

Clause 17 in Report No. 1 of Committee of the Whole was adopted, without amendment, by the Council of The Regional Municipality of York at its meeting held on January 21, 2016.

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Emergency Management Program Annual Compliance Review and Bylaw Revision – 2015

Committee of the Whole recommends adoption of the following recommendations contained in the report dated December 18, 2015 from the Chief Administrative Officer:

1. Recommendations

It is recommended that:

1. Council receive this report as confirmation that York Region has completed all the necessary elements to achieve compliance with the Emergency Management and Civil Protection Act and Ontario Regulation 380/04.
2. The Regional Solicitor update the current Emergency Management Program Bylaw to reflect changes to the Emergency Plan and Annexes.
3. The Regional Clerk forward the Program Bylaw and Emergency Plan to the Chief, Office of the Fire Marshal and Emergency Management.

2. Purpose

This report provides an update to Council on the actions undertaken by York

Region to comply with the annual requirements of the *Emergency Management and Civil Protection Act* and Ontario Regulation 380/04 in 2015, and recommends that the Regional Solicitor update the Program Bylaw to reflect changes to the York Region Emergency Plan and Annexes.

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3. Background

Legislation requires all municipalities and provincial ministries to develop and maintain an emergency management program

The *Emergency Management and Civil Protection Act* and Ontario Regulation 380/04 require all Ontario municipalities and provincial ministries to maintain an Emergency Management Program. There are a number of requirements of an Emergency Management Program but the key elements include an emergency plan, training and exercises, public education, Hazard Identification and Risk Assessment (HIRA) and identifying critical infrastructure (CI). These elements must be reviewed, tested or updated annually.

The Province provides oversight on an annual basis to ensure municipalities comply with the requirements and have demonstrated the competencies required to respond and recover from a major incident in the community. The Office of the Fire Marshal and Emergency Management (OFMEM) has developed an Annual Maintenance Checklist to assist municipalities in providing evidence of their annual compliance activities. The completed Checklist and the 2015 Statement of Completion signed by the Community Emergency Management Coordinator and Head of Council (Attachment 1), are then forwarded to Regional Council for information. A By-law adopting the Emergency Management Program and the Emergency Plan and Annexes is prepared.

York Region has consistently met the annual regulatory compliance for its Emergency Management Program since the legislation came into effect on December 31, 2004.

4. Analysis and Options

York Region has met the required Emergency Management Program elements for 2015

Municipalities must conduct an annual review of their Emergency Management Program to ensure all mandatory activities have been completed. The supporting documentation is submitted to OFMEM for review.

York Region has undertaken many initiatives in 2015 to ensure compliance with the *Emergency Management and Civil Protection Act* and Ontario Regulation 380/04. York Region has completed all of the legislated Emergency Management Program elements as highlighted in this report and documented in Attachment 1, and has submitted the Statement of Completion and Compliance Checklist to the Monitor, Audit and Review Unit at the Office of the Fire Marshal and Emergency

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Management for review. The updated Emergency Plan and Bylaw will be sent to the Chief, OFMEM as required under the *Emergency Management and Civil Protection Act*.

York Region partnered with the nine local municipalities to assess and rank existing and emerging hazards and threats

The foundation of an Emergency Management Program is the evaluation of hazards and associated risks that exist within a municipality's jurisdiction. The Hazard Identification and Risk Assessment (HIRA) is a document that identifies the hazards and risks within York Region and must be reviewed annually. York Region conducted a review of its HIRA on October 6, 2015 in partnership with local municipalities, and York Regional Police. A facilitated workshop was conducted to review and update top hazards and risks. The top hazards and risks faced by York Region are:

- Energy emergency (supply)
- Ice storms
- High wind events
- Severe summer storms
- Hazardous materials incidents
- A human health emergency

York Region Critical Infrastructure has been reviewed and updated

Each municipality must review its Critical Infrastructure within its jurisdiction as required by the *Emergency Management and Civil Protection Act* and Ontario Regulation 380/04. Critical Infrastructure is defined as those Regional assets such as water, waste water facilities and EMS stations, which are essential to meet vital human needs, sustain the economy, protect public health, safety and security, and maintain continuity and confidence in government.

