
HALDIMAND COUNTY

Report EMS-03-2020 Update on the Haldimand County Emergency Management Program

For Consideration by Council in Committee on November 17, 2020



OBJECTIVE:

To provide an update on the Haldimand County Emergency Management Program and Emergency Response Plan.

RECOMMENDATIONS:

1. THAT Report EMS-03-2020 Update on the Haldimand County Emergency Management Program be received;
2. AND THAT the Annual Emergency Management Program Statement of Completion be signed by the Mayor and Community Emergency Management Coordinator, and be submitted to the Ontario Fire Marshal and Emergency Management.

Prepared by: Jason Gallagher, Manager, Emergency Services/Fire Chief

Respectfully submitted: Mike Evers, MCIP, RPP, BES, General Manager of Community & Development Services

Approved: Craig Manley, MCIP, RPP, Chief Administrative Officer

EXECUTIVE SUMMARY:

The Community Emergency Management Program and the Haldimand County Emergency Response Plan (EMP) meets the current needs and is in compliance with Emergency Management Ontario regulations.

The “Annual Emergency Management Program Statement of Completion” (Attachment 1) should be signed by the Mayor and Community Emergency Management Coordinator, and be submitted to Emergency Management Ontario. This would satisfy the obligations of the County for the year 2020 as it relates the EMP statutory requirements.

BACKGROUND:

The *Emergency Management and Civil Protection Act* requires each Ontario municipality to develop, implement and maintain a Community Emergency Management Program. There are eleven elements that are required annually for a municipality to maintain compliance. These are outlined in the Analysis section below. The components of this program require an annual review of the Emergency Response Plan and the Community Emergency Management Program.

The Emergency Services Division coordinates the Haldimand County Emergency Management Program. The Manager of Emergency Services, Jason Gallagher (as appointed by Council) continues to act as the primary Community Emergency Management Coordinator (CEMC). The two alternate CEMC's (as appointed by Council) are Deputy Fire Chief, Rodger Hill and Deputy Paramedic Chief,

Don Otterman. All CEMC's will maintain current provincial certification. In 2019 Haldimand County Emergency Services, with Council's approval, had added a Coordinator of Emergency Management/Fire Educator (Coordinator) whose responsibilities are to review and revise the Emergency Management Program and Plan. The Coordinator was also responsible to train and educate staff on the current Emergency Management Program as well as the new implementations to the plan which were developed in 2019. Unfortunately, in 2020 the Coordinator no longer was able to fulfill her role and left due to previous medical conditions. This position was created specifically to accommodate an employee and therefore has not been filled. It is now the responsibility of the Certified Emergency Management Coordinator, (CEMC) to test the emergency plan, work with outside agencies, and educate the public.

Throughout 2020, the Emergency Services Division has worked diligently to ensure that the eleven core components were met and improved upon as required, despite the challenges faced during COVID-19. A summary of that compliance is outlined in the Analysis section below.

ANALYSIS:

The eleven core components required for compliance include:

- 1) Designation of a Community Emergency Management Coordinator (CEMC).
 - Haldimand County has one primary CEMC and two alternate CEMC's.
- 2) There has been the formation of an Emergency Management Program Committee (EMPC).
 - Haldimand County has a Council approved Emergency Management Program Committee.
- 3) The municipality has reviewed the Hazard Identification and Risk Assessment (HIRA).
 - The Hazard Identification and Risk Assessment has been reviewed and revised by the Emergency Management Program Committee in 2020.
- 4) The municipality has identified its critical infrastructure.
 - The critical infrastructure identification has been reviewed in 2020 by the Emergency Management Program Committee.
- 5) The municipality's by-law adopting its Emergency Response Plan is current.
 - The Haldimand County Emergency Response Plan has previously been adopted through By-law 1993/18. Haldimand County's Emergency Response Plan required a significant review and revision in 2019 due to changes in the Corporate Organizational Structure and implications relative to responsibilities within the plan. Once the revised plan is finalized, it will be presented to Council for adoption. This adoption was planned for 2020 however due to COVID-19 it has been delayed to 2021.
- 6) There has been annual training provided to the municipality's Emergency Control Group and Emergency Operations Center support staff, and the Emergency Control Group and Emergency Operations Center support staff have conducted an annual exercise.
 - Haldimand County and all municipalities within the province have been exempt due to COVID-19, as this component has been identified as "on the job" training due to each Municipality's COVID-19 response.
- 7) The municipality has designated an appropriate Emergency Operations Center (EOC).
 - The Cayuga Administration Building has been designated as the primary EOC and the Dunnville Multi-purpose Building has been designated as the alternate EOC.

- 8) Individual(s) have been identified to act as the Emergency Information Officer.
- The Supervisor of Corporate Affairs has been identified to act as Haldimand County's Emergency Information Officer, (EIO).
- 9) The municipality had developed and implemented an Emergency Management public awareness program.
- The public awareness and education program has been continually active. In 2020, Haldimand County participated in Emergency Preparedness Week which was recognized in the month of May. The theme for 2020 was "Get Prepared". Due to COVID-19, Haldimand County was limited in regards to what types of events could be done throughout the County. Haldimand County's Emergency Services Division was busy with social media messages, website updates, media releases and communications provided via local radio. Haldimand County's Emergency Services Division continues to use social media on a regular basis to communicate Emergency Management communications, as well as on Haldimand County's website.
- 10) The municipality has conducted an annual review of the Emergency Management Program.
- The Emergency Management Program has undergone substantial changes in 2019. Haldimand County has adopted the Incident Management System (IMS) model, used currently by multiple municipalities throughout the province. The IMS system is also the Emergency Management Program of choice used extensively by Emergency Management Ontario (EMO). Due to the approved hiring of a Coordinator of Emergency Management and Fire Education by Council, this had allowed a robust review and upgrade of the County's program, thus keeping the County inline with today's needs for Emergency Management. The County's CEMC has reviewed the current Emergency Response Plan for 2020.
- 11) The By-law for the Emergency Management Program must be adopted by Council.
- The County's current Emergency Management Program has previously been adopted by By-law 1993/18.

FINANCIAL/LEGAL IMPLICATIONS:

Not applicable.

STAKEHOLDER IMPACTS:

All departments within Haldimand County play a key role in the Community Emergency Management Program. Various stakeholders provide insight on key components which lead to overall program improvements.

REPORT IMPACTS:

Agreement: No

By-law: No

Budget Amendment: No

Policy: No

ATTACHMENTS:

1. Emergency Management Ontario Program 2020 Statement of Completion Form.