

## **COMMITTEE OF THE WHOLE – DECEMBER 7, 2010**

### **EMERGENCY MANAGEMENT PROGRAM – ESSENTIAL LEVEL VERIFICATION**

#### **Recommendation**

The Emergency Management Program Committee recommends:

That the Head of Council (Mayor), Chair of the Emergency Management Program Committee (City Manager), and the Community Emergency Management Coordinator (Fire Chief), be authorized to sign the 2010 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 have met 4 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, 2008 and 2010 with By-Laws 192-2005, 63-2008 and 205-2010.

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.
6. *Emergency Response Plan*  
The City's Emergency Response Plan was revised and approved by Council in 2010 to incorporate the Action Items identified as a result of the Tornado Emergency on August 20, 2009.
7. *Emergency Response Plan By-Law*  
By-Law 348-2004 adopts the City's Emergency Plan, and was amended September 2010 with By-Law 205-2010.
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 , 36 network data lines an a secure Wi-Fi network.
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
  - 1 Scribe Training Course – 7 hours
  - 2 Scribe Practice Sessions – 4 hours each
  - 1 Vaughan Emergency Management Course – 7 hours
  - 1 Roles and Responsibilities Orientation – 2 hours
  - 2 Section Specific Training Sessions for Operations Community Services Section Members – 2 hours each
  - 1 Orientation to Emergency Management and the Emergency Plan for Building Standards Staff – 2 hours
  - Orientation to plume modeling software – 1 hour
  - 3 Emergency Shelter Training sessions 5 hours
  - 4 Emergency Management Team training sessions 3.5 hours
  - 235 staff will be trained by Nov 30, 2010.
12. *Annual Exercises*  
The Program developed and conducted 2 municipal exercises
  - Notification Exercise May 25, 2010 – surprise weekday during office hours for the Emergency Management Team and some scribes involving 62 staff.
  - Emergency Shelter Exercise at Chancellor Community Centre September 15, 2010 – 21 staff and 11 Red Cross volunteers who physically set up the Chancellor Community Centre as an emergency shelter.

The Program and Vaughan Fire and Rescue Service also participated in a field exercise at Canada's Wonderland.

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 19 public education/awareness events to date and distributed 32,926 pieces of emergency preparedness information. The Great Emergency Preparedness Challenge pilot with Byte Media on the VIVA bus lines was implemented in March and is running through to the end of June. The second annual Great Emergency Preparedness Challenge was held on May 5 with nine teams representing the City Manager's Office, all Commissions, Vaughan Fire and Rescue Service, Vaughan Public Libraries and PowerStream.

**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. Annual Emergency Management Program Statement of Completion

**Report prepared by:**

Sharon Walker  
Manager, Emergency Planning  
Extension: 6322

Respectfully submitted,

Clayton D. Harris,  
Chair, Emergency Management Program Committee

# 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: \_\_\_\_\_