

COUNCIL – DECEMBER 13, 2011

EMERGENCY MANAGEMENT PROGRAM – ESSENTIAL LEVEL VERIFICATION

Recommendation

The Emergency Management Program Committee recommends:

- 1) That the following report on verification of maintaining an essential level Emergency Management Program in accordance with the *Emergency Management and Civil Protection Act*, be received; and
- 2) That the Head of Council (Mayor), and the Community Emergency Management Coordinator (Fire Chief), be requested to sign the 2011 Annual Emergency Management Program Statement of Completion.

Contribution to Sustainability

N/A

Economic Impact

There are no costs associated with this report.

Communications Plan

The achievements of the Emergency Planning Program are published in the Vaughan Fire and Rescue Service Annual Report. Emergency preparedness information is posted on PrepE's Facebook page. In coordination with Corporate Communications, emergency management information is posted on the City's website, City Page, e-newsletters and media releases are issued on specific initiatives.

Purpose

To provide the Emergency Management Program Committee with updates on the program's activities to maintain an essential level emergency management program in accordance with the *Emergency Management and Civil Protection Act (RSO 1990)*. This report is being forwarded to Council as an addendum as the statement of completion of the program must be submitted to Emergency Management Ontario annually prior to December 31, and the training exercise was just completed November 28, 2011.

Background - Analysis and Options

The *Emergency Management and Civil Protection Act (RSO 1990)* and Regulation 380/04 require every municipality implement and maintain an Emergency Management Program. Maintenance of the program involves the following essential level elements;

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 all completed the Provincial CEMC required training.

3. *Community Emergency Management Committee*
The Community Emergency Management Program Committee met in February, May, September and November of 2011.
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. By-Laws 192-2005, 63-2008 and 205-2010 are amendments to the original By-Law
5. *Current Community Risk Profile*
The Community Risk Profile is reviewed annually and revised to reflect new and/or changing risk in the City. No revisions were required in 2011.
6. *Emergency Response Plan*
The Plan was reviewed and no revisions were required in 2011.
7. *Emergency Response Plan By-Law*
By-Law 205-2010 amended the previous by-laws to enact the revised Emergency Response Plan.
8. *Designated Emergency Operations Centre (EOC)*
The City's designated Emergency Operations Centre is located at 2800 Rutherford Road, Joint Operations Centre. The EOC is maintained in a state of readiness with active telecommunications systems, furnishings and computers in place.
9. *Emergency Operations Centre Communications*
The current Emergency Operations Centre is equipped with 42 computers, 43 phones, one facsimile, five printers/scanner/copiers, three televisions and two SMART boards,
10. *Critical Infrastructure*
The Critical infrastructure database was reviewed and updated in October.
11. *Annual Training for the Emergency Management Team (EMT) and Staff*
The Program conducted the 12 training sessions for staff that included;
 - 2 Orientation the Emergency Management Sessions for Council – 4 hours
 - 2 Vaughan Emergency Management Sessions for Staff – 7 hours
 - 2 Emergency Shelter Courses – 5 hours
 - 4 Emergency Management Team Pre-Exercise Training Sessions – 3 hours
 - 2 Scribe Practice Sessions – 3 hours
 - 190 staff will be trained by November 25, 2011.
12. *Annual Exercises*
The Program conducted three planned emergency exercises in May, September and November. The first exercise was a surprise notification drill conducted on May 25, 2011. The second exercise was establishing an emergency shelter at the North Thornhill Community Centre on September 14, 2011. The third was a tabletop exercise on a severe rain event with flooding for the Emergency Management Team on November 28, 2011. The Program and Vaughan Fire and Rescue Services participated in an evacuation exercise at Leisure World on October 27, 2011.
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 developed a new emergency preparedness public awareness campaign – PrepE. The campaign includes three video public service announcements, a mascot and a Facebook page. The videos ran on multimedia screens on the VIVA bus lines in May and June, and continue to run on You Tube and on PrepE's Facebook page. The Program has participated in ten events, conducted nine workshops and distributed over 45,640 pieces of literature and preparedness items. There were a total of 417 participants trained through the workshops. The videos have been viewed over 880 times on You Tube. The PrepE Facebook site materials have received over 12,900 impressions and have 50 likes. There has been a 39% increase in materials distributed over the same time frame in 2010. The number of workshop participants has increased by 37% over the same time period in 2010.