Each year, York Region partners with all nine local municipalities to review and update the Critical Infrastructure database. York Region Geographic Information Services Branch consolidates the updated database and provides maps identifying Critical Infrastructure to our municipal partners. The Critical Infrastructure data is made available to contributing stakeholders upon request.

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Electronic maps of Critical Infrastructure allow for additional information to be included such as emergency contact information, hazardous materials on site, and building plans.

The Emergency Response Plan has been reviewed, tested and updated

Each municipality in Ontario must evaluate and update their emergency response plan annually. The plan outlines how it will respond to emergencies and the roles and responsibilities of the Regional Emergency Control Group (RECG). The RECG is comprised of senior management and selected regional staff. The legislation requires that the plan be enacted through Bylaw. The York Region Emergency Plan has been reviewed and updated by incorporating revisions from departments, York Regional Police and the Regional Fire Coordinator and is in compliance with this requirement. There were minor administrative changes to the emergency response plan and Annexes to reflect the structural realignment of some Departments. For example, EMS is now Paramedic and Senior Services.

York Region collaborated with two local municipalities during our annual emergency exercise

Each municipality must conduct an annual emergency practice exercise and ensure that four hours per year of training is provided to members of the RECG and other municipal staff as deemed appropriate by the municipality. These exercises are meant to test the emergency response plan and simulate potential events based on the hazards/risks to the Region. Participants respond to simulated inputs so that in a real event the Region is more fully prepared.

This year's exercise, "Back 2 Basics" took place on May 29, 2015 and was a simulated exercise event involving the Regional Emergency Control Group and the Municipal Emergency Control Groups from the Township of King and the Town of East Gwillimbury.

Exercise "Back 2 Basics" was designed as a review in basic emergency command and control concepts within the Regional Emergency Operations Centre (REOC). The exercise focused on crisis and consequence management functions within the REOC. Exercise participants focused on the core concepts of the Incident Management System (IMS), incident action planning and communications between the three participating Emergency Operation Centers.

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Emergency Management partnered with all nine local municipalities, York Regional Police and NGO's to provide training

On October 23, 2015, York Region partnered with all nine local municipalities, York Regional Police and NGO's to conduct an all-day inter-municipal emergency exercise and training conference for 185 attendees. The theme was business continuity with a focus on events caused by criminal and terrorist intent, featuring scenarios and presentations from a diverse group of professionals.

York Region Emergency Management Program continues to provide training to staff and community stakeholders in partnership with OFMEM and the Justice Institute of British Columbia (JIBC).

In 2015, Emergency Management trained over 500 staff and community partners. A total of 21 classroom based courses were offered ranging from introductory half-day emergency management courses to multi-day certificate courses.

The Public Education and Public Awareness Program directly delivered a range of activities to over 4200 residents in 2015

The Public Education and Awareness Program includes public education on risks to public safety and on personal preparedness for emergencies. The focus of personal preparedness is self-sufficiency for 72 hours. One activity in 2015 included delivering the Emergency Preparedness Program to approximately 3800 Grade 5 students through the Community Safety Village.

Emergency Preparedness Week was held from May 3-9, 2015 and included numerous activities involving community and staff outreach. York Region partnered with all nine local municipalities to host the third annual Emergency Preparedness Fair on May 2, 2015 at the Regional Administrative Centre. It was attended by over 300 residents and included participation from York Regional Police, Ontario Provincial Police, Conservation Authorities, non-government organizations and utilities.

In addition to the activities noted above, York Region Emergency Management hosted four themed workshops that included participation from over 140 staff, emergency management professionals and first responders. They included:

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1. **PanAm/ParaPanAm Games Workshop** – this workshop highlighted the preparedness efforts and partnerships developed for the 2015 Games
2. **Ontario Disaster Relief Assistance Program and the Recovery Process** - this provided insight into the cost recovery process for emergencies
3. **RCMP Terrorism Event Pre-Incident Indicators** – this assisted in training staff to detect, deter and prevent possible terrorist activity
4. **Evacuation and Sheltering In Place of Vulnerable Populations** – participants were trained how to assist vulnerable populations to evacuate or shelter in place

Emergency Management continued its focus on “Vulnerable Populations”, in conjunction with partners such as the York Region Accessibility Advisory Committee and York Housing Inc. by providing an emergency preparedness forum to seniors and people with disabilities.

