

COMMITTEE OF THE WHOLE DECEMBER 1, 2009

EMERGENCY MANAGEMENT PROGRAM – ESSENTIAL LEVEL VERIFICATION

Recommendation

The Emergency Management Program Committee recommends that Council:

- (1) Receive the Report on verification of maintaining an essential level Emergency Management Program in accordance with the *Emergency Management and Civil Protection Act*; and
- (2) That the Head of Council (Mayor), Chair of the Emergency Management Program Committee (City Manager) and the Community Emergency Management Coordinator (Fire Chief) sign the Annual Emergency Management Program Statement of Completion.

Economic Impact

There is no economic impact.

Communications Plan

In coordination with Corporate Communications, a media release can be issued when the official acknowledgment letter of maintaining an essential level Emergency Management Program is received from the Minister of Community Safety and Correctional Services

Purpose

To verify the City of Vaughan has maintained an essential level Emergency Management Program in accordance with the *Emergency Management and Civil Protection Act*.

Background - Analysis and Options

The Emergency Management and Civil Protection Act RSO 1990 and Ontario Regulation 380/04 require every municipality perform an annual Emergency Management Program review and submit the essential level maintenance checklist (Attachment 1) and Statement of Completion (Attachment 2) to Emergency Management Ontario prior to December 31. An essential level Emergency Management Program includes;

1. *Community Emergency Management Coordinator (CEMC)*
The City has four staff registered with Emergency Management Ontario. The primary CEMC is Fire Chief Greg Senay, the first alternate CEMC is Sharon Walker - Manager of Emergency Planning, the second alternate is John Caruso - Chief Fire Prevention Officer and the third alternate is Deputy Fire Chief Larry Bentley
2. *CEMC Training*
Sharon Walker, John Caruso and Larry Bentley have completed the Provincial CEMC required training.
3. *Community Emergency Management Committee*
The City has an active Community Emergency Management Program Committee with 15 appointed members and alternates that meet 3 to 6 times throughout the year.
4. *Emergency Management Program By-Law*

By-Law 348-2004 The Emergency Management Program and Plan By-Law was enacted by Council on December 6, 2004. The By-Law was amended in 2005 and 2008 with By-Laws 192-2005 and 63-2008.

5. *Current Community Risk Profile*

In collaboration with York Region, the City conducted a comprehensive review of the Community Risk Profile in 2008. The risk profile has undergone an annual review. A flood risk assessment is in progress as a component of the Woodbridge Core Focus Area Study.

6. *Emergency Response Plan*

The City's Emergency Response Plan underwent an administrative revision to ensure language was consistent with York Region's Emergency Plan in 2008. As a result of the Tornado Emergency on August 20, 2009 and identification of changes needed in the Plan, the Plan will be revised in 2010.

7. *Emergency Response Plan By-Law*

By-Law 348-2004 adopts the City's Emergency Plan, By-Law 192-2005 and By-Law 63-2008 adopt the amendments to Section 7 of the Plan.

8. *Designated Emergency Operations Centre (EOC)*

The City's designated temporary Emergency Operations Centre is located at 70 Tigi Court, formerly the Vaughan Fire and Rescue Service Administrative Offices. A permanent Emergency Operations Centre will be located at the Joint Operations Centre once the identified space becomes available.

9. *Emergency Operations Centre Communications*

The current Emergency Operations Centre is equipped with 12 designated direct dial telephone lines, facsimile machine, 26 networked phone lines and 36 network data lines.

10. *Critical Infrastructure*

The City, in collaboration with York Region, maintains a database of critical infrastructure. The data is currently under review and will be revised to reflect new critical infrastructures built over the past year. Input has been sought from the Directors of Public Works and Buildings and Facilities Departments to identify any new or missing infrastructure from the lists.

11. *Annual Training for the Emergency Management Team (EMT) and Staff*

The Program has conducted 11 staff training sessions in 2009 that consisted of

- 2 Basic Emergency Management Courses – 16 hrs for Senior Fire Officers, Police and City Staff
- 1 Train the Trainer Session for Directors on the vehicle recall procedure 1.5 hours
- 3 Vehicle recall and redeployment training sessions 1.5 hours for staff from three departments
- 11 Vehicle recall and redeployment training sessions delivered by department trainers. 1.5 hrs.
- 3 Emergency Shelter Training sessions 7 hours
- 3 Emergency Management Team training sessions 3.5 hours
- 273 staff will be trained by Dec 4, 2009

12. *Annual Exercises*

The Program developed and conducted 2 municipal exercises and the Emergency Management Team managed a declared emergency in 2009;

- Notification Exercise June 13, 2009 – weekend notification of Emergency Management Team involving 73 staff
- Drive Thru – vehicle recall and redeployment exercise on June 16– involved recalling the fleet deployed through out the community. The exercise involved three sites, 148

vehicles and 225 staff. The purpose to the exercise was to recall deployed frontline staff members assigned City fleet vehicles to a central marshalling point, register staff and vehicles and deploy them to a second site.

