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EMERGENCY MANAGEMENT PROGRAM ANNUAL REVIEW

The Finance and Administration Committee recommends the adoption of the recommendations contained in the following report, December 7, 2007, from the Chief Administrative Officer:

1. RECOMMENDATIONS

It is recommended that:

1. Council receive this report as confirmation that York Region has completed all the necessary requirements of the *Emergency Management and Civil Protection Act* and Ontario Regulation 380/04.
2. The Regional Solicitor update the current Emergency Management Program By-law to reflect administrative changes to the emergency plan.
3. The Regional Clerk send Attachment No. 1, being a list of the Emergency Management programs requirements and dates of completion, to the Commissioner of Community Safety, Emergency Management Ontario.

2. PURPOSE

The purpose of this report is to provide an update to Regional Council on the actions taken by York Region to comply with the requirements of the *Emergency Management and Civil Protection Act* and Ontario Regulation 380/04 to maintain essential level program requirements.

3. BACKGROUND

The *Emergency Management and Civil Protection Act* and Ontario Regulation 380/04 requires provincial ministries, municipalities and designated agencies, boards, and commissions to be prepared for major emergency situations.

It is mandatory for Ontario communities and provincial ministries to develop, implement and maintain a comprehensive emergency management program. These programs must be premised on a risk management approach including prevention/mitigation, preparedness, response, and recovery measures.

4. ANALYSIS AND OPTIONS

Attachment 1 identifies the actions undertaken by the Region in 2006 to maintain and enhance compliance with these mandatory requirements. The following sections provide specific details.

4.1 Regional Emergency Plan

The purpose of the Region's emergency plan is to identify the roles, responsibilities and actions required of Regional departments and York Region Police to manage an emergency and ensure a coordinated response to save lives, prevent injuries, protect property and the environment.

The Plan has been updated administratively to ensure the accuracy of contact information and general procedures and to conform to *Emergency Management and Civil Protection Act* requirements and terminology.

The introduction of the Incident Management System (IMS) and changes to the composition of the Regional Emergency Control Group (RECG) will facilitate a coordinated response to any emergency. The roles and responsibilities of RECG members have been updated to reflect changes to business units within departments.

4.2 Identification of Critical Infrastructure and Hazard Analysis and Risk Assessment

The Hazard Analysis and Risk Assessment (HIRA) serves as a rational foundation to plan and develop risk mitigation strategies and emergency preparedness programs and services in York Region.

Based on the HIRA, the top potential threats faced by the Region are:

- Transportation-Hazardous Material Incidents
- Widespread, multi-day power outages
- Outbreaks of infectious disease in man or animal
- Catastrophic crash of airliner or cargo plane
- Contamination of aquifers/community wells

The HIRA and Critical Infrastructure database and maps were updated in the fall of 2006 by the Geomatics Branch in conjunction with our municipal partners and key external stakeholders.

4.3 Training and Exercises

The *Emergency Management and Civil Protection Act* requires that the emergency management program contain training programs and exercises for York Region employees and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities. The Region provides training in partnership with our emergency management stakeholders and conducts exercises to support the Region's emergency plan.

The CAO's, City Managers and CEMC's of all area municipalities along with senior regional staff were provided with an Emergency Operations Center Workshop on April 7, 2006 and April 10, 2006 on the use of the Incident Management System in the Emergency Operations Center. A one day workshop in creative media relations was provided to Corporate Communications, Emergency Management and other senior staff on November 30, 2006.

An interactive workshop and influenza pandemic exercise was held on October 23, 2006 with 175 participants from the Region, the area municipalities, and key external stakeholders, such as hospitals, Office of the Chief Coroner, long-term care facilities, and Non-Governmental Organizations.

Set-up drills of the Regional Emergency Operations Center (REOC) are conducted quarterly.

