

# TORONTO TRANSIT COMMISSION REPORT NO.

**MEETING DATE:** May 28, 2009

**SUBJECT:** TTC CORPORATE POLICY REVIEW – CORPORATE  
EMERGENCY PLAN 10.3.5

## **ACTION ITEM**

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### **RECOMMENDATION**

It is recommended that the Commission receive for approval, Corporate Policy 10.3.5, Corporate Emergency Plan.

### **FUNDING**

Captured in the Operating and Capital budgets.

### **BACKGROUND**

At its meeting on February 9, 2005, the Commission commenced a review process of the TTC's Corporate Policy Manual.

### **DISCUSSION**

Only minor housekeeping changes are recommended at this time to Corporate Policy 10.3, Corporate Emergency Plan. The policy is being brought forward to the Commission in order to obtain the Commission's support for it.

### **JUSTIFICATION**

Commissioners have a duty under the Ontario Occupational Health and Safety Act, to take all reasonable care to ensure that the TTC complies with the Act and the regulations.

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April 29, 2009

13.85

Attachments: Corporate Policy 10.3.5, Corporate Emergency Plan  
Corporate Policy 10.3.4, Corporate Emergency Plan with revisions shown

## Toronto Transit Commission

### POLICY/INSTRUCTION

| SUBJECT                  | CLASSIFICATION | DATE APPROVED | P/I NUMBER |
|--------------------------|----------------|---------------|------------|
| Corporate Emergency Plan | Safety         |               | 10.3.5     |

#### 1.0 RESPONSIBILITY

Chief Safety Officer

#### 2.0 PURPOSE

The Corporate Emergency Plan provides a guideline for effective response and recovery when a large scale TTC or municipal emergency is declared. This policy ensures that all departments who may become involved in the emergency are fully aware of their respective roles and responsibilities.

#### 3.0 DEPARTMENTAL ADMINISTRATION

- 3.1 The Safety Department is responsible for administering, reviewing annually, and revising the contents of the Corporate Emergency Plan (the Plan). Emergency departmental contacts, names and telephone numbers, will be reviewed on a quarterly or as needed basis. Updates on contact information will be issued to those individuals identified as Plan holders.
- 3.2 Each department is responsible for developing departmental contingency plans, establishing departmental command posts, notifying the Safety Department should changes occur within their contingency plan and identifying departmental site specific representatives. This information is a subset of the Plan.
- 3.3 The Plan is a controlled document and is the property of the TTC. Individuals transferring positions within the TTC will notify the Safety Department. If necessary their Plan will either be transferred with them or returned to the Safety Department. Should a Plan holder leave the Commission, it is the responsibility of the immediate supervisor to retrieve and return the Plan to the Safety Department.
- 3.4 The Plan distribution list is periodically reviewed. Should a position be removed from the list, the individual will be notified and will be required to return the copy to the Safety Department.

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| Commission/Gary Webster<br>Chief General Manager | 6            | 10.3.4     | 1 of 2 |

## Toronto Transit Commission

### POLICY/INSTRUCTION

| SUBJECT                  | CLASSIFICATION | DATE APPROVED | P/I NUMBER |
|--------------------------|----------------|---------------|------------|
| Corporate Emergency Plan | Safety         |               | 10.3.5     |

#### 4.0 DISTRIBUTION & TRAINING

4.1 The Plan is issued to the head of each department within the TTC.

The Safety Department is responsible for ensuring each Plan holder receives the current edition of the Plan.

Department heads will be responsible for notifying the Safety Department when they become aware of staffing changes within their department that affects this plan.

4.2 It is the responsibility of the department heads to ensure their employees are familiar with the relevant sections of the Plan and their department's contingency plans.

4.3 It is the Safety Department's responsibility to issue and control the distribution of the Plan. The Plan must not be duplicated.

4.4 Departments will participate in a TTC emergency simulation annually. They will ensure that the contents of the Plan and their departmental contingency plans which effect their operations are reviewed and any changes are forwarded to the Safety Department for revision and distribution.

4.5 The Safety Department will distribute the Plan to the Toronto Emergency Services, as required, and will ensure that they receive the necessary familiarization of the transit system in order to effectively respond to emergency situations.

4.6 The Rail and Bus Transportation Departments are responsible for ensuring that all Route Supervisors are aware of the Plan and the role of the Emergency Response Commander.

#### 5.0 REFERENCE SOURCES

- Corporate Emergency Plan

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