



Emergency Measures Advisory Committee

Monday, September 12, 2016

3:00 p.m.

Council Chambers, Town Hall

359 Main Street

Agenda

1. NS EMO Emergency Management Evaluation
2. Emergency Training Forecast
 - Table-Top Exercises (TTX)
3. Meeting Frequency / Schedule
4. Adjournment

INFORMATION REPORT

Title: NS EMO Emergency Management Evaluation

Date: 2016-09-08

Department: CAO



SUMMARY

NS EMO Emergency Management Evaluation

Every two years, the Emergency Management Office of Nova Scotia (EMO NS) reports on the state of emergency preparedness in the Province.

The Emergency Management Act (EMA) of Nova Scotia requires that all municipalities have:

- An Emergency Management Organization
- An Emergency Bylaw
- An Emergency Plan
- An Emergency Management Coordinator (EMC); and
- A Standing Committee of Council

The EMO NS Evaluation tool will help the Town of Wolfville better prepare for its emergency responsibilities. It is intended to guide Emergency Management activities and ensure that all aspects of planning and preparation are considered.

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1) CAO COMMENTS

CAO supports the Emergency Management Program Evaluation summary provided within this Information Report

2) REFERENCES AND ATTACHMENTS

- [Nova Scotia Emergency Measures Act](#)
- [Town of Wolfville Emergency Measures Bylaw](#)
- [Town of Wolfville Emergency Management Plan](#) (2016-04-19)
- Town of Wolfville Emergency Coordination Centre Operational Guidelines (2016-04)

3) PURPOSE OF REPORT

To outline those areas that need improvement within the Town of Wolfville's Emergency Management Organization as identified during the NS EMO Emergency Management Program evaluation on September 8, 2016

4) DISCUSSION

Andrew Mitton, NS EMO Western Zone Coordinator, conducted an Emergency Management program evaluation with the Town of Wolfville CAO, Erin Beaudin – ECC Manager, and Emergency Management Coordinator, Dan Stovel, on Thursday, September 8, 2016

The following areas were evaluated during the EM Program Evaluation:

A. Commitment	Score / 14
B. Direction	Score / 12
C. Coverage and Depth	Score / 8
D. Testing and Review	Score / 10
E. Public Information / Telecommunications	Score / 11
F. Prevention and Mitigation	Score / 5
G. Operational Review	Score / 11
H. Alerting, Call-Out and Plan Implementation	Score / 9
I. Resources	Score / 10

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J. Emergency Management Training

Score / 10

Total Evaluation Score

Total Score / 100

5) FINANCIAL IMPLICATIONS

Not Applicable

6) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Strategic Priority 5: Efficient and Effective Leadership from a Committed and Responsive Executive and Administrative Team

7) COMMUNICATION REQUIREMENTS

The following Emergency Management communication tools will continue to be used to ensure that the community is aware of any emergency issues that may impact the Town of Wolfville:

- [Town of Wolfville Website – Emergency Preparedness](#)
- Social Media (Twitter: @EMO_Wolfville)
- The Grapevine / In-Focus Community Newsletter educational articles
- MangoApps – Emergency Management Group (Town Staff)

8) FUTURE COUNCIL INVOLVEMENT

The Town of Wolfville's Emergency Measures Advisory Committee will continue to meet on a quarterly basis and as the Town of Wolfville's Emergency Management Plan is reviewed and amended on an annual basis, it will be presented to Council for approval.

Municipal Emergency Management Program Evaluation

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Introduction

Every two years, the Emergency Management Office of Nova Scotia [EMO (NS)] reports on the state of emergency preparedness in the province. EMO (NS) Emergency Management Planning Officers (EMPO) assess each municipality's level of emergency preparedness.

The Emergency Management Act (EMA) of Nova Scotia requires that all municipalities have:

- an Emergency Management Organization;
- an Emergency Bylaw;
- an Emergency Plan;
- an Emergency Management Coordinator; and
- a Standing Committee of Council.

Unfortunately, meeting these requirements does not mean that your municipality is *prepared* for an emergency. Emergency preparedness is a continuous cycle of planning, testing, training and evaluation, which, to be truly effective, must be part of the municipality's day-to-day business.

