality may be assigned to perform duties for the Assisted Municipality and that for the duration of the Emergency. The Assisted Municipality shall reimburse the Assisting Municipality for the costs of the wages, salaries, expenses of the workers, in all other respects the workers of the Assisting Municipality retain their employment or contractual relationship with the Assisting Municipality. The parties acknowledge and agree that the Assisted Municipality is not to be deemed the employer of the Assisting Municipality's employees, agents, or contractors or servants under any circumstances or for any purpose whatsoever. The Assisting Municipality shall remain responsible for all statutorily required deductions, contribution and/or payments, such as E.I., CPP, etc.
- 9.2 The Assisted Municipality shall indemnify the Assisting Municipality against any costs incurred for Workers Compensation where an employee of the Assisting Municipality is injured while providing assistance. Provided however, that the Assisting Municipality shall take all reasonable efforts to mitigate any such claim.

MUTUAL ASSISTANCE AGREEMENT

10. Indemnity

10.1 The Assisted Municipality shall indemnify and save harmless the Assisting Municipality from all claims, costs, all manner of action or actions, cause and causes of action, duties, dues, accounts, covenants, contracts, demands or other proceedings of every kind or nature whatsoever at law or in equity arising out of this Agreement and out of the provision of any assistance pursuant to this Agreement.

11. Insurance

11.1 During the term of this Agreement, each party shall obtain and maintain in full force and effect, general liability insurance issued by an insurance company authorized by law to carry on business in the Province of Ontario, providing for, without limitation coverage for personal injury, public liability and property damage. Such policy shall:

11.1.1 Have inclusive limits of not less than Five Million Dollars (\$5,000,000) for injury, loss or damage resulting from any one occurrence;

11.1.2 Contain a cross-liability clause endorsement of standard wording;

11.1.3 Name the other party as an additional insured with respect to any claim arising out of the Assisted Municipality's obligations under this Agreement or the Assisting Municipality's provision of personnel, services, equipment or material pursuant to this Agreement, and

11.1.4 Upon request of the other party, provide proof of insurance of so required in a form satisfactory to the other party's Head of Council.

12. Collective Agreements

12.1 Each party agrees to use its best efforts to amend its collective agreements, if necessary to provide for this Agreement and assistance provided pursuant to this Agreement.

13. Liaison and Supervision

13.1 The Assisting Municipality shall have the right, to be exercised in its sole discretion, to assign an employee or agent (the "Liaison Officer") of the Assisting Municipality to the Emergency Control Group of the Assisted Municipality. The Liaison Officer shall provide a liaison between the Assisting Municipality and the Emergency Control Group of the Assisted Municipality. The parties acknowledge that the purpose of the Liaison Officer shall be to permit communication between the Assisted and Assisting Municipalities. The Liaison Officer shall be permitted to inform the Assisting Municipality on the Status of the Emergency and the actions taken by the Assisted Municipality. The Liaison Officer shall have the right to obtain information about the Emergency and the use of the assistance provided and the Emergency. Subject to the Municipal Freedom of Information and Protection of Privacy Act, the Assisting Municipality shall keep confidential and not disclose any

MUTUAL ASSISTANCE AGREEMENT

information concerning the emergency or the assistance provided without the prior consent of the Assisted Municipalities.

- 13.2 The Assisting Municipality shall assign its personnel to perform tasks as directed by the Emergency Control Group of the Assisted Municipality. The Assisting Municipality shall have the right to assign supervisory personnel to operate or supervise the operation of any of the Assisting Municipality's personnel and or any equipment furnished as assistance to the Assisted Municipality. Such supervision shall be in accordance with the instructions of the Emergency Control Group.

14. Information Sharing

- 14.1 Subject to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), the parties agree to share with each other, information lists or database detailing the amount, type capability, and characteristics of personnel, service, equipment, machinery or material in the possession of each party, which may be available to the requesting part under this agreement. Such sharing of information shall occur upon the execution of this Agreement and the parties, on mutual agreement, shall update these information lists from time to time.