- August 20, 2010 declared Tornado Emergency. The Emergency Management Team and EOC were activated from Aug 20 to Aug 25, 2009 to manage the emergency response and recovery activities.

The Program and Vaughan Fire and Rescue Service also participated in evacuation exercises at Villa Colombo and Pine Grove Lodge and a field exercise at Anco Chemical.

13. *Designated Emergency Information/Public Information Officer*

The Director of Corporate Communications, Madeline Zito is the designated primary Public Information Officer, Ted Hallas and Robert Kubinski are the designated alternates.

14. *Public Education and Awareness*

The program has conducted 25 public education/awareness events to date and distributed 22,018 pieces of emergency preparedness information.

Relationship to Vaughan Vision 2020

This plan is in keeping with the Vaughan Vision specifically Goal A-2 Enhance and Ensure Community Safety, Health and Wellness.

This report is consistent with the priorities previously set by Council and the necessary resources have been allocated and approved.

Regional Implications

Joint training, exercises and an emergency response involving York Region Departments assists the Region with maintaining an essential level Emergency Management Program.

Conclusion

The City of Vaughan has met the required elements of an essential level program as prescribed by the *Emergency Management and Civil Protection Act RSO 1990*.

Attachments

1. Emergency Management Program – Essential Level Maintenance Checklist
2. Annual Emergency Management Program Statement of Completion

Report prepared by:

Sharon Walker
Manager, Emergency Planning
Extension: 6322

Respectfully submitted,

Bill Robinson,
Acting Chair Emergency Management Program Committee

The following checklist has been developed from the Emergency Management and Civil Protection Act RSO 1990 and Ontario Regulation 380/04.

Municipality: City of Vaughan
Sector: GTA

	Date Confirmed
1. Does the municipality have a Community Emergency Management Coordinator (CEMC)? (O.Reg.380/04,s.10(1))	Nov 17, 2009
2. Has the CEMC (and any alternates) completed the required training? (O.Reg.380/04,s.10(2))	Nov 17, 2009
3. Does your municipality have a community emergency management program committee and has it met? (O.Reg. 380/04, s.11)	Nov 17, 2009
4. Does your municipality have a current by-law adopting its emergency management program? (EMCPA s. 2)	Nov 17, 2009
5. Has the municipality's Community Risk Profile been reviewed and is it current? (EMCPA s. 2)	Nov 17, 2009
6. Has the municipality's Emergency Response Plan been reviewed and has a copy been submitted to EMO if revised? (EMCPA s.3.1 (1), s.3.1(6) s. 6.2 (1))	Nov 17, 2009
7. Is the municipality's by-law adopting its emergency response plan current? (EMCPA s. 3 (1))	Nov 17, 2009
8. Does the municipality have a designated Emergency Operations Centre? (O.Reg.380/04,s.13 (1))	Nov 17, 2009
9. Does the municipality's EOC have appropriate communications systems? (O. Reg. 380/04,s.13 (2))	Nov 17, 2009
10. Has the municipality's Critical Infrastructure Identification been reviewed and is the list current? (EMCPA s. 2.1 (3))	Nov 17, 2009
11. Has the municipality conducted its required annual training for the Community Control Group and supporting staff? (EMCPA s.2.1(2), O.Reg. 380/04,s.12 (3))	Nov 17, 2009
12. Has the municipality conducted its required annual Exercise for the Community Control Group and supporting staff? (EMCPA s.2.1(2), O.Reg.380/04 s. 12 (6))	Nov 17, 2009
13. Has the municipality designated an employee to act as its Emergency Information Officer? (O.Reg.380/04, s. 14 (1))	Nov 17, 2009
14. Has the municipality completed a Public Education and Awareness program? (EMCPA s. 2.1 (2c))	Nov 17, 2009
15. Has the municipality's Emergency Management Program Committee conducted an Annual Review of the Program? (O.Reg.380/04,s.11 (6))	Nov 17, 2009

Form C-1-08

Annual Emergency Management Program Statement of Completion



Municipality: City of Vaughan

Sector: GTA Sector

Verification:

- Please attach your completed "Municipal Essential Level Maintenance Checklist" and have officials sign below as indicated.

We, the undersigned, declare that The City of Vaughan (municipality) has completed all of the necessary requirements of the Emergency Management and Civil Protection Act RSO 1990 and Ontario Regulation 380/04.

Community Emergency Management Coordinator

Date

Chair, Emergency Management Program Committee

Date

Head of Council

Date

EMO Field Officer Use Only:

Form received by: _____

Date: _____

Data verified by: _____

Date: _____