



ty First Aid Kit

FIRST AID SUPPLIES  
HIGHWAY SAFETY

## Emergency Management

### Introduction

The centrally-coordinated Emergency Management program between Perth County and its Lower-Tier Municipalities (The Municipality of North Perth, The Township of Perth South, The Township of Perth East and The Municipality of West Perth) has been in operation since 2005. The development and maintenance of this comprehensive and robust program ensures a more disaster-resilient community. The program is structured to reduce the time and resources required by lower-tier municipalities to meet necessary legislative requirements and for overall program maintenance. The program is administered by the County's Emergency Management Division through the Community Emergency Management Coordinator's (CEMC) leadership and is guided by a shared services agreement with the Lower Tier Municipalities.

The comprehensive program consists of 5 key pillars: prevention, mitigation, preparedness, response and recovery. These pillars encourage response and support organizations, individuals, families, businesses and non-profit organizations to work towards our goal of "Together We're Ready".

### Service Strategy

As legislated, the service strategy develops and maintains a unified Emergency Management Program and ensures legislative compliance for the County of Perth and its four Lower-Tier Municipalities as per the Hazard Identification and Risk Assessment (HIRA), exercise and training requirements. The CEMC provides advice, liaises and co-ordinates emergency management activities during normal operations, and in an emergency event to ensure an effective and efficient response and recovery.

The County's program takes a risk-driven simplified approach emphasizing gap analysis, public education, training, and relationship building. The "Changing Face of Emergency Management" places more expectations on responders and partner agencies, requiring a rethinking of traditional approaches. The foundation to being prepared for major disasters is to have a robust, objective-driven response program.

Additionally, the activities have involved an examination of risks with a view to prevention and mitigation, as well as response capabilities to those priority risks.

The Program continues to evolve in response to changes in the County's risk profile. The outbreak of the COVID-19 global pandemic in 2020 illustrated the need for municipalities to adapt, prioritize, and realign their capabilities. Public safety, public information and continuity of operations / government have remained the service delivery focus of the Program.

While the County will continue to collaborate, communicate, and coordinate, the participation of municipal decision-makers is essential to having an effective and compliant program.



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### Key Customers and Stakeholder Partners



### Core Business Services

The Emergency Management Program delivers service to the community by preventing, mitigating, preparing for, responding to, and recovering from a major emergency. While many of these services are delivered during regular business hours, some activities are provided on a “best effort” model evenings and weekends.

The goal of this program is to increase the resiliency in local communities with specific objectives addressing the core functions of:

- **Risk Monitoring** – Notification and Risk Based Public Information to promote community awareness and support a disaster-resilient community. Emergency Response and On-Call Response – support to Incident Commanders, Responders, Emergency Control Groups and Emergency Operations Centres (EOC) as required in the event/or threat of an emergency.
- **Notifications and Public Information** – Use available technology in conjunction with the County Communications Officer to inform, educate and notify responders, partner agencies, the media and the public. This includes developing and assisting with escalation procedures,



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providing appropriate warning messages, as well media/public messaging including preparedness measures.

- **Gap Analysis** – Reviewing processes, procedures and protocols, especially for high risk issues to advocate for integrated and unified preparedness and response programs. Reviewing gaps in response capabilities and recommending alternate sources of support is a component of this process.
- **Emergency Response** – Provide support to Incident Commanders, Responders, Emergency Control Groups and Emergency Operations Centres as required in the event / or threat of an emergency.
- **On Call Response** – Monitor risks, road closures, and major incidents in order to provide appropriate notifications, escalations, and assistance outside of normal business hours (best effort model).
- **Radio, Mapping and Data Interoperability** – Assist with County Interoperability Project that facilitates the effective sharing of information and common radio frequencies. Work with Information Technology division and Geographic Information Systems User Group to provide real time, relevant situational awareness and common operating picture to the field and EOC.
- **Municipal 511 System** – Support the Municipal 511 system for mapping and road closure notifications.
- **Regional Training Services** – Provide accredited courses on emergency management and incident command system (ICS) as well as related drills, seminars and workshops. Provide professional development for responders, municipal officials, and support agencies. Bring in instructors and speakers as required and feasible (in consultation with Lower-Tier Municipality and partner agencies identified needs).
- **Lower-Tier Municipality Support** – Coach, support and educate municipal staff in developing the knowledge, skills and abilities to effectively support emergency management activities within their communities. Assist municipalities with meeting the legislated requirements for emergency management public education and awareness.
- **Spill Response and Hazardous Materials** – Help identify hazardous materials spill response organizations available to the County and Lower-Tier Municipalities. Explore training opportunities that may assist Perth County first responders / industry organizations enhance their response capabilities.
- **Partner and Other County / Municipality Support** – Provision of emergency management support during routine and emergency situations as a result of a wide range of Memorandums of Understanding, Partnership Agreements and Mutual Aid Relationships.
- **Program Administration** – Develop, implement and maintain a centrally coordinated and comprehensive Emergency Management program. Ensure compliance with the Emergency Management and Civil Protection Act (and Regulations). Update the Hazard Identification and Risk Assessment (HIRA) for the County of Perth and its four Member Municipalities.





