



Report to: General Committee

Date Report Authored: May 26, 2017

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**SUBJECT:** Markham Emergency Management Program and Emergency Response Plan 2017

**PREPARED BY:** Sonia Singh, Emergency Preparedness Coordinator, Community and Fire Services Commission, ext. 2471

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**RECOMMENDATION:**

- 1) That the report titled “Markham Emergency Management Program and Emergency Response Plan Update 2017” be received for information.
- 2) That Council approve the updated Emergency Response Plan and that the By-law 2011-229 be amended to reflect the changes as amended to support the revision of the emergency response plan and emergency management program.
- 3) That the attached supporting documents, Appendix A – Markham Emergency Response Plan and Appendix B- by-law 2011-229, as amended, be received.

**PURPOSE:**

To provide an update on Markham’s Emergency Management Program and approve the changes to the Emergency Response Plan and amended by-law 2011-229.

**BACKGROUND:**

For the purposes of this document and attached appendices, an “emergency” as defined in the *Ontario Emergency Management and Civil Protection (EMCP) Act R.S.O. 1990*, means:

*“a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise;”*

Markham is responsible for demonstrating due diligence through compliance with the *Emergency Management and Civil Protection Act R.S.O.1990*. Compliance with the Act is achieved through a comprehensive Emergency Management Program that includes an approved Emergency Response Plan.

- The legal framework for emergency management in Ontario is addressed in the Emergency Management and Civil Protection Act and associated Regulation 380/04. Ontario Regulation 380/04 establishes the minimum standards for emergency management programs required by municipalities and provincial ministries and supports the requirement in the Act for mandatory emergency management programs. In addition, the Office of the Fire Marshal and Emergency Management “*Emergency Management Guidance Document dated: 2015-01-08 Training Requirements*” provides direction on the training requirements of municipal control group members and the designated

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## Municipal Community Emergency Management Coordinator.

The Act requires that every municipality develop and implement an “**Emergency Management Program**”.

In general, Markham’s Emergency Management Program (MEMP) consists of:

- An emergency plan based on the hazards and risks identified in the community.
- Annual training and exercising of the Markham staff in emergency management principles, concepts and procedures is conducted.
- Public education on risks to public safety and the public’s preparedness for emergencies.
- Designation of an Emergency Operations Centre (EOC) with the appropriate technological and telecommunications systems to ensure effective communication by EOC staff in an emergency.

The aim of Markham’s Emergency Response Plan (attached Appendix A) is to provide a framework within which extraordinary arrangements and measures can be taken to protect the health, safety, and welfare of individuals living and working in Markham in the event of an emergency. The plan outlines the concepts, principles, terminology and organizational processes that will enable effective, efficient and collaborative emergency management.

This plan is not intended to be prescriptive by detailing how each and every emergency should be responded to at the municipal level. Its aim is to provide guidance and structure to assist Markham’s response to emergencies. More specifically, this plan is intended to:

- Identify the roles, responsibilities and actions required of the City of Markham in mitigating, preventing, preparing for, responding to and recovery from major emergencies and disasters,
- Ensure a coordinated response by Markham, York Region, other local municipalities and other agencies in managing emergencies or disasters,
- Enable decision makers to efficiently and effectively deploy available resources,
- Provide a means to protect public safety , health, critical infrastructure, property, and the environment,
- Promote public confidence in Markham’s ability to respond to and manage an emergency,
- Provide a means for Markham to assist and/or provide resources to the Regional Municipality of York (the “Region”) and other municipalities as requested and where possible,
- Assist Markham in being a disaster resilient community.

## **OPTIONS/ DISCUSSION:**

### **Emergency Management Program Update for 2017**

#### **1. Designation of Alternate Community Emergency Management Coordinators (CEMC)**

Markham’s Emergency Management Program By-Law designates the Deputy Fire Chief, Adam Grant, as Community Emergency Management Coordinator (CEMC). OFMEM allows additional CEMCs to support the primary CEMC as Liaison Officer in the event of an activation of Markham’s Emergency Plan and EOC. The City has three alternates which were recently

designated due to staff changes in 2017; Chief Training Officer, Clint Frotten, Chief Prevention Officer, George Macris, and Sonia Singh, Emergency Preparedness Officer have completed the required training pursuant to O.Reg. 380/04, s.10(2),

## **2. Update of Community Emergency Management Program Committee and Municipal Control Group in the Emergency Response Plan (Appendix A)**

As required pursuant to O.Reg. 380/04, s.11, the City's Emergency Plan (Appendix A) lists job titles of the City's Emergency Planning Committee and Municipal Control Group. These lists have been updated to mirror the current job titles in the City.