The evaluation tool presented here will help your municipality better prepare for its emergency responsibilities. It is intended to guide your emergency management activities and ensure that all aspects of planning and preparation are considered. EMO (NS) staff will use this tool when working with you to develop their report on the state of emergency preparedness.

Why EMO (NS) uses this approach

Traditionally in Canada emergency management programs have been assessed “after the fact”. When an emergency situation has been resolved, the performance of the management structure is measured through a debriefing. After an exercise or simulation has been completed, a debriefing and an assessment are conducted. EMO (NS) has adopted the view that municipal and provincial emergency management processes should be *forward* looking. They should anticipate difficulties and treat them before they become operational impediments. Our measurement methods need to monitor the development of systems and not just their performance.

Put another way, measurement of “how we are doing” in emergency management needs to answer these questions:

- Is the municipality compliant with the law?
- Do the solutions proposed by the municipal emergency plans and procedures have a reasonable chance of working?
- On what areas should a municipality concentrate in order to establish due diligence in its emergency management system?

To answer these questions, we need to understand what constitutes a diligent emergency management system; what activities give it a reasonable chance of working; and we need a way to measure our progress toward achieving a diligent system.

How this evaluation and planning tool works

The evaluation and planning process used in this document assumes that a diligent emergency management system has the following characteristics:

- Written policy statements are developed and implemented and endorse compliance with laws, internal operating procedures and best management practices.
- Managers and coordinators are appointed and are equipped with the awareness, knowledge and skills required to reasonably fulfill their duties and responsibilities.
- There is on-going training of staff in the awareness, knowledge and skills required to effectively perform their functions.
- Equipment and facilities are adequate and accessible.
- Emergency Response Plans (ERP) are established and aligned with the Incident Command System (ICS) and are updated with sufficient frequency to be current and applicable.
- Risk reduction programs are established and are maintained through regular and continuous monitoring, maintenance and reporting.
- There is timely communication of program information, notices and reminders.
- Record keeping and the documentation of systems and events are orderly and systematic.

These ingredients can also be called *outcomes*. An *outcome* is the result of a program. It is the difference between what exists now and what exists after the program. Outcomes can also be called goals or objectives. The list of characteristics above is the list of outcomes that a municipality should achieve in its emergency preparedness program.

This evaluation tool asks you to determine whether a number of *outputs* have been achieved. An output is an indicator of progress toward an outcome. Outputs can always be measured in some way. Outputs can also be called performance indicators or deliverables. The key point to remember is that outputs contribute to outcomes. Here is an example.

Outcome	Outputs
<ul style="list-style-type: none"> ▪ The municipality is compliant with the Emergency Management Act 	<ul style="list-style-type: none"> ▪ There is a plan. ▪ There is a by-law. ▪ There is an EMC. ▪ There is a local EMO. ▪ There is a standing committee of council.

In order to determine whether your municipality is achieving these outcomes, we have developed the following measurement tool, which proposes a number of performance indicators, or *outputs*, which we believe that municipalities need to achieve in order to have a diligent emergency management system.

This document will be completed by the EMPO after reviewing the document with those involved in the municipality's emergency preparedness program. The EMPO, based on his/her experience with the municipality, will provide a report outlining the results of the evaluation.

Municipal Emergency Preparedness Evaluation

Municipality's Name	
Chief Administration Officer	
Municipal Emergency Management Coordinator	
Provincial Emergency Management Planning Officer	
Date	

A. Commitment

Commitment outcomes measure the priority the municipality has attached to emergency

