

City of Port Colborne

Emergency Management Program



February, 2018

1. Introduction

The Emergency Management and Civil Protection Act requires that “2.1(1) every municipality shall develop and implement an emergency management program and the council of the municipality shall by by-law adopt the emergency management program. 2002, c.14,s4”.

The Act further requires that “2.1 (2) The emergency management program shall consist of,

- (a) an emergency plan as required by section 3;
- (b) training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
- (c) public education on risks to public safety and on public preparedness for emergencies; and
- (d) any other element required by the standards for emergency management programs set under section 14,2002,c.14,s.4”

The program implemented within the City of Port Colborne allows for continuous improvement to develop, implement, maintain and evaluate emergency management and the continuity of operational programs that address prevention, mitigation, preparedness, response and recovery that meet and exceed all of the necessary requirements of the Act.

The City of Port Colborne includes the following:

- an Emergency Management Plan
- designation of a Community Emergency Management Program Coordinator (CEMC) and alternate CEMC, by Council
- a community Hazard Identification and Risk Assessment (HIRA) and Critical Infrastructure (CI) identification
- implementation of the Incident Management System (IMS) model
- training programs for Emergency Operations Centre (EOC) personnel
- exercise for EOC personnel and key stakeholders
- public education on risks, safety and preparedness
- guidance and advice from the Emergency Management Program Committee (EMPC)

- identification of City of Port Colborne EOC Personnel
 - level one Activation
 - level two activation
- identification and equipping of a primary and alternate EOC
- Public Information Officer
- updates, when necessary, to respond to changes to applicable legislation, policies, regulatory requirements, directives, standards and codes of practice made at various levels of government and other decision making authorities.

2. Emergency Plan

The City of Port Colborne Emergency Plan will guide the Corporation of the City of Port Colborne in managing an appropriate response to any emergency situation, either occurring within or impacting within regional boundaries.

3. HIRA and CI Identification

The Act requires each municipality to identify and assess the various hazards and risks to public safety and identification to facilities and infrastructure that may be affected by these risks.

The program, in partnership with key stakeholders, annually identifies and monitors the hazards that can have an impact on operations and areas of responsibility. Hazards from the following three categories are considered:

1. natural,
2. human, and
3. technology

The program provides for an annual HIRA review that includes evaluating the likelihood of a hazard or combination of hazards occurring, taking into account factors such as threat analysis, frequency, history, trends and probability. The HIRA also includes data on the impact of the risk event on the Region and on City of Port Colborne citizens, property and the environment. The HIRA is developed and maintained in cooperation and collaboration with the Region of Niagara and forms an annex of the Region's HIRA.

The CI is identified based on critical categories for the Regional Municipality of Niagara and the City of Port Colborne. It includes identification of ownership and contact information for each infrastructure which is reviewed on an annual basis and updated as required.

4. Emergency Plan

To manage an incident, the program has established and implemented the IMS Model to direct, control and coordinate operations during and after an emergency. IMS assigns specific organizational roles, titles and responsibility for each incident management function, and procedures for coordinating response, continuity and recovery activities.

5. Training and Exercise Programs

The program was developed, implemented and maintained as competency-based training and educational curriculum to support the EOC personnel. The objective of the curriculum is to create awareness and enhance the skills required to develop, implement and execute the program within the IMS model.

The program evaluates program plans, procedures, and capabilities through a review, testing and an annual exercise. Exercises are designed to test individual essential elements, interrelated elements, or the entire plan. Additional evaluations are based on post-incident analyses and reports, lessons learned and performance evaluations. Procedures are established to correct and improve on any areas identified during evaluation. Training records of EOC personnel are maintained. For each exercise, an after action report identifying the strengths, opportunities and improvement plan is developed and shared with the EMPC.

6. Public Education

Public awareness and public education programs are implemented to increase the capacity of the public to be prepared for, respond to and recover from an emergency incident. Where the public is potentially impacted by a hazard, procedures are developed to communicate information and respond to requests from internal and external audiences, including media, for pre-incident information.

7. Emergency Management Program Committee

As a provincially mandated body, the EMPC oversees the implementation and operation of the program as required by the Act.

8. Municipal Emergency Control Group

The City of Port Colborne's Emergency Control Group is made up of City of Port Colborne senior staff and technical specialists, as well as key stakeholders in the region. The IMS model implemented in the City of Port Colborne provides for the identification of primary and alternate designated control group personnel for all sections within the structure.

EOC personnel are trained both generally on the principles of IMS and specific training is provided based on the Section, including Management Team, Operations, Planning, Logistics, Finance and Administration. Operational Guidelines (OGs) have been developed and distributed, which include an overview of the IMS model, position checklists, contact information and required forms.

In addition, the City of Port Colborne has trained scribes to support the key personnel in the EOC with documentation.

9.EOC

The City of Port Colborne has designated a primary, as well as a secondary EOC. Both EOC's are equipped with resources required by the EOC personnel, including telecommunications systems to ensure effective communication in an emergency. The EOC is utilized during exercises to increase familiarity with the layout and resources available.

10.Initial Response Team

- C.A.O. or alternate
- Fire Chief or alternate
- Director of Engineering and Operations or alternate
- Public Information Officer or alternate

11. Emergency Control Group

a) Level One Activation (City Hall – Committee Room No. 3 or alternate)

Mayor of the City of Port Colborne, or alternate (two members of Council)

EOC Director (C.A.O.) or alternate

Operations Section Chief (Director of Engineering and Operations), or alternate

Planning Section and Logistics Chief (Director of Planning and Development), or alternate

Finance and Administration Section Chief (Director of Community and Corporate Services), or alternate

Community and Economic Development Section Chief (Director of Community and Economic Development), or alternate

Risk Management/Liaison Officer (CEMC) (City Clerk), or alternate

Mayor and C.A.O.'s Executive Assistant/scribe, or alternate

Corporate Communications Officer/Public Information Officer, or alternate

Fire Chief, or alternate

b) Level Two Activation (City Hall – Council Chambers or alternate)

Superintendent Public Works

Health and Safety Co-ordinator

Human Resources Co-ordinator

Manager of Information Technology

EAA to Director of Community & Corporate Services

EAA to Community Services

EAA to Fire Chief

12. Public Information Officer

The Public Information Officer will ensure the following:

- a central point of contact for the media,
- procedures to gather, monitor, and disseminate emergency information,
- pre-scripted information bulletins,
- procedures to coordinate and approved information for release,
- procedures to communicate with special needs populations, and
- protective action guidelines for shelter-in-place and evacuation