



# Emergency Management Program

Implemented – May 6, 2020

Reviewed – December 16, 2020

Reviewed – November 26, 2021

Reviewed – August 17, 2022

Reviewed – December 6, 2023

## Policy Statement

The Township of Georgian Bluffs is committed to providing residents, visitors and businesses with the highest possible service during an emergency situation, and to meeting the legislative requirements of the *Emergency Management and Civil Protection Act, 1990* through emergency response, staff training, and public education.

## Program Summary

To ensure the Township of Georgian Bluffs' readiness for emergency situations and compliance with the *Emergency Management and Civil Protection Act, 1990* (the Act).

## Definitions

### **Community Emergency Management Coordinator (CEMC)**

The Community Emergency Management Coordinator or designated alternate is responsible for the maintenance, revision and distribution of this plan, as well as co-ordinating emergency exercises and meetings of the Municipal Emergency Control Group (MECG).

### **Emergency Management Ontario (EMO)**

A branch of the Ministry of Community Safety and Correctional Services. Responsible for leading the coordination, development and implementation of Emergency Management Programs in Ontario and partnering with municipalities to assist in their Emergency Management Programs. Also referred to as EMO.

## **Head of Council**

The Mayor, acting Mayor, or designated alternate of the Municipality is the Head of Council.

## **Municipal Emergency Control Group (MECG)**

A group appointed by Council who are responsible for directing the municipal response during an emergency, including the implementation of the Township Emergency Plan and ensures co-ordination between all agencies involved.

## **Program Details**

The Emergency Management Program shall consist of the following components, as specified in section 2.1 (2) of the *Emergency Management and Civil Protection Act, 1990*, Chapter E.9 and accompanying regulation O.Reg 380/04.

## **Community Emergency Management Coordinator (CEMC)**

The Township shall appoint, by by-law, a Community Emergency Management Coordinator (CEMC), and such alternates as are deemed necessary to ensure that an appropriately qualified CEMC is available in all emergency situations. The CEMC and appointed alternates shall obtain the qualifications deemed necessary by Emergency Management Ontario.

## **Emergency Plan**

An Emergency Plan shall be developed in accordance with the Act, to govern the provision of necessary services during an emergency. The Emergency Plan shall be developed by the CEMC and Emergency Management Program Committee and adopted by Council by by-law. The Emergency Plan shall be made available to the public in an accessible format.

## **Training**

In order to ensure that the Township is fully prepared for an unexpected emergency situation, members of the Emergency Management Program Committee and the Municipal Emergency Control Group, as defined in the Emergency Plan, shall receive annual training. Such training shall be organized by the CEMC and shall meet the requirements of Emergency Management Ontario.

## **Exercises**

An Emergency Management Exercise shall be conducted annually. The nature of the exercise shall be determined by the CEMC, in collaboration with the Program Committee and may include table top or live action elements.

## **Public Education**

As required by the Act, the Township of Georgian Bluffs shall conduct public education regarding the risks to public safety and public preparedness for emergencies.

Such public education may include participation in events and initiatives such as the following:

- Emergency Preparedness Week
- Township Communications, including: annual calendars, annual newsletters.
- Social media initiatives
- Municipal website information

## **Emergency Management Program Committee**

The Township shall appoint an Emergency Management Program Committee by by-law. The Committee shall consist of the Head of Council (or alternate), the CEMC and alternates, the EIO, and members of the Township's Management team.

## **Implementation**

The Emergency Management Program shall be implemented by the CEMC with the assistance of the Emergency Management Program Committee.

Each service or agency participating in the Emergency Management Program, generally through membership in the Municipal Emergency Control Group in the case of an emergency, shall ensure adequate functional emergency procedures are in place to assist in the fulfillment of roles and responsibilities in the event of an emergency.

## **Monitoring and Review**

The Emergency Management Program and Plan will be reviewed at least annually by the CEMC and the Emergency Management Program Committee. On an annual basis, the Emergency Management Program Committee will also identify and assess the various hazards and risks to public safety that could give rise to emergencies and identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies.

It is the responsibility of each person, department, agency or services named within the emergency plan to notify the CEMC forthwith, of any administrative changes or of any revisions to the appendices.

## Authority

This program is established pursuant to Section 2.1 of *the Emergency Management and Civil Protection Act, 1990*, Chapter E.9, which requires a municipality to establish an Emergency Management Program.

Subject to Section 23 of the *Municipal Act, 2001*, minor amendments to the Emergency Plan are delegated to the Community Emergency Management Coordinator (CEMC) with approval by the Township CAO, after review by the Emergency Management Program Committee. Such minor changes must ensure continued compliance with legislation and the spirit and intent of the overall plan adopted by Council through by-law.

The Emergency Plan shall be brought forward to Council for approval through by-law annually.