

Type of Decision									
Meeting Date	Friday, December 18, 2009				Report Date	Tuesday, December 15, 2009			
Decision Required		Yes	x	No	Priority	X	High		Low
Direction	x	Information Only			Type of Meeting	X	Open		Closed

REPORT TITLE
Emergency Management Committee & Emergency Management By-law Report #18/12/09/301

Subject: To review the annual training and exercise that took place on December 3, 2009.

Background/Executive Summary: Following our Annual Exercise and Training on December 3, 2009 a brief Emergency Management Program Committee Meeting needs to be held to perform a review.

We are required to:

- Have a current by-law adopting our emergency management program; (prepared for meeting later today)
- Review our emergency response plan; (completed on December 3, further today)
- Have a current by-law adopting our emergency response plan; (prepared for meeting later today)
- Conduct an annual review of the Emergency Management Program. (to take place at this meeting.)

## 1 - REVIEW OF THE ANNUAL EXERCISE AND TRAINING.

**AIM** – To ensure that our community knows how to react during an emergency.

### **OBJECTIVES**

- To practise our plan to identify challenges.
- To work with outside organizations and others to find solutions to identified challenges.
- To review our plan and recommend modifications or changes.

**RESULTS/OUTCOMES** (From a review completed by Gayle and me immediately after the exercise.)

- Need for a Red Cross Agreement.
- Formal job description and detailed call-out procedures for assessors.
- Kit and information for assessors.
- Agreement for an alternate EOC. Draft contract for use of private property for our purposes whether alternate EOC, Evacuation centre, vehicles, or equipment.
- Volunteer log of calls in and out.
- Need for bound hard covered books to be left beside all phones in the office to record all emergency management calls.
- Check with insurer to determine if the assessors are covered under our volunteer insurance as opposed to WSIB when they are performing assessments as this often occurs before we are even in a position to declare an emergency and ensure that volunteers are covered.

- Use of 4-wheelers – encourage, discourage, pass by-law providing for use on municipal roads during a declared emergency?
- OPP – notices to allow volunteers and staff through road blocks.
- Notices/Cards to be left on cottages/homes by assessors – we were here, please call.
- Remember to notify County CEMC as soon as CCG is convened even if there has not been a declaration.
- Kits (Leslie/George) – logs, hard bound books; pencils and sharpeners; flares; ID cards and vests; emergency first aid kits; flashlights – led, crank etc; note to “Call office first.”
- Need for additional volunteer training – electrical safety, OPP – what can I do, what can’t I do.
- Determine who can authorize and implement an evacuation? Only OPP?
- Scribe/note taking training for everyone.
- OPP request for topomaps – do we have any? Can we supply them?
- MNR – use of Geosmart maps for volunteers – could have maps in their kits, list of civic addresses, names, # of residents etc.
- After hours, who to call after 4:00 and on weekends? Availability of phone numbers. Who has contact info? Does OPP have a list of who to call in the event of an emergency?

From email from Sergeant Paradis

- Please consider security at EOC (entrance) to restrict access to control group
- Logs for assessors
- ID cards for assessors
- Communication (portables) for assessors
- Topo maps for Emergency Services
- ATV by-laws for use during state of emergency

### **NOTED FOR 2010 TRAINING AND EXERCISE**

- Have the outside agencies who sit at our Emergency Control Group prepare a short presentation to give to attendees prior to the exercise/training to let everyone know what they are prepared and able to do to assist.
- Have an overhead with the Essential Checklist so that everyone is aware of the legal requirements of our Municipal Emergency Plan.
- Have an overhead with our risk assessment and hazard identification grid explaining how we determined what our specific risks are, asking for additional input.
- Have an overhead with a list of our hazards and critical infrastructure.
- Cross train volunteers, the assessors as well as those who have volunteered to assist in the Emergency Operations Centre (EOC).
- Have a complete set-up of an EOC to see what we are missing or what we have done right.

## **2 - THE EMERGENCY MANAGEMENT PROGRAM FOR 2009/2010**

**AIM** - To foster awareness about individual/family emergency preparedness and public safety risks in the event of an emergency.

### **OBJECTIVES**

- Develop an easily accessible and informative awareness program for residents, businesses and all municipal staff.
- Increase awareness of the Community’s Emergency Response Plan, including where it can be viewed by the public, and who to contact for more information about the emergency management program.
- Ensure residents are aware of the various means of emergency notification such as local radio stations, television stations and the print media.

- Inform residents and businesses about individual and family emergency preparedness and promote the 3-day (72-hour) survival kit.

### **TARGET AUDIENCE**

- Residents (permanent and seasonal)
- Businesses
- Municipal Staff
- Visitors

### **DELIVERY MECHANISMS**

- Information available on the Municipal website [www.townshipsofheadclaramaria.ca](http://www.townshipsofheadclaramaria.ca)
  - Emergency Response Plan (On website)
  - 72-Hour Emergency Survival Kit (On website)
  - Link to EMO site (On Website)
  - Past newsletter including the specific Emergency Management and Safety letter of August 2007
- All year long
  - Emergency Safety Brochures available at the library, the municipal office and the Township Hall brochure display rack.
- Newsletter direct mailed to every house with:
  - Municipal and emergency contact information;
  - The need for personal emergency plans;
  - The need for emergency kits;
  - 72 Hours – are you prepared article.
- Community Event Displays
  - May Madness, display table
- Training for the volunteer assessors in May.
- Participation of volunteer assessors in December training and exercise.

RECOMMENDATIONS: That the committee review the issues brought to attention at the annual training to use towards amending the plan for 2010, and forward to Council for adoption specifically:

- That we improve the call-out procedures for our volunteer assessors;
- That we add a complete job description for the volunteer assessors to our plan;
- That we consider creating kits for volunteer assessors with ID and various other supplies for storage at their homes for use during emergencies;
- The plan for next year is to perform in much the same way. The information is out there.
- We might need to look towards contacting radio and television stations etc. to determine what requirements there are to get messages out to the public. We can then advertise to the public through our newsletters where they should go for information about what is happening within the municipality in the event of an emergency.
- Website is always a good place to keep people updated. Need to advertise this more.

Financial Considerations/Budget Impact: - none

Policy Impact: - none. This is according to the EMO's compliance checklist.

Others Consulted: Gayle Watters, CEMC Assistant and Emergency Management Information Officer

Approved and Recommended by the Clerk

Melinda Reith,  
Municipal Clerk

*Melinda Reith*