
HALDIMAND COUNTY

Report EMS-06-2023 Emergency Management Program and Emergency Response Plan Update

For Consideration by Council in Committee on December 12, 2023



OBJECTIVE:

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

RECOMMENDATIONS:

1. THAT Report EMS-06-2023 Emergency Management Program and Emergency Response Plan Update 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: Cathy Case, Chief Administrative Officer

EXECUTIVE SUMMARY:

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

Upon adoption of the program the "Annual Emergency Management Program Statement of Completion" can 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 2023, as it relates to 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 maintain current provincial certification. In 2021, Haldimand County Emergency Services, with Council's approval, added a part-time Coordinator of Emergency Management/Fire Educator ('Coordinator') to better meet the needs of the County's Emergency Response Plan. Katie McNaught, is currently in the role and her responsibilities include reviewing and revising the Emergency Management Program, Response Plans, Evacuation Plans, Continuity of Operation Plans, Hazard Identification, etc. The Coordinator will also become the Emergency Information Officer (EIO) for Haldimand County, which is the lead for media releases, website and social media posts, media relations, and emergency communications during an emergency within the County. The Coordinator is also responsible to train and educate staff on the current Emergency Management Program, as well as the new implementations to the plan which are developed year to year.

Throughout 2023, the Emergency Services Division has worked diligently to ensure that the eleven core components of the EMP were met and improved upon as required. A summary of that compliance is outlined in the Analysis section below.

ANALYSIS:

In 2019, Haldimand County Adopted the Incident Management System (IMS), which is a provincial system that assigns responsibilities in accordance with a common organizational structure. The assignment of responsibility is made by function rather than by position. This organizational structure is intended to be consistently used by provincial staff and other municipalities which will improve the management of an emergency.

While the management of an emergency will commence with persons and agencies exercising their collective and individual responsibilities, as described in the Emergency Response Plan, in order to effectively manage a large-scale and/or long duration emergency, the transition to the IMS shall be coordinated by the Emergency Control Group (ECG).

Haldimand County Senior Staff received training and were signed-off in the IMS in the fall of 2019. In 2023, the ECG also participated in IMS100 Training, while some staff have also completed IMS 200, with the intention to have all Emergency Control Members trained in IMS 200 in 2024. Staff continue to be trained and tested on IMS through annual emergency management exercises and training which is required annually by the province to meet compliance. The County's 2023 training and exercises were completed in October.

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) Formation of an Emergency Management Program Committee (EMPC).
 - Haldimand County has a Council approved Emergency Management Program Committee.
- 3) Municipal review of 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 2023.
- 4) Identification of critical infrastructure.
 - The critical infrastructure identification has been reviewed in 2023 by the Emergency Management Program Committee.
- 5) A current by-law adopting the Emergency Response Plan.

- The Haldimand County Emergency Response Plan has previously been adopted through By-law 1993/18 and repealed in 2021 referencing By-law 2320/21.
- 6) Completion of annual training of the municipality's Emergency Control Group and Emergency Operations Center support staff, and annual exercise by the Emergency Control Group and Emergency Operations Center support staff.
 - Haldimand County completed training in Emergency Planning, and the Incident Management System, IMS 100. Haldimand's Emergency Control Group also participated in an Emergency Exercise which was a multi-agency response, including OPP, Haldimand County Emergency Services Fire and Paramedic Personnel, representatives from Southern Ontario Railway, and Haldimand County's Emergency Control Group. The exercise involved a train derailment due to a motor vehicle collision with a rail car which resulted in a hazardous material spill/release scenario.
 - 7) Designation of an appropriate Emergency Operations Center (EOC).
 - The Haldimand County Administration Building (HCAB) in Cayuga has been designated as the primary EOC, and the Dunnville Multi-purpose Building has been designated as the alternate EOC.
 - 8) Identification of individual(s) to act as the Emergency Information Officer.
 - The Coordinator of Emergency Management has been identified to act as Haldimand County's Emergency Information Officer (EIO).
 - 9) Development and implementation of an Emergency Management public awareness program.
 - The public awareness and education program has been continually active. In 2023, Haldimand County participated in Emergency Preparedness Week which was recognized in the month of May. The theme for 2023 was "Be Prepared, Know Your Risks". Haldimand County's Emergency Services Division was busy with social media messages, website updates, media releases and communications provided via local radio. An internal staff quiz was initiated with the award of a 72-hour kit. Static displays were also set up at HCAB. Haldimand County's Emergency Services Division continues to use social media on a regular basis to communicate Emergency Management communications, warnings, as well as on Haldimand County's website.
 - 10) Completion of annual review of the Emergency Management Program.
 - The Emergency Management Program has undergone substantial changes since 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). The creation of the Coordinator of Emergency Management and Fire Education position has allowed a robust review and upgrade of the County's program, thus keeping the County in line with today's needs for Emergency Management. The County's CEMC has reviewed the current Emergency Response Plan for 2023.

Council approval of a by-law adopting the Emergency Management Program.

- The County's current Emergency Management Program was previously adopted by Council through By-law 2320/21.

FINANCIAL/LEGAL IMPLICATIONS:

Not applicable.

STAKEHOLDER IMPACTS:

All departments within the Corporation of 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

REFERENCES:

None

ATTACHMENTS:

1. Haldimand County's Emergency Response Plan.