4.4 Public Education and Awareness Program

The Public Education and Awareness Program must include public education on risks to public safety and on personal preparedness for emergencies. Key regional activities in this area include:

- Launch of the Emergency Preparedness Guide in partnership with the local area municipalities. This is a practical guide on personal preparedness for emergencies in York Region. The guide is available on York Region's website, at municipal offices, and at the Community Safety Village;
- Participation in the East Gwillimbury Emergency Preparedness Fair on May 13, 2006;
- Know York Session on November 3, 2006;
- Emergency preparedness fact sheets;
- Rogers TV Insight Panel to commemorate 9/11 and discuss emergency preparedness.

4.5 Other Emergency Management Activities

4.5.1 Business Continuity Program

Business continuity is a process where an organization identifies risks to its critical functions and takes measures to mitigate those risks or develop plans to resume those critical functions at an alternate location within a specified time frame.

The BC/EM Steering Committee provides oversight for the Business Continuity Program. Although not a requirement of the *Emergency Management and Civil Protection Act*, business continuity is a cornerstone of any effective Emergency Management Program.

In 2005, the Region completed the first phase of the Business Continuity Program with the completion of 75 Business Impact Analysis Interviews and the development of Recovery Time Objectives (RTO) matrices for each Regional Department.

Emergency Management is facilitating the development of departmental Business Resumption Plans for critical business functions in York Region. These plans identify the critical services, the minimum staff, resources and procedures required to continue or resume those services, and the recovery location from which to work.

Corporate Communications is developing a Crisis Communications Plan to ensure timely, accurate and consistent messaging is provided to staff, key stakeholders and the public during an emergency.

The work on the business continuity program will continue into 2007 with refinement and testing of business resumption plans. Maintaining the continuity of essential or critical services is consistent with the all hazards approach to emergency management, whether it is a structural fire, a pandemic influenza outbreak or any other natural or man-made emergency.

4.6 Next Steps

Emergency Management is the process of coordinating and applying the necessary resources to deal with emergencies and their effects, thereby saving lives, protecting public health and safety, property, and the environment and reducing economic and social losses.

Work is underway to enhance the Region's emergency management program components. The key Emergency Management Program initiatives for 2007 will include:

- Continue to work with departments to identify gaps in the departmental Annexes to the Regional Plan and to facilitate their updates;

- Proceed to the next phase of the Corporate Business Continuity Program involving the refinement and testing of business continuity plans and staff training;
- Expand Regional Emergency Control Group training to include an Emergency Operations Center level 2 course;
- Expand employee training to include a Basic Emergency Management course;
- Continue to provide the public and regional employees with information on emergency preparedness;
- Continue to partner with area municipalities and external stakeholders in risk assessments, public education, emergency training and exercises; and
- Reviewing and maintaining preparedness arrangements such as Mutual Aid Agreements, and Memoranda of Understanding.

4.7 Relationship to Vision 2026

The Emergency Management Program represents another initiative towards achieving the goals in *Vision 2026* through supporting safe and secure communities and enhancing our human resources and partnerships. The emergency management program best protects public safety and creates disaster-resilient communities.

5. FINANCIAL IMPLICATIONS

Costs associated with implementing the key Emergency Management Program initiatives planned for next year have been identified in the proposed 2007 budget.

6. LOCAL MUNICIPAL IMPACT

In 2006, the Region partnered with municipalities in emergency planning, training, exercises, public information, and critical infrastructure database maintenance. These partnerships will continue to be expanded in 2007. The Region and all municipal partners will benefit from improved emergency response and increased disaster resiliency.

7. CONCLUSION

Attachment 1 identifies the actions taken by the Region to comply with the program requirements prescribed by the *Emergency Management and Civil Protection Act*.

The Region will continue to play a key role as a service provider and a partner to the local municipalities by assisting them to increase their emergency management capacity through a joint emergency management process.

Report No. 1 of the Finance and Administration Committee
Regional Council Meeting of January 25, 2007

The Senior Management Group has reviewed this report.

(The attachment referred to in this clause was included in the agenda for the January 11, 2007 Committee meeting.)