

## **COMMITTEE OF THE WHOLE WORKING SESSION SEPTEMBER 14, 2004**

### **EMERGENCY MANAGEMENT ACT IMPLICATIONS AND COMPLIANCE STATUS**

#### **Recommendation**

1. The Fire Chief and the Manager of Emergency Planning, in consultation with the City Manager, recommends this report be received.

#### **Purpose**

To identify the implications of the *Emergency Management Act* upon the City and inform the Committee of the Whole of the compliance status of each of the elements within the Framework For Community Emergency Management Programs.

#### **Background - Analysis and Options**

This report is in follow up to the Emergency Management Reform Report submitted and approved on January 27, 2003 on the Bill 148 (*Emergency Readiness Act 2002*). The *Emergency Readiness Act* was later amended to become the *Emergency Management Act*.

The *Emergency Management Act* was proclaimed in April 2003. Initially the Ministry of Community Safety and Correctional Services (formerly The Ministry of Public Safety and Security) advised the municipalities that a mandatory emergency management program should be in effect one year from the date of proclamation of the *Emergency Management Act* (April 2004). The Ministry later extended the implementation time frame to December 31, 2004 for an Essential Level Program. The implementation time frame for the Enhanced and Comprehensive Levels remain unchanged.

The Ministry defines an essential level emergency management program as having the following components:

- Designation of a community emergency management coordinator
- Formation of an emergency management program committee
- Publication of an approved emergency response plan
- Development of an appropriate community emergency operations center
- Community risk profile (hazard identification/risk assessment)
- Identification of critical infrastructure
- Conduct annual training for the community control group and emergency operations center staff
- Conduct an annual exercise to evaluate the emergency response plan
- Identification of individuals to act as emergency information staff
- Development and implementation of an emergency management public awareness program
- Conduct an annual review of the emergency management program.

The Ministry has advised municipalities that we should progressively develop our emergency management programs to a comprehensive level by December 31, 2006. The Framework for Community Emergency Management Programs outlines the elements to be achieved at the enhanced level for 2005 and the comprehensive level for 2006.

The elements of a community emergency management program have been revised recently with the removal of emergency response capability in the essential level, addition of an Incident Management System in the enhanced level and the addition of development of prevention

strategies and plans for high risks and response strategies for identified hazards in the comprehensive level.

Recently the Province has established a Standing Committee on justice to review the *Emergency Management Act* and suggest changes to strengthen the Act. The Standing Committee sought comments from key stakeholders regarding the Act. The municipalities were given five business days in which to send in comments. The Emergency Planning Program for the City submitted a request to extend the time frame for comments and recommendations for changes to the Act by three months, to provide for the opportunity for consultation with Council to develop meaningful recommendations for changes to the Act

## 1. Implications

The implications to the City as related to the Act are identified as reallocation of staff resources in the various departments and financial costs of implementing and further developing the elements of the Act.

- a. Reallocation of Staff Resources of the Various Departments: the Ministry requires input and involvement from the City as a whole in developing implementing and evaluating the emergency management program. Input from each of the Departments is integral in maximizing the City's ability to prevent, mitigate, prepare for, respond to and recovery from emergency situations. The additional work load demands that would impact on normal staff productivity, inclusive of all departments for 2004 is estimated to be equivalent to 0.915 FTE (1665.3 hours). The additional work load demands that would impact on normal staff productivity, inclusive of all departments for 2005 is estimated to be equivalent to 3.175 FTE's (5778.5 hours). The additional work load demands that would impact on normal staff productivity, inclusive of all departments for 2006 is estimated to be equivalent to 3.637 FTE's (6619.34 hours). Staff designated to emergency planning activities will be asked to track the number of hours they spend on a monthly basis performing emergency planning activities.
- b. Financial Costs of Implementing and Further Developing the Elements: to assist municipalities in achieving a comprehensive emergency management program, the Ministry has created a phased approach for development and implementation of the elements from an essential level to a comprehensive level over a three year period. Each phase of the elements is more complex and broader in scope of implementation. The increase in complexity and scope results in an increase in costs to develop, implement and evaluate. Costs specifically associated with the enhanced and comprehensive level include education materials, research and data management, equipment, training, emergency exercises and increased staff complement.

## 2. Compliance Status

- a. Designation of Community Emergency Management Coordinator – compliance achieved
- b. Development of a Community Emergency Management Committee is well underway. A two-tiered committee structure has been identified; members recruited and first meetings have been scheduled for September and October. Compliance will be achieved by the end of October.
- c. Emergency Response Plan has been revised and circulated for comment. The final version will be presented to the committee of the Whole in October for approval. Upon approval, compliance will be achieved.
- d. Emergency Management Program By-Law will be brought forward to the Committee of the Whole with the revised Emergency Plan in October 2004 and compliance will be achieved

- e. Hazard Identification/Risk Assessment/Critical Infrastructure Identification – compliance achieved
- f. Appropriate Emergency Operations Centre – facility has been reviewed and meets the basic requirements outlined by the province, compliance has been achieved
- g. Annual Training for the Emergency Management Team has been tentatively set for November/December and will occur after the revised Emergency Plan has been approved by the Committee of the Whole. Compliance will be achieved prior to December 31, 2004.
- h. Annual Exercise – Two group specific exercises have been run to date for the Directors and Senior Management Team, and Emergency Management Team notification exercise will be held in November. Compliance will be achieved by the end of November.
- i. Community Information Staff have been designated – compliance has been achieved.
- j. Public Awareness Program has been developed, awareness materials have been created, information has been printed in the local newspaper, an Emergency Planning web page is in development and the Program will be promoting emergency preparedness strategies at the Woodbridge Fall Fair in October. We will achieve compliance by the end of October.
- k. Annual review is an ongoing process; compliance will be achieved upon completion of the above elements.

