

COMMITTEE OF THE WHOLE DECEMBER 3, 2007

EMERGENCY MANAGEMENT PROGRAM - ESSENTIAL LEVEL VERIFICATION

Recommendation

The Emergency Management Program Committee recommends:

That the completed Emergency Management Program Essential Level Maintenance Checklist, to verify compliance with the Emergency Management and Civil Protection Act, be approved.

Economic Impact

There is no economic impact.

Communications Plan

NIA

Purpose

To verify that the City of Vaughan's Emergency Management Program is in compliance with the essential Level of 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.

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 and John Caruso have both completed the Provincial CEMC required training.
3. *Community Emergency Management Committee*
The City has an active Community Emergency Management Program Committee with 14 appointed members 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.

5. *Current Community Risk Profile*
In collaboration with York Region, the City conducted a comprehensive Community Risk Profile in 2003. The Risk Profile is review annually and revised as necessary. The last revision to the Risk Profile occurred in 2006 with the addition of surface flooding. The municipalities and York Region Emergency Management personnel have scheduled a comprehensive review of the Community Risk Profile for 2008.
6. *Emergency Response Plan*
The City's Emergency Response Plan is reviewed annually and a copy of the Plan without appendixes is on file at the offices of Emergency Management Ontario. The Plan will be undergoing revisions in 2008.
7. *Emergency Response Plan By-Law*
By-Law 348-2004 adopts the City's Emergency Plan and By-Law 192-2005 adopts the amendments to Section 7 of the Plan.
8. Designated *Emergency Operations Centre (EOC)*
The City's designated Emergency Operations Centre is the Hearing Room and Council Chambers located at the Civic Centre. A new Emergency Operations Centre will be established at the Joint Operations Centre in 2008-2009.
9. *Emergency Operations Centre Communications*
The current Emergency Operations Centre is equipped with 12 designated direct dial telephones, 1 facsimile machine, 6 networked phones and 16 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 build over the past year. Input has been sought from the Directors of Public Works and Engineering and the Planning Department to identify any new or missing infrastructure from the lists and facilities with vulnerable populations.
11. *Annual Training for the Emergency Management Team (EMT) and Staff*
The Program has conducted 13 staff training sessions in 2007 that consisted of
 - 4 Management by Objective 5 Hours session for the EMT;
 - 6 Management by Objective 1 hour make up sessions for EMT members;
 - 1 Introduction to Emergency Management for Fire Prevention;
 - 1 Basic Emergency Management for City staff;
 - 1 Train the Trainer session for Directors/Managers/Chiefs involved in Exercise Road Runner; and
 - 346 staff trained to date.
12. *Annual Exercises*
The Program developed and conducted 3 municipal exercises in 2007 that included;
 - Exercise Road Runner May 9, 2007 - recall of City Vehicles involving 148 vehicles and 181 staff;
 - EOC Set Up exercise August 27, 2007 -- involved set up furniture, equipment and telecommunications in the EOC and testing the telecommunications. 20 Staff from 4 departments were involved; and
 - Exercise Fluz On October 26, 2007 - pandemic influenza exercise involving 70 participants.

The Program also participated in an evacuation exercise at Villa Leonardo Giambin that involved 17 staff from Vaughan Fire and Rescue Service.

13. *Designated Emergency Information/Public Information Officer*
The Director of Corporate Communications 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 16 public education/awareness events to date and distributed 8,340 pieces of emergency preparedness information. The program implemented an initiative with 11 local real estate companies to distribute the family emergency preparedness guides to home buyers in the City. A pets and emergencies brochure was developed and posted on the website. The program has a page on the EM Portal website hosted by the Canadian Centre of Emergency Preparedness. There are 7 scheduled public education events in November and December.

The program has experienced an increase in demand for public awareness and education, emergency management training and emergency exercises since 2006.

Relationship to Vaughan Vision 2007

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.

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:

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Michael DeAngelis, Chair
Emergency Management Program Committee

Emergency Management Program – Essential Level Maintenance Checklist

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

Municipality: _____

Sector: _____

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

Annual Emergency Management Program Statement of Completion



Municipality: _____

Sector: _____

Verification:

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

We, the undersigned, declare that _____ (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 Office Use Only:

Form received by: _____

Date: _____

Data verified by: _____

Date: _____