## **3. Hazard Identification Risk Assessment (HIRA)**

As required pursuant to EMCPA s. 2, the HIRA is reviewed and updated as necessary through a joint session with York Region and the nine municipalities. For 2016 the HIRA was reviewed and updated on September 7, 2016. With the current events concerning potential terrorist threats in Ontario, City of Markham has included terrorism and Chemical Biological, Radiological Nuclear and Explosives (CBRNE) in our HIRA to ensure that training for these types of events occur. The updated HIRA is included in the 2017 update of the Emergency Plan (Appendix A).

## **4. Emergency Response Plan**

As required pursuant to EMCPA s.3.1(1), s. 3.1(6), s.6.2(1) the City of Markham Emergency Response Plan was reviewed in October 2016 and the following sections have been updated based on changes to job titles and the recent HIRA. As of the date of this report, Markham's Emergency Plan is deemed to be current.

## **5. Critical Infrastructure Identification**

As required pursuant to EMCPA s.2.1(3), the Critical Infrastructure in the City of Markham Identification was reviewed using York Region's mapping application on October 4, 2016 and is deemed to be current.

## **6. Annual Emergency Management Training**

As required pursuant to EMCPA s.2.1(2), O.Reg. 380/04, s.12(3) members of the Markham Municipal Control Group are required to complete a minimum of four hours of emergency management training annually. Multiple training opportunities are provided to ensure that the City complies with the legislation. The City of Markham has over 120 staff trained in emergency management and/or emergency operations centre essentials. This training was utilized during the 2013 Ice Storm where the Emergency Operations Centre and two community warming centres were activated.

The following is a list of training provided in 2016:

- August 23 and 24, 2016 Basic Emergency Management (BEM) a two day provincially recognized course. Sixteen City of Markham staff enrolled and completed this course.
- September 23 - Corporate Communications EOC Specific Training focusing on the Public Information Officer (PIO) role, responsibilities, documentation and processes.

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Six staff attended from Corporate Communications and Community Relations, Fire and Emergency Services and the Contact Centre.

- September 28 - CN Rail presentation on transportation of dangerous goods and understanding the role and responsibilities of a municipality in the event of a derailment. Twenty Staff attended this training of which thirteen were members of the Markham's Municipal Control Group.
- September 29 - EOC Information Management and Note Taking Course focusing on proper documentation for accountability and inquiries. Nine City staff attended this training.
- October 27 - EOC Planning Section Specific Course focused Incident Management System training to build capacity in this section.
- November 4 – Pre-Exercise Training in preparation for Markham's Annual Emergency Exercise.
- November 1 - York Region Emergency Exercise and Training Day full day session with portion of the day dedicated to training
- November 22 - Markham's Annual Emergency Exercise was held which was a table top exercise that compiles with the EMPCA annual exercise requirement and also qualifies for 2 hours emergency management training.

The following is a list of training scheduled for 2017:

- April 3, 2017 1:30pm – 4:30pm: EOC Logistics Section Information Technology Unit Staff Training
- April 24, 2017 9:00am – 12:00pm: EOC Logistics Section Information Technology Unit Staff Training
- May 5, 2017 1:30pm -4:00pm: EOC Operations Section Training
- June 8 and June 9, 2017 8am – 4pm: Provincially recognized Basic Emergency Management 2 day course , EOC 1 C,D,E
- September 28 and September 29, 8am – 4pm: Provincially recognized Basic Emergency Management 2 day course, EOC 1 C,D,E
- October 20, 2017: York Region's Annual Exercise and Training Day

## **7. Annual Exercise**

Markham's 2016 annual emergency exercise was held on November 22<sup>nd</sup>, 2016. The exercise was a table top discussion based exercise with the following objectives:

- To enhance the roster of trained and experienced staff capable of staffing the EOC in the event of an emergency in Markham;
- To provide an opportunity for participants to gain confidence and understand roles and responsibilities using the Incident Management System;
- To learn about the role of external partners in the coordination of emergency response and recovery; and,
- To comply with the Emergency Management and Civil Protection Act, Regulation 380/04.

In 2017, Markham will be collaborating with Alectra Utilities in a two day North American wide exercise November 15-16, 2017 focusing on a cyber security attack affecting the electrical utility supply.

#### **8. Public Education and Awareness Program**

As required pursuant to EMCPA s.2.1(2c), the City of Markham has an on-going Public Education and Awareness Program. York Region Emergency Preparedness Guides are available at the Markham Civic Centre and downloadable on [www.markham.ca/areyouprepared](http://www.markham.ca/areyouprepared) webpage. A variety of emergency preparedness education materials continues to be available in multiple languages is also on the website.

