



**BY-LAW NO. 248 - 2000
A BY-LAW RESPECTING
EMERGENCY PLANNING
(ER-008)**

1. PREAMBLE

- 1.1 WHEREAS subsection 31(1) of the *Police Services Act* provides that a Board is responsible for the provision of police services and for law enforcement and crime prevention in the municipality and shall:
- b. generally determine after consultation with the Chief of Police, objectives and priorities with respect to police service in the municipality;
 - c. establish priorities for the effective management of the police service, and
 - e. direct the Chief of Police and monitor his or her performance;
- 1.2 AND whereas subsection 31(6) of the *Police Services Act* provides that the Board may, by by-law, make rules for the effective management of the police service;
- 1.3 AND whereas O. Reg. 3/99 prescribes standards for adequacy and effectiveness of police services;
- 1.4 AND whereas section 26 of O. Reg. 3/99 requires the Chief to prepare an emergency plan for the police service that sets out the procedures to be followed during an emergency;
- 1.5 AND whereas section 29 of O. Reg. 3/99 requires a police services board to have a policy with respect to emergency planning by the police service;
- 1.6 AND whereas Part ER-008 of the Policing Standards Manual (2000), a copy of which is attached hereto as Appendix A, contains guidelines directing the Chief and the police service relative to an emergency plan.

NOW THEREFORE THE REGIONAL MUNICIPALITY OF NIAGARA POLICE SERVICES BOARD ENACTS AS FOLLOWS:

2 DEFINITIONS

- 2.1 “Act” means *Police Services Act*, R.S.O. 1990, c.P.15, as amended;
- 2.2 “Board” means the Regional Municipality of Niagara Police Services Board;
- 2.3 “Chief” means the Chief of the Niagara Regional Police Service;
- 2.4 “Manual” means the Policing Standards Manual published by the Ministry of the Solicitor General;’
- 2.5 “Member” means a member of the Niagara Regional Police Service;
- 2.6 “Municipality” means the Regional Municipality of Niagara;

2.7 "Service" means the Niagara Regional Police Service.

3 BOARD POLICY

3.1 The Board recognizes the importance of emergency planning, and it is therefore the policy of this Board that issues involving emergency planning be dealt with in a professional and thorough manner, and in accordance with the procedures established by the Chief as directed by this By-law.

4 DIRECTION TO THE CHIEF

4.1 PROCEDURES

4.1.1 The Chief shall develop and maintain an emergency plan that is in accordance with Appendix A and addresses the roles and duties of the police service during an emergency, and the procedures to be followed by Members during an emergency.

4.2 The Chief shall consult with the Municipality and other emergency services on the development of the emergency plan.

4.3 The Chief shall ensure that the emergency plan is reviewed on an annual basis and amended as required.

5 REPORT TO THE BOARD

5.1 The Chief shall make a written report to the Board on or before August 30 of each year in respect of the emergency plan. The report shall include:

- a. a summary of the emergency plan; and
- b. the status of Service compliance with the said Plan.

6 IMPLEMENTATION

6.1 This By-law shall come into force upon the date of its passage.

6.2 The Chief shall implement this By-law, where applicable, through general order.

ENACTED AND PASSED this 14th day of December 2000.

THE REGIONAL MUNICIPALITY OF NIAGARA POLICE SERVICES BOARD

(Signed Original on File)
Chairperson

(Signed Original on File)
Vice Chairperson

Legislative/Regulatory Requirements

Section 29 of the Adequacy Standards Regulation requires a police services board to have a policy with respect to emergency planning by the police service.

In addition, section 26(1) requires the Chief of Police to prepare an emergency plan for the police service that sets out the procedures to be followed during an emergency.

Furthermore, under section 26(2), the Chief of Police may adopt the municipality's emergency plan as the police service's emergency plan if it addresses the role and duties of the police service during an emergency, and the procedures to be followed by members of the police service during an emergency.

Sample Board Policy

Board Policy # _____

It is the policy of the _____ Police Services Board with respect to emergency planning that the Chief of Police will consult with the municipality and other emergency services on the development of an emergency plan that addresses the role and duties of the police service during an emergency, and the procedures to be followed by members of the police service during an emergency.

Police Service Guidelines

Consultation

1. Every Chief of Police should consult with the municipality and other emergency services on the development of an emergency plan that addresses the role and duties of the police service during an emergency, and the procedures to be followed by members of the police service during an emergency.

Plan

2. Every police service's emergency plan should address:
 - a) the role and duties of the police service during an emergency, including to:
 - i) maintain law and order within the community;
 - ii) notify and assist relevant emergency services, as required;
 - iii) establish a command post, as required;
 - iv) alert persons endangered by the emergency and coordinate evacuation procedures, as necessary;
 - v) establish inner and outer perimeters around the emergency site;
 - vi) notify the Coroner of fatalities and provide assistance with respect to the collection, security and identification of deceased persons, and notification of next of kin;

- vii) ensure the timely and accurate dissemination of information and instructions to the public, in coordination with local emergency management officials;
 - viii) undertake and manage, in concert with any other police action relating to the incident, investigations into criminal acts that have been committed or suspected;
 - ix) provide traffic control to facilitate the movement of emergency vehicles; and
 - x) liaise with other municipal, provincial and federal agencies, as required;
- b) the procedures to be followed by members of the police service during an emergency, including:
- i) initial response, including the role of the first officer on the scene;
 - ii) perimeter control and containment;
 - iii) communications and dispatch;
 - iv) incident command;
 - v) traffic control;
 - vi) evacuation, including community notification procedures, assistance services and forcible removal procedures;
 - vii) mobilization of police personnel;
 - viii) support/assistance to employees and the employees' families;
 - ix) media and public information; and
 - x) investigation;
- c) command/control of police personnel at an emergency;
- d) an up-to-date call-out list of police personnel;
- e) the implementation of an emergency classification system;
- f) arrangements for requesting assistance from other police services or organizations;
- g) undertaking a risk analysis to identify potential hazards in the community;
- h) compliance with appropriate regulatory requirements;
- i) cross references with other relevant emergency/operational plans;
- j) the use of checklists during an emergency;
- k) an up-to-date contact list for:
- i) Head of Council;
 - ii) Chief Administrative Officer/Clerk;
 - iii) Emergency Measures Ontario – Duty Officer and Ontario Provincial Police – Duty Officer after business hours;
 - iv) fire services;
 - v) ambulance services;
 - vi) Coroner;
 - vii) Justice(s) of the Peace;
 - viii) public works;
 - ix) hospitals;
 - x) social services;
 - xi) emergency shelters (schools, community centres, etc.);
 - xii) public utilities (gas, electrical, telephone);

- xiii) Spills Action Centre;
- xiv) CANUTEC; and
- xv) other contacts deemed appropriate;
- l) the periodic review and testing of the emergency plan and participation in municipal emergency plan exercises involving other agencies, e.g., other police services, fire, ambulance, public works and public utilities;
- m) the distribution of copies of the plan, including to communications/dispatch personnel;
- n) police training on emergency response;
- o) conducting an operational review at the conclusion of an emergency; and
- p) the equipment, facilities and clothing available for use by members during an emergency.