As part of the public education program, Emergency Management in partnership with all nine local municipalities, continues to promote personal emergency preparedness by distributing the Emergency Preparedness Guide Book. The guide book is also available digitally through the regional website and portal.

York Region consulted nine local municipalities to strengthen the Emergency Social Services (ESS) program

Although the ESS program is not a required compliant element under *the Emergency Management and Civil Protection Act*, it is worth noting that Community and Health Services is leading an effort to formalize its ESS roles and responsibilities. ESS refers to the services provided during and immediately following an emergency to provide for the emotional and physical well-being of evacuees. Although both the Region and local municipalities have always been prepared to provide for residents impacted by an emergency, the roles and responsibilities of the Region, local municipalities and third party service providers (i.e. Canadian Red Cross) need to be formalized. In 2015 consultations took place with each local municipality to determine the best way to deliver the six functional areas of an ESS program: 1) registration and inquiry, 2) sheltering, 3) feeding, 4) clothing, 5) personal services and, 6) reception centre management. This has led to consultations with third party service providers like the Canadian Red Cross and others who will play a role in delivering some of these functions.

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In 2016, revisions will be made to the Regional Emergency Plan Annex 7 (Emergency Social Services) to capture changes to the program and identify third party service providers who are responsible for elements of the program. Most notably, an agreement with the Canadian Red Cross to provide services during an emergency and build capacity in the Region is in development. Local municipalities will also be asked to update their emergency plans to clarify their agreed upon roles and identify the mechanisms for activating elements of the program that may be required during an emergency.

Link to key Council-approved plans

The Emergency Management Program supports the Strategic Priority area to Provide Responsive and Efficient Public Service in the 2015 to 2019 Strategic Plan. In addition, the program supports the Vision 2051 goal area -A Place Where Everyone Can Thrive, through promoting safe and secure communities. The Emergency Management Program protects public safety and creates disaster-resilient communities.

5. Financial Implications

Costs associated with implementing the York Region Emergency Management Program initiatives and meeting legislated compliance were included in the 2015 operating budget.

6. Local Municipal Impact

The key to success in emergency management is our partnerships with the local municipalities and key stakeholders. In 2015, York Region partnered with municipalities in updating the HIRA, the Critical Infrastructure database, in emergency exercises and training, and offering the Emergency Preparedness Guidebook to residents.

7. Conclusion

The *Emergency Management and Civil Protection Act* and Ontario Regulation 380/04 require municipalities to develop and implement an Emergency Management Program including the Emergency Plan by Council Bylaw. The Office of the Fire Marshal and Emergency Management has received documentation confirming York Region has completed all the necessary elements to achieve compliance with the *Emergency Management and Civil Protection Act* and Ontario Regulation 380/04. York Region has met compliance

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for an Emergency Management Program since the Act and Regulations came into effect on December 31, 2004.

The Region will continue to play a key role and partner with stakeholders and local municipalities to ensure emergency management capacity through a collaborative emergency management program.

For more information on this report, please contact Morris Faccin, Manager, Emergency Management at ext. 71212.

The Senior Management Group has reviewed this report.

December 18, 2015

Attachments (1)

6491485

Accessible formats or communication supports are available upon request

Emergency Management Program 2015 Statement of Completion




Municipality: Regional Municipality of York



Verification:

Please attach your completed "Municipal Annual Maintenance Checklist" and have officials sign below as indicated.

We, the undersigned, declare that the Regional Municipality of York has completed all of the necessary requirements of the Emergency Management and Civil Protection Act RSO 1990 and Ontario Regulation 380/04.



Community Emergency
Management Coordinator

Nov 17, 2015
Date



Head of Council

Nov. 18, 2015
Date

OFMEM Use Only:

Data verified by: _____

Date: _____

Head Office receipt: _____

Date: _____

Form C-2-15

ANNUAL MUNICIPAL MAINTENANCE CHECKLIST 2015

NAME OF COMMUNITY: Regional Municipality of York

Date submitted:

Please submit all requested documentation below to Monique Laplante at monique.laplante@ontario.ca, or via mail at the following address:

Monique Laplante
3767 Highway 69 South Floor 6
Sudbury, ON
P3G 1E7

The following information must be provided to the Monitor, Audit, and Review Unit to document compliance

