

City of Greater Sudbury Emergency Management Program

Purpose

This report provides an overview of the City of Greater Sudbury's Emergency Management Program in alignment with the presentation to Emergency Services Committee. This report further outlines actions taken to comply with the annual requirements of the Emergency Management and Civil Protection Act and Ontario Regulation 380/04.

Background

Legislation mandates that all municipalities and provincial ministries have an Emergency Management Program.

The Emergency Management and Civil Protection Act (EMCPA) requires all Ontario municipalities and provincial ministries to develop, implement and maintain an Emergency Management Program. The Act establishes the minimum standards for emergency management programs required by municipalities and specifies the requirement in the Act for mandatory emergency management programs. Emergency Management programs require several key elements:

- Conducting of an annual Hazard Identification and Risk Assessment (HIRA)
- Establishment of a Municipal Emergency Control Group
- Identification of Critical Infrastructure
- Preparation of an Emergency Response Plan
- Establishment of an Emergency Operations Centre (EOC)
- Conducting annual exercise and training for Municipal Emergency Control Group
- Public Education and Awareness
- Appointing a Community Emergency Management Coordinator (CEMEC)

Emergency Management is the responsibility of the Ministry of Community Safety and Correctional Services (MCSCS). Falling within the Office of the Fire Marshal and Emergency Management (OFMEM) annual year-end audits of all municipal emergency management programs in Ontario are performed. An annual statement of compliance must be submitted by the Community Emergency Management Coordinator (CEMC) and Head of Council, declaring that the Municipality has completed all the annual requirements.

The overarching aim of Emergency Management programs in Ontario is to create disaster resilient communities. The City of Greater Sudbury's Emergency Management Section (CGS EM) is responsible for developing, implementing and maintaining Greater Sudbury's Emergency Management program; ensuring the City obtains and maintains compliance with the regulation as outlined in the EMCPA. Meeting the requirements of the Act is achieved through collaboration with internal and external partners and engagement in training and workshops. Throughout the year, CGS EM undertakes several coordinated activities that not only satisfy but exceeds the annual compliance requirements.

City of Greater Sudbury Emergency Management Program Activities

Ontario's Emergency Management Glossary of Terms defines Emergency Management as: "organized activities undertaken to prevent, mitigate, prepare for, respond to and recover from actual or potential emergencies." Based on these five pillars of emergency management (Prevention, Mitigation, Preparedness, Response, & Recovery), highlights of CGS EM's program activities include:

a) Prevention, Mitigation and Preparedness

i. Critical Infrastructure Management

Legislation requires municipalities to identify all critical infrastructure assets within its geographic boundaries regardless of ownership. Greater Sudbury's Emergency Management Program Committee reviews the categories of critical infrastructure within the City's boundaries and works with the City's Geographical Information Systems (GIS) staff to identify and map the location of these assets. The City's GIS database provides access to over 150 GIS layers including various sectors of critical infrastructure.

ii. Hazard Identification Risk Analysis (HIRA)

A Hazard Identification Risk Assessment (HIRA) is essential to emergency management programs in that it represents a systematic tool that can be used to assess the risks of various hazards. According to Emergency Management Ontario there are three reasons why a HIRA is useful to emergency management professionals:

1. It helps emergency management professionals prepare for the worst and/or most likely risks.
2. Allows for the creation of exercises, training programs, and plans based on the most likely scenarios.

3. Saves time and resources by isolating hazards that cannot occur in the designated area.

A review of the HIRA for Greater Sudbury is undertaken yearly to ensure that the listed hazards remain relevant and prioritized appropriately.

iii. **Planning – Response Plans**

Emergency response plans are legislated for municipalities under the *EMCPA* and must be reviewed on an annual basis. The Emergency response plan details the methods in which the City mobilizes its resources during an emergency and ensures all City organizations, emergency response services, and key agencies are fully aware of their respective roles and responsibilities during an emergency. This plan outlines how the City will respond to, recover from and mitigate the impact of a disaster. The [Emergency Response Plan](#) is posted on the City's website.

iv. **Training and Exercise**

Municipal emergency management programs are required to conduct an annual training and exercise for employees of the municipality with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery. To meet the 2017 legislative requirements for the Community Control Group (CCG), the Emergency Management team selected “**IMS 100 – Introduction to the Incident Management System (IMS) for Ontario**” as the training component. The Incident Management System is a standardized, coordinated approach to managing incidents that provides functional interoperability at all levels of emergency management.

The CGS Emergency Management also provided training to staff and community stakeholders in partnership with OFMEM. In 2017, Emergency Management provided training to over 100 staff and community partners. This includes special training for staff who work at the EOC and Mobile Command Unit (MCU) during activation.

The annual compliance exercise was held on July 12, 2017 and focused on activation of CCG members utilizing the Incident Management component of our public emergency notification system, Sudbury Alerts. The exercise scenario was a potential tailings dam breach in the community of Copper Cliff. The purpose of this exercise was to bring awareness to CCG members of the hazard as well as clarify roles and responsibilities and improve coordination, team work and performance.

In 2018 "Exercise Deepwater" happens in early June. Gathering the CCG member and alternates in the EOC for this tabletop exercise will allow for a fulsome review of our roles and responsibilities as well as providing for a test of our Emergency Plans.

v. Communication, Public Education and Awareness

Emergency Management has enhanced its web presence by expanding its use of the City's Facebook and Twitter accounts. This has allowed us to increase our reach to specific target audiences as well as increase public awareness about the emergency management program and services offered to residents.

In 2017 Sudbury Alerts was launched. In partnership with Vale, Sudbury Alerts is a local mass notification system based on an internationally used software platform. When an alert is launched every phone number in the yellow and white pages will receive a call notifying the recipient of the hazard and what to do during the emergency. Additionally, residents can create a profile and choose additional methods of communication including not only voice but text and email alerts. To assist in promoting this initiative, postcards were mailed to all households across the City to provide residents with information regarding Sudbury Alerts.

For Emergency Preparedness Week over the last two years, Emergency Management worked with City divisions and community partners to achieve the following initiatives:

- First public test of Greater Sudbury's emergency public notification system, Sudbury Alerts in 2017 followed up with a second annual test in 2018. Building upon the challenges realized in 2017 adjustments were made and the results of the 2018 test were much better.
- Enhancement to our Emergency Preparedness website which saw 10,434 pageviews over a three-month period. Public awareness messaging campaign reaching a daily circulation of over 65,000 residents and visitors utilizing Bell Park, Kingsway and Regent Street outdoor advertising boards
- Sudbury Alerts Department Challenge - department challenge to encourage staff to register for the emergency notification service, Sudbury Alerts

Emergency Management has participated in numerous community events such as Walden Winter Carnival, New Sudbury and Valley East Days, Cavalcade of Colours, and Children's Water Festival. These events provided

an opportunity for the dissemination of emergency preparedness information to residents as well as tours of the Mobile Command Unit.

b) Response and Recovery

Emergency Management continues to provide on-call service to respond to significant events within the City. For the year 2017, the Emergency Operations Centre was activated zero times. The Mobile Command Unit, a tri-service (Police, Fire, and Paramedic Services) unit used to support an emergency site and allow for efficient communications between first responders and the EOC, was deployed to six incidents in the City.

Conclusion

The Office of the Fire Marshal and Emergency Management has received documentation confirming the City of Greater Sudbury has completed all the necessary elements to achieve compliance in accordance with the Emergency Management and Civil Protection and Ontario Regulation 380/04.

As a part of the City's dedication to its citizens, staff will continue to work with stakeholders and neighbouring municipalities to help ensure emergency management capacity through a collaborative and comprehensive emergency management program.