

13.1.1

# **BRIEFING**

## EMERGENCY MANAGEMENT PROGRAM DOCUMENTATION REVIEW

HALIFAX REGIONAL MUNICIPALITY

PREPARED BY KI EMERGENCY MANAGEMENT

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# PROJECT PURPOSE

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Determine the current state (*thoroughness, relevance, currency, applicability, accessibility, usefulness*) of HRM's Emergency Management Program documentation against detailed best practices for emergency management.



# WHAT WE DID

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- Reviewed HRM “EM” documents including the minutes of the EM Planning Committee
- Interviewed representatives from Business Units
- Identified strengths and deficits of the current program against Emergency Management Accreditation Program (EMAP) standards
- Prepared a series of recommendations that can be used for strategic planning, improvement efforts, resource allocations and operational readiness





# WHAT IS EMAP?

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An internationally recognized set of standards designed as a tool for assessment and continuous improvement as part of a voluntary accreditation process for emergency management programs.

EMAP looks to build safer communities with measurable standards of excellence for emergency management programs. Examples include; City of Ottawa, San Diego County, Charleston County.



# WHAT WE DISCOVERED

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- There appears to be a significant gap between what constitutes a robust and thorough program and what is documented
- The current system is based on the expertise and commitment of HRM staff
- Risk exposure could be reduced by adopting a best practices approach to ensure a resilient Emergency Management Program that includes structure and processes for HRM.



# RECOMMENDATIONS

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- Move from the status quo to a measurable and accountable best practices structure for HRM's emergency management program
- Improve program documentation (*plans and guidelines*)
- Ensure support and coordination for EM across all Business Units and with EM partners, (Federal, Provincial, First Nations and private sector)
- Include all pillars of EM (mitigation, preparedness, response and recovery) in program development





# FIRST STEP

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Develop a multi-year Strategic Plan, that describes the HRM EM program including:

- vision statement for emergency management;
- mission, goals, objectives, and milestones for the Emergency Management Program;
- a method for Plan implementation; and
- a method and schedule for evaluation and revision.



# PRIORITY OF ACTIONS

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## Strategic Plan for EM

### Review legislation (Bylaw E-100)

- Comprehensive Emergency Management Plan (replace MEP)
- Hazard Risk Vulnerability Assessment (HRVA) (in progress)
- Business Continuity Plans (in progress)
- Continuity of Government (COG)
- Emergency Operations Centre (EOC) Concept of Operations Plan

### Review Emergency Management Staffing

- Business Unit Emergency Management Plans (EMPs)
- Emergency Management Training Plan
- Resource Management Plan





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# Questions



# BACK-UP SLIDE

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# STRATEGIC PLAN FOR EMERGENCY MANAGEMENT

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- Introduction
- Purpose and Scope
- Assumptions
- Stakeholder Coordination
- Vision
- Mission Statement
- Overall Goals\*
- Program Goals, Objectives and Milestones
- Section for each goal that was identified in the introduction. Plan to cover up to 5 years.
- Emergency Management Structure for HRM;
- Strengthen emergency management governance;
- A method for Plan Implementation including HaliFact 2050 Action items; and
- A Maintenance Process, Including a Method and Schedule for Evaluation and Revision.