<p><u>Municipality complies with the <i>Emergency Management Act</i>:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Appointed a Standing Committee of Council* <input type="checkbox"/> Approved Emergency Management By-Law* <input type="checkbox"/> Approved Emergency Management Plan* <input type="checkbox"/> Appointed Emergency Management Coordinator* <input type="checkbox"/> Established Emergency Management Organization (EMO)* 	<p>_____</p> <p>(Max. 5)</p>
<p><u>Municipality has demonstrated commitment through budgetary and other resource measures:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> There is an annual budget for emergency preparedness <input type="checkbox"/> One or more of the following exists or is under active development: <ul style="list-style-type: none"> <input type="checkbox"/> Mutual aid agreement <input type="checkbox"/> Memorandum of understanding <input type="checkbox"/> Any other agreement with another municipality to share resources in an emergency 	<p>_____</p> <p>(Max. 3)</p>
<p><u>Municipality demonstrates executive leadership by:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Arranging Mayors and Elected Officials training for new members <input type="checkbox"/> Conducting at least two meetings of Standing Committee of Council every year <input type="checkbox"/> Having a bylaw dated November 1, 1990, or later 	<p>_____</p> <p>(Max. 3)</p>
<p><u>Municipality demonstrates senior management leadership by:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Having an emergency management planning committee <input type="checkbox"/> Ensuring the emergency management planning committee meets at least three times per year <input type="checkbox"/> Ensuring senior municipal staff knows authority structure in an emergency 	<p>_____</p> <p>(Max.3)</p>
<p><u>Total Score for Commitment</u></p>	<p>_____</p> <p>(Out of 14)</p>

preparedness and its presence as a continuing business activity.

*

How ratings are assigned against scores for commitment

The maximum score is 14.

Score	Rating	Comments
13 - 15	Excellent	Municipal EMO receives strong support and leadership.
11-12	Good	Effort is made but has elements of inconsistency
7 to 10	Fair	Priority is low and resources are inadequate
6 or less	Poor	Little or no commitment has been demonstrated A score of less than 6 will probably indicate that the municipality is not compliant with the <i>Emergency Management Act</i>

B. Direction

Direction outcomes state the degree to which the emergency preparedness program is founded on clear policy that is based on good practice and is widely circulated.

<p><u>Municipality has established a structure to direct its planning.</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> There is an Emergency Management Planning Committee. <input type="checkbox"/> An Emergency Management Coordinator has been appointed. <p><i>This is a mandatory outcome ...a score of less than 2 results in an automatic poor rating.</i></p>	<p>_____</p> <p>(Max. 2)</p>
<p><u>Municipality states its emergency planning direction:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> There is a written emergency plan. <input type="checkbox"/> Council has approved the plan. <p><i>This is a mandatory outcome ...a score of less than 2 results in an automatic poor rating.</i></p>	<p>_____</p> <p>(Max. 2)</p>
<p><u>The direction reflects good practice by:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Defining emergency authority structures. <input type="checkbox"/> Adopting Incident Command System structure for both the site and the ECC. <input type="checkbox"/> Defining a process to inform EMO NS on any event or emergency as required by the EMA? An “emergency” means a present or imminent event in respect of which the Minister or a municipality, as the case may be, believes prompt co-ordination of action or regulation of persons or property must be undertaken to protect property or the health, safety or welfare of people in the Province. 	<p>_____</p> <p>(Max. 3)</p>
<p><u>The direction established by the plan has been communicated by distribution of the plan to:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Planning committee members. <input type="checkbox"/> ECC Members. <input type="checkbox"/> Key participating agencies as defined by the emergency plan. 	<p>_____</p> <p>(Max.3)</p>
<p><u>The plan provides current direction by:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Having been reviewed by Council or the Standing Committee within the last 3 years. <input type="checkbox"/> Having a mechanism to ensure all plan holders are informed of revisions. 	<p>_____</p> <p>(Max. 2)</p>
<p><u>Total Score for Direction</u></p>	<p>_____</p> <p>(Out of 12)</p>

How ratings are assigned against scores for direction

The maximum score is 12.

Score	Rating	Comments
11-12	Excellent	Policy and plan have a strong technical basis and are widely circulated
9-10	Good	Plan exists but there are opportunities for technical, currency or distribution improvements.
7- 8	Fair	Plan exists but there are technical problems or deficiencies and the plan does not have adequate circulation or currency
6 or less	Poor	The plan exists but in name only.

