

Report to Council

Report Title:	Emergency Response Plan		
Prepared By:	David Smith, Community Emergency Management Coordinator		
Department:	Emergency Management		
Date:	December 17, 2019		
Report Number:	EM2019-01	File Number:	C11EM, P03
Attachments:	Emergency Response Plan for the Municipality of Brockton		

Recommendation:

That the Council of the Municipality of Brockton hereby receives Report Number EM2019-01 – Emergency Response Plan, prepared by David Smith, Community Emergency Management Coordinator and in doing so approves a by-law coming forward to adopt the new Emergency Response Plan for the Municipality of Brockton.

Report:

Background:

At the November 20, 2019 meeting of the Brockton Emergency Management Program Committee (EMPC), the EMPC made a recommendation that the new Municipality of Brockton Emergency Response Plan as attached be approved and forwarded to Council for final adoption.

This Report also summarizes the Emergency Management Program activities that were undertaken in 2019.

Analysis:

1. New Municipality of Brockton Emergency Response Plan (ERP)

The Municipality's Emergency Response Plan (ERP) defines how the Municipality will plan, prepare for and deal with an emergency situation where the emergency is of a scale or magnitude that presents a significant threat to the community or part thereof.

Why was a new ERP required?

It was recognized that an integrated emergency management program would maximize the effectiveness of resources, organizations and systems in responding to emergencies.

The new ERP incorporates the universal Incident Management System (IMS) principles and framework. This same framework is being proposed for adoption in the Municipalities of South Bruce and Arran-Elderslie. By adopting a similar ERP framework to its neighbours the Municipality will be able to leverage resources, not just equipment but also personnel, to assist Municipal staff in delivering a level of response to a major emergency that our residents would need and expect. As a next step, an agreement between the Municipality of Brockton, the Municipality of South Bruce and the Municipality of Arran-Elderslie about the sharing of municipal resources will need to be put in place.

Process of Development and Review

The EMPC is responsible for the oversight of the entire emergency management program. A work plan for the development of a new ERP was submitted to the EMPC and approved in early 2019. A working committee consisting of representatives from the three municipalities oversaw the development and review of the new ERP. Comments were solicited from OPP, Office of the Fire Marshal and Emergency Management and other agencies. EMPC has reviewed the document and has recommended that it be forwarded to Council for final adoption.

Structure and Operation of the ERP

The Emergency Response Plan creates a new hierarchical structure based on the principles of the Incident Management System. Senior staff have been assigned roles and responsibilities within the new structure. The IMS system is used by most additional agencies in Ontario that would potentially be providing assistance in emergency situations, and its adoption assists in ensuring a common language should outside agencies be called to assist.

The ERP provides basic direction on Activating the ERP; Levels of Activation; Emergency Communications; Declaring/Terminating an Emergency; support for Vulnerable Populations etc.

There are separate documents that are being created to assist staff in the actual implementation of the ERP. These include detailed job descriptions, operational procedures for the Emergency Operations Centre, guidelines on Emergency Communications and many other areas.

Recommendation: That Council rescind the current ERP and adopt a new Emergency Response Plan as attached at Appendix 'A' which embodies the principles and framework of the Incident Management System.

2. Municipality of Brockton Compliance Reports to OFMEM 2018

The Ontario Fire Marshall and Emergency Management (OFMEM) requires every municipality in Ontario to file a 'Compliance Report' indicating how the municipality met the various requirements of the Emergency Management and Civil Protection Act RSO 1990 and Ontario Regulation 380/04.

The Municipality received a notice from OFMEM that it had completed the necessary requirements for 2019 and therefore was in-compliance.

The 2019 Compliance Report was prepared by the CEMC and submitted prior to December 4, 2019. A "Statement of Completion" indicating that the Mayor has confirmed its accuracy and a Declaration that the Municipality completed all of the necessary requirements was required as part of the submission.