<p>CEMC DESIGNATION AND TRAINING Please provide:</p> <ol style="list-style-type: none"> 1. Names of the primary and alternate CEMCs, and their email and 24/7 phone number 2. Date that they have completed the required training, including: <ol style="list-style-type: none"> a. EM 200 (Basic Emergency Management) b. EM 300 (CEMC Course) c. EM 240 (Note Taking Course) d. IMS 100 (Introduction to IMS) e. IMS 200 (Basic IMS) <p>See O. Reg. 380/04 Part II Section 10 paras 1 – 4 and Fire Marshal & Chief, Emergency Management Guidance: 2015-01-08 (O. Reg 380/04 Training Requirements)</p>	<p>Primary CEMC</p>	<p>Name: Morris Faccin Email : morris.faccin@york.ca Phone : 905 830-4444 ext. 71212 Cell: 905 955-2796</p>
	<p>Trained? Yes/date or no EM 200 (Basic Emergency Management) EM 300 (CEMC Course) EM 240 (Note Taking Course) IMS 100 (Introduction to IMS) IMS 200</p>	<p>BEM Instructor Sept 25, 2006 CEMC May 16, 2006 IMS 100, May 28, 2009 IMS 200, Sept 27, 2012 EM 240 – Nov 5, 2015</p>
	<p>1st Alternate</p>	<p>Name : Guy Hall Email: guy.hall@york.ca Phone : 905 830-4444 ext. 71214</p>
	<p>Trained? Yes/date or no EM 200 (Basic Emergency Management) EM 300 (CEMC Course) EM 240 (Note Taking Course) IMS 100 (Introduction to IMS) IMS 200</p>	<p>BEM Train The Trainer Jan 13-15, 2004 CEMC June 24, 2005 IMS 100, May 28, 2009 IMS 200, Aug 14, 2012 EM 240 - No</p>
	<p>2nd Alternate</p>	<p>Name: Gregory Stasyna Email: Gregory.stasyna@york.ca Phone: 905 830-4444 ext. 71229</p>

The following information must be provided to the Monitor, Audit, and Review Unit to document compliance		
	Trained? Yes/date or no EM 200 (Basic Emergency Management) EM 300 (CEMC Course) EM 240 (Note Taking Course) IMS 100 (Introduction to IMS) IMS 200	BEM Instructor - Jan 20, 2004 CEMC - June 16, 2006 IMS 100 – August 10, 2009 IMS 200 – May 1, 2009 EM 240 - No
EMERGENCY MANAGEMENT PROGRAM COMMITTEE Please provide: <ol style="list-style-type: none"> List or attach a list of committee members, and The dates on which the committee met. See O. Reg. 380/04 Part II Section 11	Names of committee members	David Rennie, Director, Strategies and Initiatives Morris Faccin, Manager, Emergency Management
	Dates of Meetings	January 12, 2015 February 9, 2015 March 16, 2015 April 30, 2015 July 13, 2015 October 15, 2015 November 9, 2015 December 14, 2015
PROGRAM BY-LAW Please provide: <ol style="list-style-type: none"> Date the current By-Law was passed and By-Law number If the by-law has been amended or replaced, provide a copy of the new version to the Monitor, Audit, and Review Unit See EMCPA 2.1 (1)	Date and Number	January 22, 2015 – Bylaw 2015-1
	If by-law has been amended or replaced; has a copy been provided to OFMEM? Yes/no	New Bylaw anticipated January 14, 2016
HAZARD IDENTIFICATION AND RISK ASSESSMENT (HIRA) Please confirm: <ol style="list-style-type: none"> The date on which the HIRA was reviewed by the Program Committee If the HIRA has been updated or amended, provide a copy to the Monitor, Audit, and Review Unit See EMCPA 2.1 (3 – 8 inclusive)	On what date or dates was the HIRA reviewed and by whom.	HIRA was reviewed through a facilitated workshop attended by Regional departmental representatives, including members of the EM Program Committee and the following local municipalities on October 6, 2015. Township of King Town of East Gwillimbury Town of Richmond Hill Town of Whitchurch –Stouffville Town of Newmarket Town of Aurora City of Markham City of Vaughan