C. Coverage and Depth

Coverage outcomes measures how well the emergency management program relates to the

<p><u>The plan has an appropriate technical context:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> A hazard analysis has been conducted in last 5 years. <input type="checkbox"/> The hazard analysis was completed in conjunction with other key stakeholders. <input type="checkbox"/> Specific hazard contingencies plans have been developed where appropriate. <input type="checkbox"/> Resource availability and deficiencies are identified. 	<p>_____</p> <p>(Max.4)</p>
<p><u>The plan is integrated:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Key stakeholders were consulted during the plan's development. <input type="checkbox"/> The plan describes how other agencies are to be supported and/or how they will support the municipality. <input type="checkbox"/> Key Stakeholders are listed in the callout procedures. 	<p>_____</p> <p>(Max. 3)</p>
<p><u>The plan has the following components:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Table of Contents. <input type="checkbox"/> Authorities (By-Law, Emergency Management Act) <input type="checkbox"/> Hazard analysis. <input type="checkbox"/> Organizational chart and authority structure. <input type="checkbox"/> Roles and responsibilities of municipal departments and other agencies. <input type="checkbox"/> ECC description and procedures. <input type="checkbox"/> Contact list and contact procedure (e.g. fan-out). <input type="checkbox"/> Telecommunications plan. <input type="checkbox"/> Public information plan. <input type="checkbox"/> Post-emergency responsibilities. 	<p>_____</p> <p>(Max. 1)</p>
<p><u>Total Score for Coverage and Depth</u></p>	<p>_____</p> <p>(Out of 8)</p>

environment in which it exists and whether it has an appropriate technical foundation.

How ratings are assigned against scores for coverage and depth

The maximum score is 8.

Score	Rating	Comments
7- 8	Excellent	Plan thoroughly covers stakeholders' roles. There is an appropriate context for the plan.
6	Good	Responsibilities are well defined. There is a context for the plan but there are minor gaps or omissions.
4 or 5	Fair	There are important elements missing but there is sufficient basis for a credible revision.
3 or less	Poor	Significant gaps in critical areas. Plan has little chance to address operational requirements and may not reflect current realities in the community

D. Testing and Review

Emergency plans and procedures have no validity unless they are tested, and the testing has

<p><u>The plan has received at least minimal review:</u></p> <p><input type="checkbox"/> The plan was created or revised in the last three years.</p>	<p>_____</p> <p>(Max. 1)</p>
<p><u>The plan is tested:</u></p> <p><input type="checkbox"/> There has been an exercise of the plan in the last three years.</p> <p><input type="checkbox"/> The exercise concluded with a debriefing session for participants.</p> <p><input type="checkbox"/> The exercise included three or more of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Municipal employees. <input type="checkbox"/> Members of Council. <input type="checkbox"/> Provincial employees. <input type="checkbox"/> Non-governmental organizations. <input type="checkbox"/> Industry. <input type="checkbox"/> The public. <input type="checkbox"/> Key stakeholders. <p><input type="checkbox"/> One or more of the following has been conducted in the past two years:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Full-scale exercise. <input type="checkbox"/> Table top exercise involving most or all ECC staff. <input type="checkbox"/> Evacuation exercise. <p><input type="checkbox"/> One or more of the following has been conducted in the past year.</p> <ul style="list-style-type: none"> <input type="checkbox"/> EMO issues on staff meeting agendas <input type="checkbox"/> Public Information, telecommunications, fan-out or other component exercise. <p><input type="checkbox"/> Plans are reviewed after each exercise.</p>	<p>_____</p> <p>(Max. 6)</p>
<p><u>The review process is consistent with the planning process:</u></p> <p><input type="checkbox"/> The review includes hazard analysis revision every five years.</p> <p><input type="checkbox"/> Reviews include key stakeholders.</p>	<p>_____</p> <p>(Max. 2)</p>
<p><u>The review process has outcomes:</u></p> <p><input type="checkbox"/> One or more of the following has occurred as a result of a review:</p> <ul style="list-style-type: none"> <input type="checkbox"/> More training for key individuals. <input type="checkbox"/> Plan or procedures have been revised. <input type="checkbox"/> Additional resources have been acquired directly or through agreement. 	<p>_____</p> <p>(Max. 1)</p>
<p><u>Total Score for testing and review</u></p>	<p>(Out of 10)</p>

no validity unless it exists inn an appropriate context.

How ratings are assigned against scores for testing and review.

The maximum score is 10.