3. Emergency Management Program 2019 – Summary

The Municipality's Emergency Management Program includes not only the Emergency Response Plan but also the Emergency Management Program Committee, Public Education and staff/councillor training.

Emergency Management Program Committee (EMPC)

The Municipality has an EMPC appointed as required by Ontario Regulation. There were no changes to the Committee Structure in 2019. The Committee met on February 28 and again on November 12, 2019 to review various required components of the Emergency Management Program including a review of the Hazard Identification and Risk Assessment, Critical Infrastructure List; Emergency Response Plan, Public Education, Staff/Councillor Annual Exercise and Training.

Public Education / Emergency Preparedness Week

1. Municipal web site provides information to residents.
2. Pamphlets/information is made available to the public from the kiosk located at the Municipal office front entrance.
3. Fire Department assists in distributing emergency preparedness pamphlets to the public at various events attended/held by the Department.
4. Presentation on basic emergency management principles to Walkerton Rotary Club on May 2, 2019.
5. Presentation on emergency management for kids to Grade 5/6 class, Walkerton District Community School on May 6, 2019.

Staff/Councillor Exercise and Training

The Municipality held its annual Emergency Exercise on November 18, 2019.

A mix of municipal staff and supporting services/organizations participated on the Exercise day including both Primary, Alternate and Support staff from the Municipality together with other outside agencies.

Training for 2019 concentrated primarily on information transfer; educating staff on the New Emergency Response Plan and associated Annexes and Standard Operating Guides. There is a significant learning curve associated with the new ERP and the responsibilities of staff. The training covered the following topics:

- Background on Emergency Types
- Integrated Emergency Response (how police/fire/paramedics work together)
- Background on Incident Management System
- Role of the Incident Commander versus Emergency Operations Centre
- IMS Structure in the EOC
- How the municipal emergency response system works (activation, operational periods, job action sheets etc.)
- Breakout groups to discuss IMS Section responsibilities
- Mini Municipal emergency scenario

Staff have been requested to provide recommendations for improvements to the Plan and other items/sections they would like to see improved, added or modified in the associated Annexes or Standard Operating Guides.

In addition to the Exercise the following training was offered to staff:

- Senior and Elected Officials (March 6, 2019)
- Basic Emergency Management (April 9 and 10, 2019)
- Note Taking (July 10, 2019 – Town of Goderich host)
- Emergency Communications (September 6, 2019)
- Emergency Social Services (October 3, 2019)

4. Municipality of Brockton Emergency Management Program 2020

The Program for 2020 will see continued work on the documents and procedures (referred to as Annexes and Standard Operating Guides) required to implement a new Emergency Response Plan. There is still substantial work to be completed including:

- Identifying staff or Mutual Aid staff for all EOC positions
- Emergency Social/Support Services Standard Operating Guide
- Debris Management Annex
- Recovery Plan

Emergency Preparedness Week will be held week of May 3-9, 2020. Generating public awareness of how to prepare for emergencies is an ongoing struggle. We will continue to enlist the aid of the Fire Department in getting the message out to residents.



The CEMC will discuss a complete work program with the Emergency Management Program Committee at the beginning of 2020.

Sustainability Checklist:

What aspect of the Brockton Sustainable Strategic Plan does the content/recommendations in this report help advance?

- Do the recommendations help move the Municipality closer to its Vision? N/A
- Do the recommendations contribute to achieving Cultural Vibrancy? N/A
- Do the recommendations contribute to achieving Economic Prosperity? N/A
- Do the recommendations contribute to Environmental Integrity? N/A
- Do the recommendations contribute to the Social Equity? N/A

Financial Impacts/Source of Funding:

- Do the recommendations represent a sound financial investment from a sustainability perspective?
N/A

Reviewed By:



Trish Serratore, Chief Financial Officer

Respectfully Submitted by:

David Smith, Community Emergency Management Coordinator

Reviewed By:



Sonya Watson, Chief Administrative Officer