



BY-LAW NO. 476-2024

**A BY-LAW RESPECTING
EMERGENCY PLANNING**

1. PREAMBLE

- 1.1 WHEREAS subsection 37 (1) of the *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1*, (“CSPA”) provides that a Board shall provide adequate and effective policing in the area for which it has policing responsibility as required by Section 10 of the CSPA;
- 1.2 AND WHEREAS subsection 38 (2) of the CSPA provides that a Police Service Board may establish policies respecting matters related to the Police Service or the provision of policing;
- 1.3 AND WHEREAS O. Reg. 392/23: Adequacy and Effective Policing (General) (“the Adequacy Regulation”) prescribes standards for adequacy and effectiveness of police services;
- 1.4 AND WHEREAS Section 20 of the Adequacy Regulation 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;
- 1.5 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 SERVICE BOARD ENACTS AS FOLLOWS:

2. DEFINITIONS

- 2.1 “Act” or “CSPA” means the *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1*, and amendments thereto;
- 2.2 “Board” means the Regional Municipality of Niagara Police Service Board;
- 2.3 “Chief” means the Chief of the Niagara Regional Police Service;
- 2.4 “Member” means a member of the Niagara Regional Police Service;
- 2.5 “Ministry” means the Ministry of the Solicitor General;
- 2.6 “Municipality” means the Regional Municipality of Niagara; and

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 Section 20 of the Adequacy Regulation and addresses the roles and duties of the Police Service during an emergency, and the procedures to be followed by Members during an emergency.

4.1.2 The Chief shall consult with the Municipality and other emergency services on the development of the Emergency Plan.

4.1.3 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 By-law No 248-2000, and all other By-laws, sections of By-laws and procedural policies of the Board inconsistent with the provisions of this By-law are hereby repealed effective March 31, 2024.

6.2 This By-law shall come into force on April 1, 2024.

6.3 The Chief shall implement this By-law, where applicable, through General Order.

ENACTED AND PASSED this 25th day of April, 2024.

THE REGIONAL MUNICIPALITY OF NIAGARA POLICE SERVICE BOARD



Jen Lawson, Chair



Deb Reid, Executive Director

Attachment (1)

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.