Score	Rating	Comments
9 or 10	Excellent	Plan is current and subject to regular testing and review.
7 or 8	Good	Plan is reasonably current and some testing has occurred.
5 or 6	Fair	The plan's current validity is suspect. There are many opportunities for testing and review.
4 or less	Poor	Revision and testing regime is token or non-existent to any practical extent. Plan is highly suspect.

E. Public Information and Telecommunication Plan

Adequate telecommunications assets and processes combine to make these critical outcomes

<p><u>The Municipality has an Emergency Public Information Plan.</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> An emergency Public information plan forms part of the municipal emergency plan. <input type="checkbox"/> Key stakeholders have a copy of the plan. 	<p>_____</p> <p>(Max. 2)</p>
<p><u>The Emergency Public Information Plan contains the essential elements.</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> The plan was developed in consultation with key stakeholders. <input type="checkbox"/> The plan has all of the following: <ul style="list-style-type: none"> <input type="checkbox"/> A strategy for raising and reinforcing public awareness of the potential for emergencies. <input type="checkbox"/> The municipality has appointed an emergency public information officer. <input type="checkbox"/> The public receives consistent information and advice from your jurisdiction in regards to emergency preparedness. <input type="checkbox"/> The municipality has a public alerting/warning program. <input type="checkbox"/> The municipality has agreements in place with various local media for the purpose of public information. <input type="checkbox"/> The public information strategy has been discussed with emergency service providers. 	<p>_____</p> <p>(Max. 5)</p>
<p><u>Emergency Telecommunications Plan</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> The Municipality has an Emergency Telecommunications Plan <input type="checkbox"/> The telecommunications plan specifies an update and exercise schedule. <input type="checkbox"/> The telecommunications plan has been created or revised in the past two years. <input type="checkbox"/> There has been a telecommunications capacity test in the last year. <input type="checkbox"/> TMR2 Radios are accessible and appropriate staff are trained in their use. 	<p>_____</p> <p>(Max. 4)</p>
<p><u>Total Score for Telecommunication Pan</u></p>	<p>_____</p> <p>(Out of 11)</p>

of the emergency management program.

How ratings are assigned against scores for telecommunications planning

The maximum score is 11.

Score	Rating	Comments
10-11	Excellent	There is a telecommunications plan and it is fully implemented and tested.
8-9	Good	There is emergency telecommunications capacity but it may not be fully tested or integrated.
6-7	Fair	The plan's current validity is suspect. There are opportunities for testing and review or for increased coverage or resource development.
5 or less	Poor	Telecommunications plan is token or non-existent to any practical extent.

F. Prevention and Mitigation

The best-managed emergency is the one that is avoided completely. The prevention and mitigation outcome measures show the extent to which basic risk reduction is part of the

<p><u>The municipal emergency preparedness program includes prevention and mitigation as continuing components.</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> There is a schedule for hazard analysis. <input type="checkbox"/> The EMC advises the Planning committee on new hazards. <input type="checkbox"/> Municipal planning processes include emergency management issues in such matters as development approvals, land use strategies and similar processes. <input type="checkbox"/> There is a mechanism by which the public is informed, in advance, of measures that are likely to improve their safety during an evacuation or other aspects of emergency operations. <input type="checkbox"/> The municipality participates with the private sector industry in cooperative or joint ventures that are intended to prevent emergencies or mitigate their effects. 	<p style="text-align: center;">_____ (Max. 5)</p>
<p><u>Total Score for prevention and mitigation</u></p>	<p style="text-align: center;">_____ (Out of 5)</p>

emergency program.

How ratings are assigned against scores for Prevention and Mitigation

The maximum score is 5.

Score	Rating	Comments
5	Excellent	Continuous monitoring, active public involvement.
4	Good	There is monitoring, but opportunities for corporate solutions, partnering or public involvement are being missed.
2 or 3	Fair	Highly visible threats are treated. Little or no public education.
0 or 1	Poor	Limited or no efforts.

G. Operational review

Similar to testing, operational reviews allow valuable lessons to be learned and appropriate change to be made.

