



Town of Erin

Corporate Report

**Presented/
Prepared By:**

Bobby De Hetre, Emergency Manager

Meeting Date:
11/24/2022

Subject

2022 Annual Emergency Management Programme Report

Recommendation

Be it resolved that Council hereby receive report number EM2022-02 “*Emergency Management Report*” regarding the status of the Town’s Emergency Management Programme for 2022 for information.

And further that the Council of the Town of Erin accepts the annual status report of the Town’s Emergency Management Programme for 2022.

Background

The following report outlines the municipal requirements set out in the Emergency Management and Civil Protection Act and Ontario Regulation 380/04 and how the municipality has fulfilled these requirements for 2022.

Program Committee:

The Town has an Emergency Management Programme Committee (Committee). The Committee met virtually on February 22, 2022 to review the Town’s Emergency Management Programme including its Hazard Identification and Risk Assessment, Emergency Response Plan, training needs, proposed annual exercise, and Public Education.

Emergency Response Plan:

The existing Emergency Response Plan was adopted by Council in Fall of 2020. While updates to the plan may occur as a result of a finalized COVID-19 After Action Review, these changes aren’t expected for 2022.

Training:

The required prescribed training for 2022 has not changed from the 2018 Guidance Note on Training Requirements issued by Emergency Management Ontario. Members of the Town’s Municipal Emergency Control Group (MECG), both primary and alternates have satisfied the training requirements for this year.

While much of the prescribed training is covered during the municipality’s annual emergency management exercise, additional training opportunities are provided to Municipal Emergency Control Group members throughout the year, including:

1. EM 200- Basic Emergency Management Course: April 5/6
2. Red Cross Virtual Training: June 13, 2:00-3:00pm
3. Scribe Training: Sept 20, 1-3pm
4. IMS 200 - Basic Incident Management System: Nov 21/22
5. Self-paced MCEG Essentials PowerPoint presentation
6. Self-paced Emergency Operations Centre functions training

Annual Emergency Management Exercise:

MCEG members must participate in an annual exercise, which evaluates the Municipality's Emergency Response Plan and procedures.

The Town's MCEG members participated in an emergency management exercise on held jointly with the County of Wellington, Township of Guelph/Eramosa, and Township of Puslinch on June 27th.

The objectives of the exercise were to:

- a. Evaluate plans, policies and procedures that identify how to provide feeding, sheltering, and reunification support following an incident.
- b. Review the plans, policies and procedures of involved organizations to coordinate, develop and disseminate information and notifications to the public regarding sheltering-in-place and shelter availability.
- c. Familiarize Municipal Emergency Control Groups (MCEG's) with expanded Emergency Operations Centre's (EOC's).
- d. Demonstrate shelter components and familiarize MCEG's with shelter operations.

Recommendations/outcomes from the exercise:

1. Shelter-in-place
 - a. Providing key messages from all involved municipalities to residents in advance of the storm in a coordinated manner was viewed as an important precautionary measure.
 - b. Using existing IT services to meet virtually in this type of event was felt to be beneficial, recognizing the need to be prepared to meet in person should conditions dictate.

2. Congregate Shelters

- a. Dependent on conditions such as power failure, it was identified those municipalities without back-up power may need to coordinate with other municipalities for the provision of emergency lodging facilities.
- b. It was recommended that, in partnership with the Canadian Red Cross (CRC), new site surveys of existing and potential emergency reception/shelter sites occur.
- c. In the event that assistance of the CRC is required for a major incident, member municipalities will contact either County Social Services or the Emergency Management Division to enact the notification procedures as outlines in Schedule D of the Disaster Response Agreement with the CRC.

3. Increased Training: Shelter Components Demonstration

- a. The presentation from the Canadian Red Cross was felt to be beneficial in understanding the capabilities and limitations of the organization. It was recommended that the Canadian Red Cross and other Non-Government Organizations be involved in future exercises where applicable.

Public Education

Every municipality's emergency management program must have public education on risks to public safety and on public preparedness for emergencies. Throughout 2022 Emergency Management continued to work with County Communications to share information and key messaging about COVID-19 in conjunction with Wellington-Dufferin-Guelph Public Health.

Emergency Preparedness week was May 2-6. During the week, information was made available through the County's Social Media page, the County page in the Wellington Advertiser, and Highway 6 billboard signage. Contests for both large and small preparedness kits were held through social media and the County libraries. Emergency Management Coordinator's organized virtual presentations to elementary schools in collaboration with our partners at OPP, GWPS and local fire departments.

The County page in the Wellington Advertiser, the County of Wellington's social media accounts (an average of 4/month) and the Highway 6 billboard sign regularly contain emergency preparedness information.

The Emergency Management team participated in the virtual 'Safe Communities Day' on October 6, 2022. Participating students from across the County had the opportunity to view a video on Emergency Preparedness and ask questions to staff.

The Emergency Management Division continues with the “Do one thing” promotion. Emergency Preparedness messages were available in The Wellington Advertiser, on the County’s social media and radio stations.

Preparedness messaging is provided utilizing the following monthly theme’s:

January – Frozen Pipes/Make a Plan
February - 211
March – Floods
April – Sheltering
May – Emergency Preparedness Week
June – Tornadoes
July – 72 Hour Kit
August – Unique Family Needs
September – Be Informed
October – Power Outages
November – Winter Weather (Car Kits)
December – Winter Weather (Driving)

Critical Infrastructure

Every municipality shall identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies. The critical infrastructure list was updated by the Town at the Committee meeting. Critical Infrastructure identification is managed digitally through the Common Operating Picture. During the summer, the Division undertook a review of Critical Infrastructure across the County to confirm types, locations, and updating of photos. Any new information/updates are expected to be added to the Critical Infrastructure layer within the Common Operating Picture by the end of 2022.

Conclusion

The Town of Erin has fulfilled the mandatory municipal requirements set out in the Emergency Management Civil Protection Act and Regulation 380/04 for 2021.

Highlights

- The report outlines the municipal requirements set out in the Emergency Management and Civil Protection Act and Regulation 380/04 and how the municipality has fulfilled these requirements for 2022
- The Program Committee met virtually on February 22— where the key parts of the Emergency Management program were reviewed
- The Town’s Municipal Emergency Control Group have met the training requirements for 2022
- Annual Emergency Management Exercise was conducted on June 27—a joint exercise held with the County and other member municipalities with the main

objective of exercising policies and procedures related to emergency sheltering operations.

- A robust public education programme was delivered through in-person and virtual events, advertisements, contests, and social media use.
- The Town has satisfied the requirements of the Emergency Management and Civil Protection Act and Ontario Regulation 380/04 for 2022.

Strategic Pillar

Service Excellence & Good Governance

Financial Impact

None.

Conclusion

The Town has satisfied the requirements of the Emergency Management and Civil Protection Act, and Ontario Regulation 380/04 for 2022.

Attachments

None.

Bobby De Hetre

Emergency Manager/CEMC

Nathan Hyde

Chief Administrative Officer