

Appendix 8 – Toronto Traffic Commission interagency Emergency Procedures Committee guidelines

Subj: RE: Emergency Procedures Committee
Date: 01-05-14 07:06:24 EDT
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TORONTO TRANSIT COMMISSION
EMERGENCY PROCEDURES COMMITTEE
DRAFT TERMS OF REFERENCE

AIM:

The purpose of the Emergency Procedures Committee is to provide a forum for representatives from each of the Emergency Response Agencies and key TTC departments to:

1. ensure compatibility of incident management systems,
2. develop, evaluate and revise emergency response procedures, plans and training materials
3. develop scenarios for emergency simulations, and direct joint exercises.
4. test and evaluate emergency equipment and systems,
5. recommend improvements to various components of TTC facilities and vehicles,
6. disseminate information regarding emergency response,
7. discuss items of mutual concern.

STRUCTURE:

The Emergency Procedures Committee Chair shall:

- *call regular meetings and provide the date, time, location and agenda for each meeting,
- *convene ad hoc meetings to debrief specific incidents, as required,
- *host an annual meeting of senior management from each Emergency Response Agency and TTC,
- *invite guests,
- *prepare minutes of each meeting and distribute to the chief officers of the agencies and departments represented by the members,
- *determine the status of each item in the minutes,
- *establish sub-committees and working groups to focus on specific areas of interest,
- *report all recommendations to TTC senior management for a corporate response.

MEMBERSHIP:

Each member represents the interests of one of the following groups:

Toronto Fire Services
TTC
Toronto Police Services (Transit Control Centre)
Toronto Ambulance Services
Subway Operations
Toronto Works & Emergency Services
Surface Operations
GO Transit (Safety)
Advisory Committee on Accessible Transit
Corporate Security