<p><u>Plans and procedures are subject to post-operational review.</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> There has been an emergency operation after which the plan or its procedures were reviewed; OR there is a policy to review the plan or procedures after each emergency operation. <input type="checkbox"/> A “near emergency” can or has generated a review. 	<hr/> <p>(Max. 2)</p>
<p><u>Operational review process is consistent with the planning process.</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Reviews involve the key stakeholders. <input type="checkbox"/> Reviews include validation of hazard analysis. 	<hr/> <p>(Max. 2)</p>
<p><u>Operational reviews examine core issues.</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Causes of the incident. <input type="checkbox"/> Adherence to plans and procedures by the organization. <input type="checkbox"/> Validity of plans and procedures. <input type="checkbox"/> Adequacy of training. <input type="checkbox"/> Availability of appropriate resources. 	<hr/> <p>(Max. 4)</p>
<p><u>Operational reviews have outcomes</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Results of reviews are published and distributed to stakeholders. <input type="checkbox"/> Results of reviews include recommendation for change with a time period identified to implement the change. <input type="checkbox"/> One or more of the following have occurred as a result of an operational review: <ul style="list-style-type: none"> <input type="checkbox"/> Plans and/or procedures have been amended. <input type="checkbox"/> New training needs have been identified. <input type="checkbox"/> Resource deficiencies have been identified. 	<hr/> <p>(Max. 3)</p>
<p><u>Total Score of operational plan</u></p>	<hr/> <p>(Out of 11)</p>

How ratings are assigned against scores for operational review.

The maximum score is 11.

Score	Rating	Comments
9 to 11	Excellent	Operations are routinely reviewed and opportunities for improvement are acted upon.
6 to 8	Good	There is a regularized review process, but it may not be fully inclusive or may not lead to improvements.
4 or 5	Fair	The need for review is recognized. Reviews may not be comprehensive or lack other elements that affect their validity.
3 or less	Poor	The operational review process exists in name only and has little chance of generating useful information or initiating change.

H. Alerting, Call-Out and Plan Implementation

An emergency cannot be managed unless there is early recognition that an emergency exists and that the correct response is implemented in an appropriate manner.

<p><u>The Municipality has an emergency assessment system</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> There are procedures to allow first responders to differentiate between “routine” and “major” emergencies and notify the EMC. <input type="checkbox"/> The emergency plan clearly outlines the authority for the activation of the Emergency Plan in whole or in part. 	<hr/> <p>(Max. 2)</p>
<p><u>There is an efficient, tested alerting system</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> There is an alert list that has been revised within the last year. <input type="checkbox"/> Key members of the emergency management team can have alternate means for being called out (e.g. radio, pager, cell) <input type="checkbox"/> The callout procedure prescribes a standard message to be used for calling back key staff. <input type="checkbox"/> The call out procedure is available 24/7 through a dispatch centre, answering service or similar system. 	<hr/> <p>(Max. 4)</p>
<p><u>There are written procedures to implement a coordinated response</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> There is a written procedure to open the emergency coordination centre (ECC). <input type="checkbox"/> There are lists of initial actions to be taken by each person in the ECC OR the Incident Command System has been implemented in the ECC where duties are already prescribed. <input type="checkbox"/> There is a written procedure to establish an Incident Commander at the site if one does not emerge or needs to be replaced. 	<hr/> <p>(Max. 3)</p>
<p><u>Total Score of Alerting, Call-out and Plan Implementation</u></p>	<hr/> <p>(Out of 9)</p>

How ratings are assigned against scores for alerting, call-out and implementation.

The maximum score is 9.

Score	Rating	Comments
9	Excellent	Reasonable actions have been taken to allow the plan to be implemented in a timely and appropriate manner.
7 or 8	Good	Significant efforts have been made but it is possible to make improvements that will enhance the reliability or predictability of the response.
5 or 6	Fair	There is a notional process for alerting, call out and implementation, but the process is suspect and possibly unreliable.
4 or less	Poor	The alerting, call-out and implementation process exists in name only and has little chance of successful use.

