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EMERGENCY MANAGEMENT PROGRAM ANNUAL REVIEW AND BY-LAW REVISION

The Finance and Administration Committee recommends that Council adopt the recommendations contained in the following report dated December 10, 2008, 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 changes to the emergency plan.
3. The Regional Clerk send *Attachment No.1*, being a list of the Emergency Management programs requirements and date of completion to, Dan Hefkey, Chief of Community Safety, Emergency Management Ontario.

2. PURPOSE

The purpose of this report is to provide an update on the actions taken by York Region to comply with the annual requirements of the *Emergency Management and Civil Protection Act* and Ontario Regulation 380/04 in 2008, and outline next steps in 2009.

3. BACKGROUND

York Region continues to comply with emergency management legislation

The *Emergency Management and Civil Protection Act* and Ontario Regulation 380/04 require all Ontario municipalities and provincial ministries to develop, implement and maintain a comprehensive emergency management program. These programs must be premised on a risk management approach and incorporate a range of measures to reduce risks, including prevention/mitigation, preparedness, response and recovery.

York Region has satisfied the annual regulatory compliance since it came into effect on December 31, 2004.

4. ANALYSIS AND OPTIONS

Regional Emergency Plan and Annexes have been adapted to the Incident Management System (IMS)

The Plan is premised on the Incident Management System (IMS), a standardized, all-hazards system and international best practice that defines the basic command structure and roles and responsibilities required for the effective management of an emergency or disaster. IMS is recommended as an emergency management standard by the United Nations and recognized in the Canadian Standards Association (CSA) standard Z1600.

Functional IMS Annexes have been added to the Plan that reflects departmental response. There are also Annexes that address emergency notification and declaration, Regional Emergency Operations Center (REOC) operation, finance, planning, logistics and fire mutual aid.

Business Resumption Plans have been tested

Emergency Management provides oversight for the Business Continuity Program. Although not a requirement of the *Emergency Management and Civil Protection Act*, business continuity is a component of any effective Emergency Management Program.

In 2006 and 2007, Emergency Management facilitated the development or update of 32 departmental Business Resumption Plans. The Business Resumption Plans identify the people, location and resources that need to be in place to guide the resumption of critical services and operations in an alternate location should the primary work location be compromised. In 2008, Emergency Management and Information Technology Services facilitated the testing of 19 Business Resumption Plans. The remaining resumption plans will be tested in 2009.

All Departments have engaged in a new Hazard Identification and Risk Assessment (HIRA) and updated Critical Infrastructure (CI) database

In 2008, the Region partnered with the area municipalities and a consultant to conduct a new HIRA to update the original HIRA conducted in 2003. The HIRA serves as the foundation for the Emergency Plan and the basis for risk mitigation strategies and emergency preparedness programs.

The results of the hazard identification were similar to 2003, but the ranking of risks varied from municipality to municipality as did some specific risks. The variation in risk ranking is due to differences in industrial activity, urban versus rural, major transportation routes, population size and density, demographics, response capacity and the quantity and quality of mitigative measures in place.

The results of the risk assessment indicate that threats posed by an influenza pandemic, severe summer or winter storms, and hazmat accidents are common to all jurisdictions and rank among the top 10 threats for the Region and municipalities.

The Critical Infrastructure (CI) database and maps were created in 2003 as part of the HIRA project and are updated annually in conjunction with departments and our municipal partners. Geomatics hosts the database and prepares the maps.

Staff conducted a Regional Emergency Operations Center training and “Operation On the Move-Spring Thaw” exercise

The *Emergency Management and Civil Protection Act* requires that the emergency management program contain training 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 conducts exercises to test the emergency plan and provides training in partnership with our emergency management stakeholders.

On May 26, 2008, Emergency Management in partnership with the Long-term Care and Seniors Branch conducted an emergency tabletop exercise. Exercise “On The Move-Spring Thaw” involving York Region, Newmarket and Maple Health Centers, York Regional Police, EMS, Lake Simcoe Region Conservation Authority and Vaughan Fire and Rescue Services. The scenario built on the efforts initiated in response to the potential flooding from Lake Simcoe in the Spring of 2008. The scenario simulated flooding in low-lying areas of the Towns of Georgina and East Gwillimbury and the Township of King.

On November 19, 2008, the Regional Emergency Control Group were trained on the Emergency Plan, HIRA, IMS, two emergency response scenarios, and crisis communications.

On November 17-21, 2008, Emergency Operations Center training was provided to over 130 personnel from the Region, municipal partners and external stakeholders.

Staff delivered Public Education and Awareness Program products and presentations

The Public Education and Awareness Program must include public education on risks to public safety and on public preparedness for emergencies. Key activities for 2008 included:

- Grade 5 Emergency Preparedness Program – York Region is the first to deliver emergency preparedness to grade 5 students at the Community Safety Village
- Are You Ready Campaign – a series of monthly articles on York Beat
- Bi-annual Emergency Management News and Information Newsletter

- Seniors To Go Preparedness Toolkit – a resource kit offering step by step guidance to help seniors prepare for emergencies and disasters
- Emergency Preparedness Week-May 4 to 10, 2008 – staff outreach and displays
- Presentations to staff, committees and the private sector on emergency management, business continuity and personal preparedness

Emergency Management Program Committee conducted an annual review of the Program

The Act requires an annual review of the program and a Statement of Completion signed by the Head of Council. Attachment No.1 is the statement of Completion. The purpose of this staff committee is to develop recommendations for the enhancement of the Emergency Management Program.

Emergency Management is committed to inter-departmental and inter-municipal co-operation

Emergency Management is the managerial function charged with creating the framework within which communities reduce vulnerability to hazards and cope with disasters, thereby saving lives, protecting public health and safety, property, and the environment and reducing economic and social losses.

Key initiatives for 2009 include:

- Working with Departments to review and update the Emergency Plan and Annexes;
- Work with Departments to complete the testing of the Business Resumption Plans;
- Continue to provide the public and regional employees with information on emergency preparedness; and
- Continue to partner with area municipalities and external stakeholders in public education, emergency training and exercises.

Relationship to Vision 2026

The Emergency Management Program represents another initiative towards achieving the goals in *Vision 2026* through supporting safe and secure communities, promoting adaptability and sustainability 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 Emergency Management Program initiatives planned for next year have been identified in the proposed 2009 budget. No additional program costs have been identified.

6. LOCAL MUNICIPAL IMPACT

In 2008, the Region partnered with municipalities in updating the Hazard Identification and Risk Assessment, the Critical Infrastructure database, and in emergency training and exercises. These partnerships will continue in 2009. The region and municipal partners will continue to benefit from coordinated emergency response and increased disaster resiliency.

7. CONCLUSION

The *Emergency Management and Civil Protection Act* requires municipalities to develop and implement an emergency Management Program including the Emergency Plan by Council By-law. As a result of the actions taken by the Region to comply with the legislative program requirements, it is recommended that Council approve the emergency management program By-law and revised Emergency Plan, and the Statement of completion executed by the Chair be sent to the Chief of Community Safety, Emergency Management Ontario.

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.

For more information on this report, please contact Loretta Chandler, Manager at Ext. 1229.

The Senior Management Group has reviewed this report.

(The attachment referred to in this clause is attached to this report.)