The following information must be provided to the Monitor, Audit, and Review Unit to document compliance		
	If HIRA was amended or updated, has a copy been provided to OFMEM?	No. A copy is available for review by the Field Officer or OFMEM, upon request.
EMERGENCY RESPONSE PLAN Please provide: <ol style="list-style-type: none"> The date that the plan was reviewed, By whom it was reviewed, and If amended, a copy of the revised plan, and a copy of the current by-law See EMCPA Section 3 all and EMCPA Section 14 all Also O. Reg. 380/04 Part II Section 15	Date that plan was reviewed.	Emergency Response Plan was reviewed and updated on October 31, 2015
	Who reviewed the plan?	Emergency Response Plan was reviewed by emergency management staff, departmental representatives, York Regional Police, and the Regional Fire Coordinator throughout the summer of 2015 and updated on October 31, 2015.
	If plan was amended, has a copy of the new approved plan and by-law been forwarded to OFMEM and what is the date of approval/passing of revised Plan?	Revised 2015 Emergency Response Plan will be approved by Regional Council at the January 14, 2016 council meeting along with a recommendation to update the Bylaw. A copy of the updated plan will be forwarded to the Chief, OFMEM
EMERGENCY OPERATION CENTRE (EOC) Please provide: <ol style="list-style-type: none"> The location/address and phone number (if available) of the designated EOC, and alternate(s) That the EOC has appropriate communications equipment See O. Reg. 380/04 Part II Section 13.(1) and (2)	Location/address of EOC and alternate(s)	Primary REOC – 17250 Yonge St., Newmarket Back up REOC – 80 Bales Road E., Town of East Gwillimbury
	Date that CEMC or Program Committee confirmed that the EOC has appropriate communications equipment and that it has been tested where possible. CEMC to explain what has changed and when changes were made.	REOC setup drills were conducted on the following dates with documented equipment and communication checks. May 28, 2015 September 11, 2015 December 11, 2015
CRITICAL INFRASTRUCTURE(CI) LIST Please provide: <ol style="list-style-type: none"> The date on which the CI list was reviewed, By whom it was reviewed, and If the CI list has been amended or updated, a copy of the revised CI list. 	Date that CI list was reviewed.	October 15-Nov 13, 2015
	Who reviewed the CI list?	York Region has a CI database that includes all 9 local municipalities. The CI was reviewed by regional departmental staff, CEMC's from the 9 local municipalities and York Regional Police.

The following information must be provided to the Monitor, Audit, and Review Unit to document compliance

See EMCPA Section (3)	If CI list has been amended, has copy been provided to OFMEM and on what date?	The updated CI database and maps has been distributed to all stakeholders. It remains confidential, but available for review by the Field Officer or OFMEM, upon request.
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The following information must be provided to the Monitor, Audit, and Review Unit to document compliance

<p>ANNUAL TRAINING Please provide:</p> <ol style="list-style-type: none"> 1. Date of training, 2. Type of training conducted, and 3. List of attendees <p>See EMCPA Section 2.1 (2) (b) Also EMCPA Section 3.5 Also O. Reg. 380/04 Part II Section 12 (3) Also Fire Marshal & Chief, Emergency Management Guidance: 2015-01-08 (O. Reg 380/04 Training Requirements)</p>	Date(s) of Training	Regional Emergency Control Group- October 23, 2015 Multiple training dates for staff
	Type of training (including note taking, continuity of operations, and hazard-specific training) lasting at least 4 hours	An all-day Inter-municipal Emergency Exercise and Training Conference. There was business continuity with a focus on events caused by criminal and terrorist intent, which features scenarios and presentations from a diverse group of professionals.
	List of attendees	Regional Emergency Control Group and REOC support staff, Municipal Control Groups from all nine local municipalities, York Regional Police, EMS, NGO's, Director of Response, OFMEM, Golden Horseshoe Field Officer, OFMEM
<p>EM Training – Corporate and affiliated populations</p>		<ul style="list-style-type: none"> -Introduction to Emergency Management: 2 courses, February 3 & August 12, 2015 -Introduction to IMS: 2 courses, March 10 & September 15, 2015 -Emergency Information Management (Scribe): 2 courses, May 12 & November 3, 2015 -EOC Introduction: 1 course, April 8, 2015 -IMS 200: 2 courses, July 13-14, 2015, October 31-November 1, 2015 -IMS 300: 1 course, December 8-10, 2015 JIBC courses: <ul style="list-style-type: none"> -EOC Essentials, November 23 & 24, 2015 -EOC Logistics, November 25, 2015 -EOC Planning, November 26, 2015 -EOC Operations, November 27, 2015
<p>ANNUAL EXERCISE Please provide:</p> <ol style="list-style-type: none"> 1. Date of the exercise, 2. Type of exercise conducted, 3. Aim of the exercise, 4. List of participants, 	Date of Exercise	May 29, 2015
	Type of exercise	Functional REOC exercise