I. Resources

Resources consist of people, facilities, equipment and supplies. These outcomes show the

<p><u>The appropriate personnel have been identified</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> There is an alternate to the EMC. <input type="checkbox"/> Key stakeholders are represented on the EMO Planning Committee. <input type="checkbox"/> Fire, Police, Public Works have trained Incident Commanders. 	<p>_____</p> <p>(Max. 3)</p>
<p><u>There are designated emergency management facilities</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> There is an emergency coordination centre. <input type="checkbox"/> It is reasonably secure from local hazards. <input type="checkbox"/> It has back-up power. <input type="checkbox"/> It has the telecommunications facilities specified by the emergency telecommunications plan. 	<p>_____</p> <p>(Max. 4)</p>
<p><u>Comfort centre and or shelter program</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Community facilities are available in a reasonable time by mutual aid agreement or service contact. <input type="checkbox"/> Municipality maintains a list of facilities. <input type="checkbox"/> The procedures for activating these facilities are documented and circulated. 	<p>_____</p> <p>(Max. 3)</p>
<p><u>Total for Resources</u></p>	<p>_____</p> <p>Out of 10</p>

municipality's progress toward identifying and acquiring the appropriate resources.

J. Emergency Management Training

Emergency management training is assists in emergency preparedness, including the

<p><u>There is a basic level of training for the emergency coordination centre group and</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> The EMC has taken or is scheduled to take: <ul style="list-style-type: none"> <input type="checkbox"/> Basic Emergency Management <input type="checkbox"/> ECC Management <input type="checkbox"/> ICS 100 <input type="checkbox"/> ICS 200 <input type="checkbox"/> ICS 300 <input type="checkbox"/> The alternate EMC has taken or is scheduled to take: <ul style="list-style-type: none"> <input type="checkbox"/> Basic Emergency Management <input type="checkbox"/> ECC Management <input type="checkbox"/> ICS 100 <input type="checkbox"/> ICS 200 <input type="checkbox"/> ICS 300 <input type="checkbox"/> Members of the ECC group have taken or are scheduled to take: <ul style="list-style-type: none"> <input type="checkbox"/> Basic Emergency Management <input type="checkbox"/> ECC Management <input type="checkbox"/> ICS100 <input type="checkbox"/> ICS 200 <input type="checkbox"/> The individual designated as the ECC Commander / Manager has taken or is scheduled to take: <ul style="list-style-type: none"> <input type="checkbox"/> Basic Emergency Management <input type="checkbox"/> ECC Management <input type="checkbox"/> ICS 100 <input type="checkbox"/> ICS 200 <input type="checkbox"/> ICS 300 <input type="checkbox"/> Members of the Executive Committee have participated in the Mayors and Elected Officials Orientation (MEO) <i>since the last municipal election.</i> 	<p style="text-align: right;">_____</p> <p style="text-align: right;">(Max. 6)</p>
<p><u>Training is established as a program element for the municipal Emergency Management Organization</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> There is a training budget. <input type="checkbox"/> There is an EMO training strategy to address the training needs of municipal staff. <input type="checkbox"/> The EMC or alternate routinely attends the annual EMC/DEPO workshops. <input type="checkbox"/> The Planning Committee establishes annual training requirements for members of the Municipal EMO. 	<p style="text-align: right;">_____</p> <p style="text-align: right;">(Max. 4)</p>
<p><u>Total Score for Training</u></p>	<p style="text-align: right;">_____</p> <p style="text-align: right;">Out of 10</p>

development of plans, and the operation of emergency management facilities.

How ratings are assigned against scores for emergency management training

The maximum score is 10.

Score	Rating	Comments
9 or 10	Excellent	There is a consistent, broadly applied emergency management training program in the municipality.
7 or 8	Good	The municipality recognizes the importance of emergency management training but has opportunities to improve its application to the organization as a whole.
5 or 6	Fair	Some emergency management training opportunities have been realized but only for core personnel.
4 or less	Poor	There is little or no effort made at emergency management training.

Rating work sheet

Complies with <i>Emergency Management Act</i>	Yes	No
Complies with <i>Act</i> , Page 5		

Please note:

If the municipality has not complied with *Act*, it receives an overall rating of poor, even though other outcomes may have been achieved.

Outcome Indicator	Score	Rating
Commitment		
Coverage and Depth		
D. Testing and Review		
Error! Reference source not found.		
Prevention and Mitigation		
Operational review		
Alerting, Call-Out and Plan Implementation		
Resources		
Total		

Total Score	Overall Rating
90 - 100	Excellent
75 - 89	Good
50 - 74	Fair
49 or less	Poor

