



Administrative Report

Office of the Deputy Chief, Essex-Windsor EMS

To: Warden MacDonald and Members of Essex County Council

From: Ryan Lemay
Deputy Chief, Essex-Windsor Emergency Medical Services

Date: Wednesday, December 20, 2023

Subject: Emergency Management 2023 Status Report and Compliance

Report #: 2023-1220-EMS-R10-RL

Purpose

To provide the Warden and County Council with an overview of the County of Essex Emergency Management Program for 2023 and into 2024, approve the composition of the Essex County Emergency Management Program Committee, the 2023 County of Essex Emergency Response Plan, ERP ANNEX 1 Flood Response Plan (Appendix I), ERP ANNEX 2 Extreme Temperature Response Plan (Appendix II), ERP ANNEX 3 Amherstburg Nuclear Emergency Plan (Appendix III), ERP ANNEX 4 Emergency Communications Plan, the Hazards Identification and Risk Analysis, HIRA (Appendix IV) and the County of Essex Critical Infrastructure list. 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, 2023.

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 the HIRA, and supported by an Emergency Management Plan, Risk Management Plan and Business Continuity Plan.

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 mandates 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.

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 Pulcer, Lemay, and District Chief Bacon.

Regulation 380/04 of 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:

- Sandra Zwiers, Chief Administrative Officer
- Hilda McDonald, Warden, County of Essex
- Justin Lammers, Chief, Essex Windsor EMS
- Dan Metcalfe, CEMC
- Mary Birch, Director of Legislative and Community Services/Clerk
- Melissa Ryan, Director of Financial Services/Treasurer
- Allan Botham, Director of Infrastructure & Planning
- (TBD), Director of Human Resources
- Jayne Brooks-Keller, Administrator of Sun Parlor Home
- Donald McArthur, Manager of Corporate Communications and Accessibility
- Steve Laforet, Essex County Fire Coordinator

The composition and chair appointment have been updated in 2023 to reflect County of Essex staff changes or contact information and include updates to the support group members.

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 2023 updates to the County Control Group contact list, the Support Group contact list and the Emergency Communication Plan for 2023.

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 coordinating and delivering both exercises/training and public education on an annual basis. In 2023, training courses were completed by Essex County staff virtually and or in person in, Incident Management Systems (IMS 100) Introduction to Incident Management, (IMS 200) Basic Incident Management System, (IMS 250) IMS in the EOC, (IMS 300) Intermediate Incident Management System, (EM 200) Basic Emergency Management, (EM 240) Note Taking and the Senior Elected Officials Workshop. The County of Essex Annual Exercise was held in November 2023 and focused on an active threat/Ransom Attack. The tabletop exercise put education and tools 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 2024. All educational opportunities will utilize online components offered by the EMO Training Department/Section and other governmental authorities that may be 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 acknowledgment of the same.

Financial Implications

No financial implications are associated with this report.

Consultations

- Dan Metcalfe, County of Essex Emergency Measures Coordinator

Recommendation

That Essex County Council

- 1) Approve the composition of the Essex County Emergency Management Program Management Committee; and,
- 2) Receive the updated 2023 Emergency Response Plan, associated Annex, Hazard Identification Risk Assessment/HIRA and the Critical Infrastructure list for the County of Essex; and
- 3) Authorize the Emergency Measures Coordinator to submit the Annual Emergency Management Program Statement of Completion for 2023; and
- 4) Enact By-law 2023-61 to Adopt a Revised Emergency Management Program for the County of Essex.

Approvals

Respectfully Submitted,

Ryan Lemay

Ryan Lemay, Deputy Chief, Essex-Windsor Emergency Medical Services

Concurred With,

Justin Lammers

Justin Lammers, Chief, Essex-Windsor Emergency Medical Services

Concurred With,

Sandra Zwiers

Sandra Zwiers, MAcc, CPA, CA, Chief Administrative Officer

Appendix	Title
I	ERP ANNEX 1 Flood Response Plan
II	ERP ANNEX 2 Extreme Temperature Response Plan
III	ERP ANNEX 3 Amherstburg Nuclear Emergency Plan
IV	Hazards Identification and Risk Analysis, HIRA