



Administrative Report

Office of the Chief, Essex-Windsor EMS

To: Warden McNamara and Members of County Council

**From: Bruce Krauter
Chief, Essex-Windsor Emergency Medical Services**

Date: Wednesday, December 15, 2021

Subject: Emergency Management 2021 Status Report and Compliance

Report #: 2021-1215-EM-R002-BK

Purpose

To provide the Warden and County Council with an overview of the County of Essex Emergency Management Program for 2021 and into 2022, including a revised Hazard Identifications Risk Analysis (HIRA), and to seek approval of the composition of the Essex County Emergency Management Program Committee and by-law adopting the revised Emergency Management Program. This report concludes with the authorization of the Emergency Management Coordinator to submit the Annual Emergency Management Program Statement of Completion to OFMEM/SOLGEN by December 31, 2021.

Background

Emergency Management Coordination is the activity undertaken before, during and after a large or complex emergency, disaster or incident to reduce the risk and impact to the life and health of the County of Essex residents, environment and property. This is achieved through a comprehensive Emergency Management Program that includes, but is not limited to, a Hazard Identification and Risk Analysis (HIRA) (Appendix I), along with an Emergency Management Plan, Risk Management Plan and Business Continuity Plan.

Administrative Report

Page 2

December 15, 2021

Emergency Management Status Report and Compliance

Responsibilities under this program and the pillars of Emergency Management include Prevention and Mitigation of Hazards and Risks, Preparedness and Planning, and Response and Recovery, Public Awareness, Education, Notification along with annual training and exercise(s) all of which are integral components of the program. These activities are never undertaken in isolation and are achieved through strong partnerships with the local Community Emergency Management Coordinators (CEMC's), cross border partners, provincial and federal governments, emergency response professionals in EMS, fire, police and public works services, private enterprise entities, non-governmental organizations (NGO)'s and the general public.

Discussion

The Emergency Management and Civil Protection Act mandate each municipality to develop, implement and maintain an emergency management program. The Act and its Regulations collectively provide the statutory requirements that mandate how municipalities must prepare for, and respond to, emergencies occurring within their jurisdictions.

Ontario is subject to numerous identifiable hazards that fall under the broad categories of natural, technological and human-caused. Emergencies related to these hazards can occur at any time and in any place, with or without warning.

The primary reason for an emergency management program is to improve public safety through a coordinated and pre-identified process for responding to critical situations. A realistic emergency management program, complying with regulatory standards while tailored to local needs, will assist in protecting lives, infrastructure, and property, protect the environment, promote economic stability, and help ensure the continuance of critical assets and government.

In order to ensure the development and implementation of a municipal emergency management program in accordance with the Act and its Regulations, each municipality in Ontario must designate a Community Emergency Management Coordinator (CEMC). The CEMC coordinates the development, implementation and maintenance of the community's emergency management program. Mr. Dan Metcalfe is the CEMC and the alternate CEMCs are Deputy Chiefs Lammers, Lemay, and District Chief Bacon.

Administrative Report

Page 3

December 15, 2021

Emergency Management Status Report and Compliance

Regulation 380/04 to the Act requires that "every municipality shall have an emergency management program committee" (S.11(1)). The Regulation further directs that the committee shall advise Council on the development and implementation of the municipality's emergency management program (S.11(5)) and shall conduct an annual review of the municipality's emergency management program and shall make recommendations to Council for its revision, if necessary (S.11(6)).

Members of the Essex County emergency management program management committee include:

- Mike Galloway, Chief Administrative Officer
- Gary McNamara, Warden, County of Essex
- Bruce Krauter, Chief, Essex Windsor EMS
- Dan Metcalfe, CEMC
- Mary Birch, Director of Council and Community Services/Clerk
- Sandra Zwiers, Director of Financial Services/Treasurer
- Allan Botham, Director of Infrastructure & Planning
- Kristie Cronin, Director of Human Resources
- Jayne Brooks-Keller, Administrator of Sun Parlor Home
- Donald McArthur, Manager of Corporate Communications and Organizational Development
- Steve Laforet, County of Essex Fire Coordinator

The composition and chair appointment have been updated in 2021 to reflect County of Essex staff changes or contact information and includes updates to the support group members specifically, Windsor Police Services and LaSalle Police Services into 2022.

In consultation with a variety of internal and external stakeholders, Mr. Metcalfe has coordinated annual updates to the Emergency Response Plan, HIRA, Risk Management Plan(s) and Business Continuity Plan. These include 2021 updates to the Flood Response Plan, Pandemic & Infectious Disease Response Plan, and the Business Continuity Plan and Disaster Recovery Plan.

Administrative Report

Page 4

December 15, 2021

Emergency Management Status Report and Compliance

The Annual Emergency Management Program Statement of Completion is required to be submitted as part of the compliance required by the Office of the Fire Marshal and Emergency Management (OFMEM) on an annual basis.

As defined in the Act, other elements of the emergency management program include:

- The conducting of training exercises and program for employees of the County and key emergency management response partners;
- Public education on risks to public safety and on public preparedness for emergencies.

The County has a long history of delivering both exercises/training and public education on an annual basis. In 2021, training courses were completed by Essex County staff virtually in Incident Management Systems (IMS), incident scribe and community emergency management coordination. The County of Essex Annual Exercise was held in the spring of 2021 and focused on Business Continuity, leveraging the current work IT has implemented in regard to this vulnerability. The tabletop exercise put education into practice and allowed for an understanding of the role of each County department, as they would continue operations and promote recovery before, during and after any such impact.

Plans are already underway with respect to internal education/preparation and a refresh of public education strategies and materials for 2022. All educational opportunities will enforce and be cognizant of the evolving COVID-19 public health restrictions around in-person training and will utilize online component offered by the OFMEM Training Department/Section and other governmental authorities available.

The Act requires that Council adopt, by by-law, the initiatives that constitute the County's emergency management program, consisting of an Emergency Management Plan, training exercises, internal/external education programs and public education.

Administration respectfully submits that all elements of the required emergency management program are in place at the County and adoption by by-law will codify Council's acknowledgement of the same.

Financial Implications

No financial implications are associated with this report

Recommendation

That County Council:

1. Approve the composition of the Essex County Emergency Management Program Management Committee; and,
2. Receive the updated 2021 Hazard Identification Risk Assessment/HIRA for the County of Essex; and
3. Authorize the Emergency Measures Coordinator to submit the Annual Emergency Management Program Statement of Completion for 2021; and
4. Enact By-law 2021-36 to Adopt a Revised Emergency Management Program for the County of Essex.

Respectfully Submitted

Bruce Krauter

Originally Signed by

Bruce Krauter, Chief, Essex-Windsor Emergency Medical Services

Concurred With,

Mike Galloway

Originally Signed by

Mike Galloway, Chief Administrative Officer

Administrative Report

Page 6

December 15, 2021

Emergency Management Status Report and Compliance

Appendix No.	Title of Appendix
I	County of Essex HIRA