



FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
From:	Richard Anderson, Director of Emergency Services / Fire Chief
Date of Meeting:	25 April 2017
Subject:	FD 07-2017 Emergency Response Registry

PURPOSE

The purpose of this report is to provide Council with information about a proposal to implement an Emergency Response Registry in the Town of St. Marys. The information provided will help Council to understand and support the implementation of such a service for the citizens of St. Marys.

RECOMMENDATION

THAT FD 07-2017 Emergency Response Registry be received for information.

BACKGROUND

In May 2016 it was identified that the Town of St. Marys did not have an Emergency Response Registry. The purpose of this program is to allow residents with disabilities and/or their caregivers to submit critical information about their living accommodations to St. Marys Fire & Emergency Services. Knowing this information will aid the Fire Department if they have to respond to their residence during an emergency. The information that is collected is strictly confidential and will be used only to assist first responders in the event of an emergency. This type of registry form has been used in various municipalities as well as by my former fire department. It was well received and used by residents as well as by our fire department.

REPORT

I first approached Councillor Lynn Hainer in her capacity as the Council AAC representative in August 2016 with an idea of implementing an Emergency Response Registry program. It was well received and suggested that I present my ideas to the following people; Brent Kittmer, CAO/Clerk, Lisa Lawrence, Manager of Human Resources, Lynn Hainer, Councillor, Brett O'Reilly, Manager of Corporate Communications, Marg McLean, Executive Director, Community Living, Nichole Everitt, Planning Facilitator, Community Living and fire chiefs from local municipalities. Over the past seven months I have worked cooperatively with these people and received valuable suggestions, insight and feedback in order to complete such an undertaking.

During the numerous meetings it was identified that the Emergency Response Registry program is a proactive program designed to collect pertinent information regarding residents with disabilities. This information can help responders determine how to best serve the resident based on their specific needs. It will also provide fire ground size up information that can be used in an emergency that may be posing immediate threat of life.

This program will be used in all aspects of our emergency responses, including medical emergencies, fires, power outages and weather- related types of call for service.

The program is strictly voluntary and those residents wishing to utilize the program will be educated on their responsibilities under the program to ensure that the information received remains current. They will also be advised that the information is going to be placed in the Fire Pro Program service at Stratford Fire Dispatch to be used and relayed in the event an emergency call is received for their residence without the use of their name. All information received by the St. Marys Fire Department will be disclosed and will be in accordance to the Municipal Freedom of Information and Protection Act, R.S.O. 1990 c.M. 56 as amended.

Once implemented all St. Marys Fire Department and Stratford Fire Dispatch staff will be made responsible for understanding the aspects and benefits of this program and how information collected will be utilized during emergency responses.

Town administrative staff will have received training from the Fire Chief with regards to filling out and recording information on the Emergency Response Registry form.

As you review the contents of the form you will notice that it was kept simple and open with regards to letting the applicant fill the necessary information that they deem important.

The form is very easily followed and does not ask for exceptional detail. Types of disabilities, mobility concerns and location of sleeping quarters are all very important pieces of information that is requested on the form. The form also seeks information about such as oxygen usage, number of people with disabilities in the home and the number and types of service animals in the home.

A Privacy Policy section was included to assure the applicant that their information will be kept confidential.

The onus is placed on the resident to update the information on an annual basis as the list is retained for a period of one year from the date it's received. After one year the original document is destroyed.

There are two options available to fill out this form.

Option 1. A hard copy of the registry form would be kept at Town Hall for residents to fill out. Once the form is completed it would be scanned and sent to the Fire Chief. The Fire Chief would keep a log of all the forms to be used by our own dispatcher. Stratford Fire (Fire Chief John Paradis and their dispatch cell) stated that they could also enter this information into their Fire Pro system. Once the Fire Chief received the scanned form he would forward it to Stratford Fire Dispatch so that they could enter it into their system. In the event Stratford Dispatch received a 911 call from a resident that has been registered, they could look at their system and when they dispatch the St. Marys Fire Department out they could provide them with this information through the Active 911/paging system.

Option 2. Using a form filler program which would allow a resident to complete the registry form on line. By using a form filler program it would allow people to type out the information on the page itself. IT personnel could incorporate a "submit by email" application to our website that would allow a resident to submit the form by email directly to myself.

Once the form is approved Corporate Communications will deliver the message to all the residents of St. Marys through a media release, social media and the Town website.

SUMMARY

As Chief, I feel that instituting an Emergency Response Registry program allows St. Marys residents with disabilities or access and functional needs and their families, friends, caregivers and associates an opportunity to provide information to the St. Marys Fire Department so emergency responders can better plan to serve them in a disaster or other emergency.

FINANCIAL IMPLICATIONS

There would be no financial implications associated with this program.

OTHERS CONSULTED

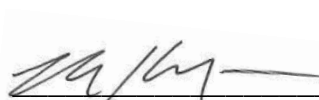
Brent Kittmer, CAO / Clerk
Lisa Lawrence, Human Resources Manager
Fire Chiefs from local municipalities
Lynn Hainer, Councillor, AAC Representative
Brett O'Reilly, Corporate Communications and Events Manager
Stacey Wheal, Corporate Communications Specialist
Marg McLean, Executive Director, Community Living
Nichole Everitt, Planning Facilitator Community Living

ATTACHMENTS

1. Emergency Response Registry Form

Respectfully submitted,



Richard Anderson
Director of Emergency Services / Fire Chief

Brent Kittmer
CAO / Clerk