

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF DECEMBER 11, 2012

Item 35, Report No. 48, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on December 11, 2012.

35 EMERGENCY MANAGEMENT PROGRAM – ESSENTIAL LEVEL VERIFICATION

The Committee of the Whole recommends:

- 1) That the Emergency Management Program Committee recommendation of November 9, 2012, be approved; and
- 2) That the report of the Manager of Emergency Planning and the Fire Chief, dated November 27, 2012, be received.

Recommendation

The Manager of Emergency Planning and the Fire Chief, on behalf of the Emergency Management Program Committee forward the following recommendation for Council's consideration:

- 1) The Emergency Management Program Committee recommendation of November 9, 2012 (Item 1, Report No.5):
 - (1) That the 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 this report be forwarded to Council for approval and the Mayor and Community Emergency Management Coordinator (Fire Chief) be requested to sign the Annual Statement of Completion (Attachment 2).

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 and Twitter pages. In coordination with Corporate Communications, emergency management information is posted on the City's website, e-newsletters and media releases are issued on specific initiatives.

Purpose

To provide the Emergency Management Program Committee with information on the program's activities to verify that the City has maintained an essential level emergency management program in accordance with the *Emergency Management and Civil Protection Act* (RSO 1990).

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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, June, September and November of 2012.
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 2012.
6. *Emergency Response Plan*
The Plan was reviewed and revised in 2012. The revised Plan was approved by Council on October 30, 2012.
7. *Emergency Response Plan By-Law*
By-Law 205-2010 amended the previous by-laws to enact the revised Emergency Response Plan. The revised emergency plan was approved by Council on October 30, 2012.
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;
 - 1 Vaughan Emergency Management Sessions for Staff – 7 hours
 - 4 Emergency Management Team Pre-Exercise Training Sessions – 3 hours
 - 2 Scribe Practice Sessions – 3 hours
 - 12 staff will be trained by November 9, 2012.

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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, 2012. The second exercise was establishing an emergency shelter sleeping area at Garnet Williams Community Centre conducted on June 7, 2012. The third was a simulation cell exercise conducted jointly with the town of Richmond Hill on an emergency event that impacted both municipalities simultaneously on November 9, 2012. The Program and Vaughan Fire and Rescue Services participated in evacuation exercises at Villa Colombo and Sherwood Court long term care facilities.

13. Designated Emergency Information/Public Information Officer

The staff of the Corporate Communications department are designated as Public Information Officers, including Ted Hallas, Robert Kubinski, Gloria Leonardis, Anne Winstanley and David Blumenfeld.

14. Public Education and Awareness

The program added three new emergency preparedness public awareness videos for the PrepE campaign. The videos ran on multimedia screens at City Hall, You Tube and on PrepE's Facebook page. The @PrepEVAughan twitter account was launched in June, where emergency preparedness information is posted two to three times a week. The Program has participated in nine events, conducted seven workshops and distributed over 42,530 pieces of literature and preparedness items. There were a total of 237 participants trained through the workshops. The videos have been viewed over 1430 times on You Tube. The PrepE Facebook site materials have received over 17,100 impressions and have 66 likes. There has been a 7% decrease in materials distributed over the same time frame in 2011. An emergency preparedness public service announcement aired on the Jewel 88.5 during Emergency Preparedness Week May 7 to 12, 2012.

15. Miscellaneous

On Friday June 15, 2012 the City dealt with a small scale emergency of a natural gas leak in the vicinity of Langstaff Road and Highway 27. The emergency situation required the evacuation of homes in the immediate area and establishing an emergency shelter at the Woodbridge Memorial Pool and Arena. The City with the assistance of Red Cross sheltered 70 residents and 15 pets for a period of six hours. In total 29 City Staff and 7 Red Cross volunteers were deployed to the emergency shelter. An after action report on the response was provided to the Committee with lessons learned. Emergency Shelter Plans, set up procedures and emergency shelter kits have been developed for each Community Centre.

Documentation of the program activities 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; and 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.

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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-1-12 Checklist
2. Form C-2-12 Annual Statement of Completion

Report prepared by:

Sharon Walker, Manager of Emergency Planning, Extension 6322

(A copy of the attachments referred to in the foregoing have been forwarded to each Member of Council and a copy thereof is also on file in the office of the City Clerk.)