15. Food and Lodging

- 15.1 For the duration of the assistance provided under this Agreement, the Assisted Municipality shall be responsible for providing all food, lodging and accommodation required by the personnel furnished pursuant to this Agreement. Where food and lodging cannot be provided-in-kind, the Assisted Municipality shall pay a reasonable per diem to personnel for any food and lodging purchased by personnel of the Assisting Municipality. The per diem shall be no less than the Assisted Municipality pays to its own employees as a matter of policy of agreement.

16. Notice

- 16.1 If not otherwise provided in this Agreement, written notice given pursuant to this Agreement must be addressed,

In the case of notice to The Corporation of the City of Brantford to:

The Mayor of the City of Brantford

- and -

In the case of notice to The Corporation of the City of the County of Brant, to:

The Mayor of the County of Brant

MUTUAL ASSISTANCE AGREEMENT

- 16.2 If hand delivered, the notice is effective on the date of delivery; if faxed, the notice is effective on the date and time the fax is sent; if sent by electronic mail, the notice is effective on the date sent; and if mailed, the notice is deemed to be effective on the fifth business day following the day of mailing.
- 16.3 Any notice given shall be sufficiently given if signed by the CAO or by a person authorized by or acting under the direction or control of the CAO.

17. Rights and Remedies

- 17.1 Nothing contained in this Agreement shall be construed as restricting or preventing either party from relying on any right or remedy otherwise available to it under this Agreement, at law or in equity in the event of any breach of this Agreement.

18. Binding Effect

- 18.1 This Agreement shall ensure to the benefit of, and be binding upon the parties and their respective successors, administrators and assigns.
- 18.2 This Agreement shall be construed as or deemed to be an agreement for the benefit of any third parties, and no third party shall have any right of action arising in any way or manner under this Agreement for any cause whatsoever.

19. Incorporation of Schedules

- 19.1 This Agreement and the attached Schedule "A" (together with the lists and information exchanged pursuant to Section 14) embody the entire Agreement and supersede any other understanding or agreement, collateral, oral or otherwise, existing between the parties prior to or at the date of execution.

20. Other Agreements (include if necessary)

- 20.1 The Parties hereto acknowledge and agree that if assistance is provided pursuant to this Agreement, that this Agreement and its provisions shall take precedence over any other mutual assistance agreements or mutual aid agreements in effect to which the Assisted Municipality or the Assisting Municipality may be a party.
- 20.2 The parties acknowledge that each party may have its own local boards that have emergency management or response capabilities or responsibilities or both. Each party agrees to use best efforts to have these local boards become party to this Agreement and to consent to have this Agreement take precedence over any other mutual assistance agreement(s) or mutual aid agreement(s) in effect to which the Assisted Municipality or the Assisting Municipality may be a party.

21. Provisions Surviving Termination

- 21.1 Sections 2, 5.2, 7, 8, 9, 10, 11, 16, 17, 22, and 23 of this Agreement shall survive termination of this Agreement.

SCHEDULE "A"

PROVISIONS FOR A JOINT EMERGENCY MEASURES PROTOCOL BETWEEN THE CITY OF BRANTFORD AND COUNTY OF BRANT

OCTOBER 2001

Recommendation

That a section be added to each of the County and City emergency plans, that identifies provisions for a Joint Emergency Measures protocol as follows:

1. City of Brantford / County of Brant Emergency Operations

It is understood that the City of Brantford and the County of Brant are individual municipalities, with authority to declare emergencies separate from each other. However, there may be incidents affecting both municipalities whereby the City and County form a Joint Emergency Operations Advisory Group, in co-operation, to better manage an emergency event affecting public safety of both municipalities. It is also understood that if the event is determined to be of such magnitude as to be declared an emergency affecting both municipalities, the mayors (or their designates as recognized by each municipality's separate plan) must declare a separate emergency for their own municipality as per the Emergency Plans Act RSO 1990 C.E9.