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Address the requirements necessary to prevent, mitigate, prepare, respond to and recover from the identified hazards.

- **Uniform Emergency Plan Template** – Develop, implement and maintain the Perth County and Member Municipalities' Emergency Management Plan template. This is inclusive of risk-based response and recovery plans, continuity of operations plans, human health outbreak sustainability, and continuity of government planning.
- **Critical Infrastructure** – Refine and update comprehensive Critical Infrastructure directory based on provincial guidelines.
- **Risk-Based Public Education** – Initiatives to promote community awareness and confidence, and to create a disaster-resilient community.
- **Emergency Control Group Training & Exercises** – Coordinate and deliver annual compulsory training of the Emergency Control Group members, support staff, and emergency responders. Annually conduct planned exercises involving Emergency Control Group members, support staff, and volunteer agencies to evaluate the effectiveness of the Emergency Management plans and programs.
- **Liaison and Interoperability** – Coordinate with County / Municipal business units, and key stakeholder partners to build relationships ahead of major incidents. Promote planning, interoperability, resource sharing and joint training initiatives.
- **Budget and Strategic Planning** – Develop an Emergency Management work plan. Establish and manage the Emergency Management operating budget.

### Other Services

- **Outreach and Networking** - Participate in provincial working groups and industry associations.
- **COOP** - Help to facilitate the County's Corporate Continuity of Operations Program.
- **Communications** - Participate in County Communications Initiatives.
- **Building Emergency Procedures** - Assist Facilities with Courthouse emergency procedures and enhanced security initiatives.
- **Tabletop Exercise Collaboration** – Shared best practice emergency exercise templates / delivery methodology with neighbouring municipalities, Office of the Fire Marshall Emergency Management (OFMEM) and CEMC peers.

### Legislated Standards

- Ontario Emergency Management and Civil Protection Act / Regulations
- Occupational Health and Safety Act



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### Key Linkages with the Strategic Plan and Achievements of the 2022 Program

The comprehensive emergency management program and all of its components maintains key linkages to the following County strategic plan goals:

- **Regionalization & Service Effectiveness** – Integrated Emergency Plans, Common processes and procedures.
- **Customer Service Excellence** – Ongoing engagement with the public and member municipalities, adoption and implementation of best practices.
- **Community Development & Planning** – Examining climate change and associated risk to communities, agriculture, industry and critical infrastructure.
- **Corporate Sustainability** – using the HIRA as a proactive tool to maintain and improve our infrastructure, using the emergency plan and processes contained therein to ensure continuity of government and service delivery.

### 2022 Achievements

- All five municipalities have achieved annual compliance status for 2022
- Two days of table top exercises were held
- Emergency Management training was held with additional EOC and stakeholder partners
- Staff across the County completed the ICS 100 training, moving towards the goal to establish interoperable Incident Management Teams and building staff competence in managing major events
- University of Toronto ELITE Engineering Program undertook a significant review of the five municipal HIRA methodologies, involving all key stakeholders and provided final report and presentation to County Council
- annual review completed - Critical Infrastructure
- Public Education – Updated website, print/digital materials
- Several by-laws were updated to reflect a decreased membership of the Municipal Emergency Control Group to help achieve Provincial compliance.
- Orientation for New Council scheduled in December 2022

### Major Initiatives for 2023

2023 activities will focus on:

- transition between CEMCs so as to ensure business continuity in the program and compliance with the service delivery agreement
- continue to administer the curriculum for training staff across the five municipalities to develop consistency in training and municipal capacity (continued migration to the ICS Canada standard on incident command and the conversion of existing IMS program/training to ICS)
- review the Emergency Management Plan, consolidate to improve its practicality with annexes specific to each entity within the County structure.
- continuation of document and support material review



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- completion of a regional emergency management program review and recommendations will be considered out of that final report
- a portal will be set up to provide a digital library of emergency management materials and key reference documents to support ease of use and interoperability during an event
- Facilitate program delivery via in person, virtual and hybrid models
- Research climate change and evolving risk / impact to the County and emergency management practices
- Use data and research in conjunction with direction received from Emergency Management Program Committees, County Council / CAO, Lower-Tier Councils / CAOs' and the community to enhance resiliency and preparedness.

### Financial Allocation

Service	FTE Requirements By Year			
	2022	2023	2024	2025
<b>Division – Emergency Management</b>				
<b>Total Program FTE Requirements</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>

### FTE Variances

The Modernization Review when presented in January 2023 may outline service delivery options that in future will impact the staffing levels, however at this time there are no changes in FTEs forecasted.

### Training and Development

- Attend various training workshops, meetings, symposiums and conferences pertinent to position as need/opportunity arises.
- New and emerging threat training (risk management, program evaluation).
- Training to familiarize new staff and Council with emergency management operations.
- Training required to maintain certifications and standards.