



EMERGENCY MEASURES COMMITTEE

**Tuesday, January 21, 2014
12:00 PM**

Henry Baker Hall. Main Floor, City Hall



Office of the City Clerk

**Public Agenda
Emergency Measures
Tuesday, January 21, 2014**

Approval of Public Agenda

Minutes of the meeting held on March 25, 2013

Administration Reports

EM14-1 EM14-1 Regina Emergency Management & Business Continuity

Recommendation

That this report be received and filed.

AT REGINA, SASKATCHEWAN, MONDAY, MARCH 25, 2013

AT A MEETING OF THE EMERGENCY MEASURES COMMITTEE
HELD IN PUBLIC SESSION

AT 2:00 PM

These are considered a draft rendering of the official minutes. Official minutes can be obtained through the Office of the City Clerk once approved.

Present: Mayor Michael Fougere, in the Chair
City Manager, Glen Davies
Councillor John Findura
Councillor Sharron Bryce

Also in Attendance: Committee Assistant, Linda Leeks
Deputy City Manager, City Operations, Dorian Wandzura
Deputy Chief, Public Safety, Planning and Prevention, Gerard Kay
Manager, Emergency Management and Business Continuity, Jay O'Connor
Solicitor, Chrystal Atchison

Approval of Public Agenda

Councillor Bryce moved, AND IT WAS RESOLVED, that the public agenda be approved, with the addition of the selection of Vice-Chairperson for 2013.

APPOINTMENT OF VICE-CHAIRPERSON

Following nomination procedures for the position of Vice-Chairperson, Councillor Bryce was declared Vice-Chairperson of the Emergency Measures Committee for 2013.

Adoption of Minutes

Councillor Findura moved, AND IT WAS RESOLVED, that the minutes of the December 14, 2011 meeting be adopted as circulated.

Administration Reports

EM13-1 EM13-1 Regina Emergency Management & Business Continuity

Recommendation

That this report be received and filed.

Glen Davies moved, AND IT WAS RESOLVED, that the recommendations contained in the report be concurred in.

Adjournment

Councillor Findura moved, AND IT WAS RESOLVED, that the meeting adjourn.

The meeting adjourned at 2:23 p.m.

Chairperson

Secretary

January 21, 2014

To: Members,
Emergency Measures Committee

Re: Regina Emergency Management & Business Continuity

RECOMMENDATION

That this report be received and filed.

CONCLUSION

This report provides a high level overview of Regina Emergency Management and Business Continuity activities for 2013 and outlines the priorities for 2014.

BACKGROUND

The Emergency Planning Act requires all local authorities to form a local emergency planning committee. The City has done this through *The Emergency Measures Bylaw, 2011*. The Act requires the Committee to complete a municipal emergency plan governing the “provision of necessary services during an emergency” and “the procedures under, and the manner in which persons will respond to an emergency”. This has been accomplished through the Major Emergency and Disaster Plan.

DISCUSSION

Emergency Planning

The City’s emergency measures office was established in the mid - late 1980s with a full time Emergency Coordinator appointed in 1991. Since the office’s creation, the emergency management portfolio has evolved to more realistically address the risks and concerns of the day. From natural weather-related occurrences to accidental man-made hazards and acts of terrorism, the focus is now on impact-based planning. The emphasis has shifted from having a general emergency response plan to having a multifaceted, all hazards approach which addresses the four pillars of emergency management; prevention and mitigation, preparedness, response and recovery. This ‘all hazards’ approach focuses less on the source of the disaster (tornado, flood, terrorism, etc.) and more on the potential impacts to our systems and services (clean water, staffing, socio-economic conditions, etc.). The activities of the last few years and the planned activities of 2014 will ensure the City remains current and is well prepared for all situations.

The Major Emergency and Disaster Plan was reviewed in 2011. At that time it was determined that a complete re-design was required to update the plan and make the City’s Corporate Plan more manageable for users. Multiple smaller plans, designed for specific ‘user groups’ was determined to be the best replacement for the existing plan. The Corporate Plan now has five components. Three of the five components are complete; these are the Emergency Management Plan, the Council Emergency Plan and the Emergency Information Plan. The remaining two

plans, the Emergency Response Plan and the Incident Management Plan, will be completed by the end of Q1, 2014.

Once the Corporate Plans are complete, the planning focus will shift to department level response and business continuity planning. These plans will provide the framework for the City's structured response to, and recovery from, a variety of hazards and incidents.

The City has incorporated the role of Emergency Social Services (ESS) Manager into the Coordinator of Community Capacity Building's job description. With this new role, a review of the ESS plan will be conducted this year. The ESS team includes City staff and members of several Non Governmental Organizations (NGOs) and volunteer groups within the city. The ESS team is responsible for looking after the personal needs of the affected portion of our community during and after an emergency. The ESS team can be requested to work with the Province to host another community in the case of an emergency. We are working with the Province to prepare for these potential hosting events.

2013 Accomplishments

The following highlights the Business Continuity and Emergency Management activities for 2013.

Exercises

- Participated in National Exercise "Domino" in Saskatoon;
- Supported the Canadian Military flood exercise in Regina. The exercise entailed various scenarios; our role was to interject with possible problems associated with these scenarios for the other key players to find solutions;
- Supported the Plains Midstream Inc. exercise on Wascana Creek

Training

- 500 staff trained to ICS 100
- 185 staff trained to ICS 200
- ICS 300 training given to Grey Cup participants

Events

- Grey Cup 101
 - o Risk Assessments
 - o Contingency planning
 - o Operational EOC activation during Grey Cup week and Game Day
- Spring runoff preparation for a one in 200 year flood
- Hosted Canadian Risk and Hazards Network symposium
- Hosted Saskatchewan Emergency Planners Conference

2014 Goals

In order to further advance the Business Continuity and Emergency Management Program, the following goals have been established for 2014:

- 1) Finalize and adopt the Emergency Response Plan and the Incident Management Plan;
- 2) Develop department level response and business continuity planning templates;
- 3) Complete and implement response and business continuity plans for all departments;
- 4) Establish and approve terms of reference for Emergency Measures Committee (Council), Emergency Steering Committee (Senior Executive), and Emergency Planning Committee (Multi-Agency leads);
- 5) Establish a two year work plan to coincide with the remainder of this Council's term and expand it to reflect the full four year term of Council.

RECOMMENDATION IMPLICATIONS

Financial Implications

None with respect to this report.

Environmental Implications

None with respect to this report.

Policy and/or Strategic Implications

The activities of Regina Emergency Management are focused on a preparation and response program to protect the residents of Regina and the City's operations.

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

None with respect to this report.

DELEGATED AUTHORITY

The disposition of this report is within the authority of the Emergency Measures Committee.

Respectfully submitted,



Rick McCullough, Director
Regina Fire & Protective Services

Report prepared by: RM / GK / JO / an

Respectfully submitted,



Neil Vandendort, A/Executive Director
City Operations