

NOTIFICATION OF MAYOR AND MEMBERS OF COUNCIL AND THE SENIOR MANAGEMENT TEAM OF SIGNIFICANT INCIDENTS OCCURRING IN THE COMMUNITY

Recommendation

The Deputy Fire Chief – Support Services and the Manager of Emergency Planning in consultation with the City Manager recommend:

1. That the protocol as outlined in Attachment 1 be approved.

Purpose

The purpose of this report is to respond to Council's request for information on a written protocol addressing the communications method used to notify Members of Council, in a timely manner, of incidents occurring in the municipality such as major fires.

Background - Analysis and Options

At the Committee of the Whole (Closed Session) of October 13, 2004, Council requested information on a written protocol for notification.

The informal practice of the Vaughan Fire and Rescue Service has been that when the Fire Chief or one of the Deputy Fire Chiefs learns of an incident that they deem significant enough to warrant notification, they will e-mail the Members of Council and the Senior Management Team with the particulars of the incident as soon as practical. The timeliness of this process has sometimes been hampered by the fact that the Chief Officers are frequently involved in the management of the incidents and therefore, the notification process assumes a lower priority until the emergency has been stabilized.

In future, it is expected that the Manager of Emergency Planning will be involved in the more significant incidents in the future and able to commence the notification process earlier.

At an upcoming Committee of the Whole meeting there will be a report with regard to the Emergency Plan required under the Emergency Management Act. The Emergency Plan will also address the notification protocols.

Relationship to Vaughan Vision 2007

This report is consistent with Vaughan Vision 2007, Item 5.2.2; ensure strong communications within the management group.

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

Conclusion

With the implementation of the Emergency Notification Procedures, the notification of Members of Council should become timelier in the future.

Attachments

1. Draft Emergency Notification Procedure

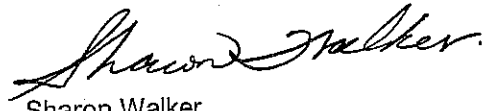
Report prepared by:

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Respectfully submitted,



Glenn G. Duncan
Deputy Fire Chief



Sharon Walker
Manager of Emergency Planning

ATTACHMENT NO.1

EMERGENCY NOTIFICATION PROCEDURE

Purpose: The purpose of this procedure is to outline the protocol for notification of the Mayor and Members of Council and the City Manager of local emergencies or impending emergencies, which may occur or are occurring within the geographical boundaries of or are exterior to but may impact upon the City of Vaughan. Senior Management Team members will also be advised.

Notification Process for Local Emergencies

1. The Vaughan Fire and Rescue Service Senior Officer or Incident Commander or their designate will notify the Fire Chief and/or Manager of Emergency Planning.
2. The Vaughan Fire and Rescue Service Senior Officer or Incident Commander or their designate will provide the Fire Chief and/or Manager of Emergency Planning with the key details of the incident including:
 - a. Location
 - b. Nature of the incident
 - c. Actions being taken to manage the incident
 - d. Number of people affected
 - e. Media presence
 - f. Potential of risk related to toxins or hazardous materials.
 - g. Provincial agencies notified.
3. The Fire Chief and/or Manager of Emergency Planning will notify the Mayor, Members of Council, City Manager and Commissioners of the situation by e-mail or when necessary by telephone.
4. A record of notifications will be maintained by the Fire Chief and/or Manager of Emergency Planning.