### **Relationship to Vaughan Vision 2007**

Development and implementation of an emergency management program to comply with the *Emergency Management Act (Bill 148 2003)* is an objective under Serve Our Constituents – Promote Community Safety, Health and Wellness – evaluate, sustain, enhance and promote community safety, health and wellness through design, education enforcement and response.

This report is consistent with the priorities previously set by Council and the necessary resources have been allocated and approved for the remainder of 2004.

### **Conclusion**

*The Emergency Management Act* will have ongoing impacts on the financial and human resources of the City in achieving compliance and maintenance of the Emergency Planning Program. The Framework for Community Emergency Management Programs has undergone changes since its introduction and it is anticipated that more changes will be forthcoming in the near future. It is anticipated that the elements of an emergency management program will continue to evolve over time resulting in new and increased impacts upon the City's resources.

The City is well on its way to achieving full compliance for an Essential Level Emergency Management program within the provincially established time frame of December 31, 2004. Steps have been initiated to begin implementation of enhanced level elements into the Emergency Planning Program for completion in 2005.

### **Attachments**

1. Framework For Community Emergency Management Programs

### **Report prepared by:**

Sharon Walker  
Manager, Emergency Planning  
Extension: 8301

Respectfully submitted,

John Sutton  
Fire Chief and  
Community Emergency Management Coordinator  
Extension: 8205

Sharon Walker  
Manager, Emergency Planning  
Extension 8301

**ATTACHMENT #1**

**FRAMEWORK FOR COMMUNITY EMERGENCY MANAGEMENT PROGRAMS**

**AIM:** To address increasing public safety risks in Ontario by developing improved **community** emergency management programs based on international best practices. The four core components of emergency management are: **prevention/mitigation, preparedness, response and recovery.**

**SCOPE:** Emergency management programs are divided into three levels: **essential, enhanced and comprehensive.** **Each community must have, as a minimum, an emergency management program at the essential level.** A community should then seek to progressively develop its program until the comprehensive level is reached. A comprehensive emergency management program is the best way to protect public safety and create disaster-resilient communities. A comprehensive community emergency management program also contributes to the protection of public health, the environment, property and economic stability.

**INITIAL STEPS**

Because each community has different and distinct hazards and risks, a **hazard identification and risk assessment** needs to be completed for the community. **Hazards (what can occur) include natural, technological and human-caused events. The risk assessment determines how often and how severe the effects could be on public safety.** This is generally understood as probability and consequences (impact and vulnerability). **The results of these steps will indicate both the priorities and how the emergency management program should be developed for the community.**

<b>ESSENTIAL PROGRAM</b> ⇨	⇨ <b>ENHANCED PROGRAM</b> ⇨	⇨ <b>COMPREHENSIVE PROGRAM</b>
<ul style="list-style-type: none"> <li>❖ Designation of a community emergency management coordinator</li> <li>❖ Formation of an emergency management program committee</li> <li>❖ Publication of an approved emergency response plan</li> </ul>	<ul style="list-style-type: none"> <li>❖ Publication of an enhanced emergency response plan to include supporting plans for high risks (e.g. hazardous facility, flood, severe weather, transportation accidents, critical infrastructure etc.)</li> <li>❖ Publication of a supporting plan for the dissemination of emergency information including the designation and arrangements for a local information centre</li> </ul>	<ul style="list-style-type: none"> <li>❖ Development of a <b>prevention/mitigation</b> strategy and plan for identified high risks</li> <li>❖ Publication of a recovery plan for identified high risks</li> <li>❖ <b>Develop a response strategy for identified hazards</b></li> </ul>

## **FRAMEWORK FOR COMMUNITY EMERGENCY MANAGEMENT PROGRAMS (Continued)**

ESSENTIAL PROGRAM ⇨	⇨ ENHANCED PROGRAM ⇨	⇨ COMPREHENSIVE PROGRAM
<ul style="list-style-type: none"> <li>❖ Development of an appropriate community emergency operations centre</li> <li>❖ Identification of critical infrastructure</li> <li>❖ Conduct of annual training for the community control group and emergency operations centre staff</li> <li>❖ Conduct of an annual exercise to evaluate the emergency response plan</li> <li>❖ Identification of individuals to act as emergency information staff</li> <li>❖ Development and implementation of a emergency management public awareness program</li> <li>❖ Conduct of an annual review of the emergency management program</li> </ul>	<ul style="list-style-type: none"> <li>❖ Development of an enhanced emergency operations centre to include detailed operating procedures, arrangements, and provision for appropriate specialist and auxiliary staff during an emergency</li> <li>❖ Development and implementation of an annual emergency management training program involving appropriate staff, volunteer organizations, auxiliary staff and emergency services</li> <li>❖ Development and implementation of an annual emergency management exercise program involving appropriate staff, volunteer organizations, auxiliary staff and emergency services</li> <li>❖ Development and implementation of a public education program based on identified high risks</li> <li>❖ Development and implementation of an annual self – assessment process to determine the quality and effectiveness of the emergency management program</li> <li style="background-color: yellow;">❖ Development and implementation of an Incident Management System</li> </ul>	<ul style="list-style-type: none"> <li>❖ Implementation of guidelines for risk–based land use planning</li> <li>❖ Designation of dangerous goods routes</li> <li>❖ Development and implementation of a detailed risk-based public education program</li> <li>❖ Development of a comprehensive community evacuation plan</li> <li>❖ Designation of a emergency management week to publicize the emergency management program and recognize the contribution of all partners</li> <li>❖ Development and implementation of an external assessment process to determine the quality and effectiveness of the emergency management program</li> </ul>

**NOTE:** Guidelines in accordance with international best practices will be provided to assist communities with the implementation of this framework.