In 2016, Markham Emergency Management provided public education in personal emergency preparedness throughout the year as mandated by the EMPCA. Thus far, personal preparedness education was provided to approximately 3000 residents and visitors at public education events in 2016. In addition, during National Emergency Preparedness Week, May 1-7, 2016, a series of seven public education ads were recorded and aired, through a public education campaign with York Region 105.9, over a 10 day period prior to and during this week. The following are a list of public education events that occurred during 2016:

- Markham Museum Snow Exhibit – 2013 Ice Storm Installation ( Jan. 30 – April 24)
- Markham Library Workshop on Emergency Preparedness (Feb. 13)
- Markham Museum Family Day ( Feb. 15)
- Markham' Earth Hour Sustainability Fair ( Mar. 19)
- York Region Police – Day to Eliminate Racial Discrimination (Apr. 10)
- Markham's By-law and Enforcement Pet Preparedness Event (May1)
- National Emergency Preparedness Week Fair at Angus Glen Community Centre – 14 partners and stakeholders involved (May 7)
- Environment Canada's Can Warn Stormspotter (May 25)
- Markham Fire and Emergency Services – Jr. Fire Fighter Camps (Jun. 9, Jul. 14, Aug. 17)
- Markham Fair (Sept. 30-Oct. 2)
- Markham Fire and Emergency Services – Open House Station 97 (Oct. 15)

At the time of submission of this report, the following are planned annual public education events where emergency preparedness education is scheduled to be provided in 2017:

- March 25<sup>th</sup> – Earth Hour 2017
- April 2<sup>nd</sup> 2017 – YRP Day to Eliminate Racial Discrimination
- April 21<sup>st</sup>, Markham North Welcome Centre Presentation
- May 7<sup>th</sup> – EP Week Fair at Cornell Fire Station 99, 3255 Bur Oak Avenue.
- June 15<sup>th</sup> Markham Junior Firefighter Day
- 1 session in week of July 10th-14th Cornell Summer Camp
- 1 session in week of July 24th-28th Unionville Summer Camp
- Master of Disaster Summer Camp July 24-28, 2017 (5 days)
- 1 session in week of Aug 14<sup>th</sup> -19<sup>th</sup> Thornhill Summer Camp

- Sept. 14<sup>th</sup> Bayview Glen Sustainable Neighbourhood Retrofit Action Plan (SNAP) Emergency Preparedness workshop
- Oct 14<sup>th</sup> Fire Prevention Week Open House

### **The Corporate Business Continuity Plan Program**

In 2017, the Emergency Management Program will also encompass the City's Business Continuity Plan (BCP) Program. Business continuity planning serves to enhance emergency management program and continue to build Markham's resilience and ability to respond to and recover from disasters and business crises.

As with the emergency management program, training of staff, regular maintenance, testing and continuous improvement of the BCP will be required bi-annually to support the maturation of the plan and embed business continuity practices into the corporate culture.

A report to General Committee will be provided in the fourth quarter of 2017 to give an overview and update about the program.

### **FINANCIAL CONSIDERATIONS AND TEMPLATE:**

No financial implications considered in this report.

### **HUMAN RESOURCES CONSIDERATIONS**

Not Applicable

### **ALIGNMENT WITH STRATEGIC PRIORITIES:**

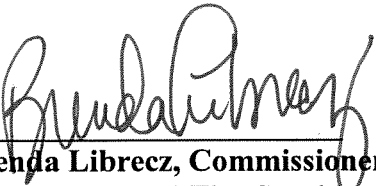
Emergency management program aligns with the Building Markham's Future Together Strategic Plan 2015-2019 under three of the four components. They include:

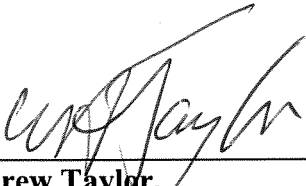
1. Safe and Sustainable Community
2. Exceptional Services by Exceptional People, and
3. Engaged, Thriving, Diverse City

### **BUSINESS UNITS CONSULTED AND AFFECTED:**

Markham's Municipal Control Group (MCG) Consulted.

### **RECOMMENDED BY:**

  
**Brenda Librecz, Commissioner**  
**Community and Fire Services**

  
**Andrew Taylor,**  
**Chief Administrative Officer**

### **ATTACHMENTS:**

Appendix A: Markham Emergency Response Plan, 2017

Appendix B: Amended By-Law 2011-229 – Markham's Emergency Management Program