The following information must be provided to the Monitor, Audit, and Review Unit to document compliance		
5. Findings of evaluators, and 6. Corrective Actions proposed based on findings of the evaluators. See EMCPA Section 3(5) Also O. Reg. 380/04 Part II Section 12(6)	Aim of exercise	The exercise focused on a return to basics. To understand and carry out crisis and consequence management functions within the REOC while focusing on the core concepts of the Incident Management System (IMS) and incident action planning.
	List of participants	Regional Emergency Control Group Township of King Municipal Emergency Control Group Town of East Gwillimbury Municipal Emergency Control Group
	Findings	Incident action planning as part of the Action Planning Cycle requires constant practice in order to be used effectively within the REOC by Emergency Control Group members Copy of After-Action Report distributed to exercise participants
	Corrective Actions proposed	Implement recommendations from the after-action report Explore options in the 2016 work plan
Other Exercises		Assisted / Support numerous municipal and affiliated agency Emergency Exercises including: <ul style="list-style-type: none"> • City of Markham Exercise – Markex, April 16, 2015 • York Regional Police – Exercise Leviathan, March 16, 2015 • Powerstream – Ex Stormy Times, October 1, 2015 • ARES – Ex Field Day, June 27-28, 2015 • ARES – EX SET, November 7, 2015
EMERGENCY INFORMATION OFFICER (EIO) Please provide: <ol style="list-style-type: none"> 1. The name of the designated Emergency Information Officer. See O. Reg. Part II Section 14 all	Name of EIO	Director of Corporate Communications
	Date appointed	2005
	24/7 contact info	Confidential. Available to Field Officer upon request through CEMC or Alternates

The following information must be provided to the Monitor, Audit, and Review Unit to document compliance

<p>PUBLIC EDUCATION Please provide:</p> <ol style="list-style-type: none"> 1. A description of the Public Education activities conducted by the municipality. 2. Copies of any Public Information materials distributed or utilized. <p>See EMCPA 2.1(2) (c)</p>	<p>Brief description of Public Education Program</p>	<p>Emergency Preparedness Fair conducted on May 2, 2015 in partnership with 9 local municipalities, OFMEM, NGO's, Utilities, Provincial and Federal agencies, Insurance Bureau of Canada.</p> <p>Emergency Preparedness article in York Works circulated to 360,000 households in York Region</p> <p>Conducted four facilitated staff Workshops:</p> <ul style="list-style-type: none"> • Pan/Am Games, March 13, 2015 • ODRAP process and Recovery – March 19, 2015 • RCMP Terrorism Indicators – September 29, 2015 • Evacuation and sheltering in place of vulnerable populations – December 10, 2015 <p>Delivered EM Public education training through multiple mediums:</p> <ul style="list-style-type: none"> • New edition of York Region Emergency Preparedness Guide – printed 35,000 copies and delivered electronically via York.ca website • Social Media – EM related tweets • Local community television messages and interaction with media. • Two Local EP oriented presentations <p>3800 Grade 5 students attended the Emergency Preparedness course at the Community Safety Village</p>
<p>ANNUAL REVIEW Please provide:</p> <ol style="list-style-type: none"> 1. A signed original copy of the "Emergency Management Program Statement of Completion" form and "Annual Municipal Maintenance Checklist". <p>See O. Reg. 380/04 Part II Section 11(6)</p>	<p>Date of Annual Program review by Program Committee</p> <hr/> <p>Date Annual Forms submitted to OFMEM</p>	<p>EM Program reviewed by EM program committee on December 14, 2015.</p> <hr/> <p>January 2016.</p>