Explanatory Note

The mayor of each municipality must declare an emergency for their own municipality notwithstanding that the emergency may affect both and be managed in joint effort. When a municipality is involved in a declared emergency as per the Emergency Plans Act, the senior elected official must notify the Solicitor General via Emergency Measures Ontario. Should a community be involved in a declared or potential emergency, EMO is prepared to offer assistance and to act as the window to provincial/federal resources.

2. Activation of the Joint Emergency Measures Protocol

If the site, size, seriousness, real or potential hazard of an emergency in the City of Brantford or County of Brant will or has the potential to impact both municipalities, the Co-ordinators (or their designates) of the separate Emergency Operations Advisory Groups may make a decision to activate the Joint Emergency Measures Protocol and decide if the magnitude of the emergency requires implementation of a Joint Emergency Operations effort, fully or partially.

The Joint Emergency Coordinators will meet at the primary Emergency Operations Centre, as identified in Section 4, or another predetermined location to decide:

- (a) if the fanout alert, full or partial, should be implemented
- (b) if the Joint emergency protocol effort should be put into action
- (c) which agency or department will assume the lead role at the scene
- (d) if the Joint Emergency Operations Group should meet and if so, at what location.

Explanatory Note

The definition of an emergency and a list of those types of emergencies that could result in activating the protocol be included in the criteria as:

“Emergency” – means a situation (or an impending situation) caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property. (Explanatory Note: definition is from the Emergency Plans Act R.S.O. 1990 – amended 1999)

1. Train derailment , with or without hazardous materials involved
2. Accidents involving spills or potential spills of toxic or hazardous materials
3. Severe weather conditions
4. A potential for flooding
5. Fires involving chemicals, explosive materials or other dangerous goods
6. Potential gas leaks or rupture of feeder lines
7. Landslides, earthquakes or similar
8. Public disorder or riot
9. Health issues which may be widespread, ie. influenza pandemic
10. Any situation where the problem is realized to be more serious than initially perceived

3. (A) **The Joint Emergency Coordinators**

The Chief Administrative Officer of the City of Brantford
The Chief Administrative Officer of the County of Brant

(B) **The Joint Emergency Operations Group**

The Mayor of the City of Brantford
The Mayor of the County of Brant

The Chief Administrative Officer of the City of Brantford
The Chief Administrative Officer of the County of Brant

The Fire Chief of the City of Brantford
The Fire Chief of the County of Brant

The Brant County Medical Officer of Health
The Commissioner of Social Services (Ontario Works Brant)

The Chief of the Brantford Police Department
The Commander of Brant County Ontario Provincial Police

The Commissioner of Engineering and Public Works – City of Brantford
The Director of Public Works – County of Brant
The Chief Executive Officer of Brantford Power

Brant Power Representatives
Hydro One Representatives

Media Relations Officer
Public Information Officer

(C) Alternates for the positions identified in Section 3 (A) and (B) will be as listed in each of the Emergency Measures Plans.

4. **Joint Emergency Operations Centre**

The Primary Location of the Joint Emergency Operations Centre shall be Central Services, Brantford Fire Department, 60 Clarence Street, and the Secondary Emergency Operations Centre shall be at the County Office, Mt. Vernon.

Explanatory Note

Central Services is the new location for the City's E.O.C. It was designed specifically for emergency operations. It is supported by the Station's emergency power generator. It is centrally located within Brant County. It includes dedicated phone lines as well as two way radio communications for City Police and OPP (through the Provincial Common channel), County and City Fire as well as Brant County Ambulance, Six Nations Fire, City Works and Transit.

The County Offices at Mt. Vernon would certainly serve as a good secondary location in the event that it was not feasible to use Central Services. Mt. Vernon has limited two way radio capabilities (County Works only), shares its internal phone system and has no emergency power.

5. Mutual Aid Agreement

Matters relating to cost, liability, and request for assistance are covered in the Mutual Assistance Agreement between the City of Brantford and County of Brant.