Documentation of activities of the program that demonstrate maintaining an essential level emergency management program in accordance with the Act and Regulations is submitted to Emergency Management Ontario annually prior to December 31.

Relationship to Vaughan Vision 2020/Strategic Plan

This report supports the strategic priorities established by Vaughan Vision 2020, in particular

- Demonstrate excellence in service delivery;
- Promote community safety, health and wellness; an
- Support the professional development of staff.

Regional Implications

Joint training, exercises and public education initiatives with York Region Departments assists the Region with maintaining an essential level Emergency Management Program.

Conclusion

The City has met the mandatory elements of an essential level emergency management program in accordance with the *Emergency Management and Civil Protection Act*.

Attachments

1. Form C-1-11 Checklist
2. Form C-2-11 Annual Statement of Completion

Report prepared by:

Sharon Walker, Manager of Emergency Planning, Extension 6322

Respectfully submitted,

Clayton D. Harris,
Chair, Emergency Management Program Committee

Municipal Emergency Management Program – Annual Maintenance Checklist

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 by EMPC |
|---|---------------------------|
| 1. Does the municipality have a Community Emergency Management Coordinator (CEMC)? (O.Reg.380/04,s.10(1)) | Nov 28, 2011 |
| 2. Has the CEMC (and any alternates) completed the required training? (O.Reg.380/04,s.10(2)) | Nov 28, 2011 |
| 3. Does the municipality have a community emergency management program committee and has it met? (O.Reg. 380/04, s.11) | Nov 28, 2011 |
| 4. Does the municipality have a current by-law adopting its emergency management program? (EMCPA s. 2) | Nov 28, 2011 |
| 5. Has the municipality's Community Risk Profile been reviewed and is it current? (EMCPA s. 2) | Nov 28, 2011 |
| 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 28, 2011 |
| 7. Is the municipality's by-law adopting its emergency response plan current? (EMCPA s. 3 (1)) | Nov 28, 2011 |
| 8. Does the municipality have a designated Emergency Operations Centre? (O.Reg.380/04,s.13 (1)) | Nov 28, 2011 |
| 9. Does the municipality's EOC have appropriate communications systems? (O. Reg. 380/04,s.13 (2)) | Nov 28, 2011 |
| 10. Has the municipality's Critical Infrastructure Identification been reviewed and is the list current? (EMCPA s. 2.1 (3)) | Nov 28, 2011 |
| 11. Has the municipality conducted its required annual training for the Community Control Group and staff? (EMCPA s.2.1(2), O.Reg. 380/04,s.12 (3)) | Nov 28, 2011 |
| 12. Has the municipality conducted its required annual Exercise for the Community Control Group? (EMCPA s.2.1(2), O.Reg.380/04 s. 12 (6)) | Nov 28, 2011 |
| 13. Has the municipality designated an employee to act as its Emergency Information Officer? (O.Reg.380/04, s. 14 (1)) | Nov 28, 2011 |
| 14. Has the municipality completed a Public Education program? (EMCPA s. 2.1 (2c)) | Nov 28, 2011 |
| 15. Has the municipality's Emergency Management Program Committee conducted an Annual Review of the Program? (O.Reg.380/04,s.11 (6)) | Nov 28, 2011 |

Annual Emergency
Management Program
Statement of Completion



Municipality: City of Vaughan

Sector: GTA

Verification:

- Please attach your completed "Municipal Annual 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

Head of Council

Date

| | |
|---|-------------|
| EMO Use Only: | |
| Data verified by (Field Officer): _____ | Date: _____ |
| Head Office receipt (EMA): _____ | Date: _____ |