

# **Emergency**

## **Chapter 0309 Emergency Response Plan**

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### **Article 1 - Interpretation**

#### **309.1.1 Interpretation**

Duties, functions and actions cited within this Chapter as exercised under an impending or existing emergency condition and are deemed to be: required, necessary, and appropriate. All positions cited within the Chapter shall include alternates/designated persons.

#### **309.1.2 Chief Administrative Officer - defined**

"Chief Administrative Officer" means the Chief Administrative Officer appointed by the Council of the City of Woodstock.

#### **309.1.3 Chief of Police - defined**

"Chief of Police" means the Chief of Police for the Woodstock Police Service.

#### **309.1.4 Citizen's Inquiry Officer - defined**

"Citizen's Inquiry Officer" means the person responsible for managing information requests received from the public in regards to the emergency.

#### **309.1.5 City Clerk - defined**

"City Clerk" shall mean the City Clerk for the City of Woodstock.

#### **309.1.6 City Engineer - defined**

"City Engineer" shall mean the City Engineer for the City of Woodstock.

#### **309.1.7 Community Emergency Management Co-ordinator - defined**

"Community Emergency Management Coordinator" shall mean the person designated by Council as the Emergency Management Program Co-ordinator

as referenced in section 10 of Ontario Regulation 380/04 under the *Emergency Management and Civil Protection Act*, as amended.

**309.1.8 Community Advisory Group - defined**

“Community Advisory Group” shall mean agencies that are called by the Community Control Group. Members of the Community Advisory Group may take an advisory role to the Community Control Group, if determined by the Community Control Group.

**309.1.9 Community Control Group - defined**

“Community Control Group” shall mean the group of individuals directing those services necessary for mitigating the effects of the emergency as referenced in section 12 of *Ontario Regulation 380/04* under the *Emergency Management and Civil Protection Act*, as amended.

**309.1.10 Council - defined**

“Council” shall mean the Council of The Corporation of the City of Woodstock.

**309.1.11 Director of Human Resources – defined**

“Director of Human Resources” shall mean the Director of Human Resources for the City of Woodstock.

**309.1.12 Director of Parks and Recreation - defined**

“Director of Parks and Recreation” shall mean the Director of Parks and Recreation for the City of Woodstock.

**309.1.13 Director of Public Works – defined**

“Director of Public works” shall mean the Director of Public Works for the City of Woodstock.

**309.1.14 Emergency - defined**

“emergency” shall mean a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise. It may further be defined as a situation or impending situation that constitutes a threat of extraordinary proportion to property, the environment, critical infrastructure, economic stability or the health, welfare or safety of inhabitants and visitors to the City of Woodstock, requiring a response by the municipality or community

in excess of that ordinarily exercised.

**309.1.15 Emergency area - defined**

“emergency area” shall mean an area declared to be the scene of an emergency, or an area deemed to have an effect on the area that is declared the scene of an emergency.

**309.1.16 Emergency Information Officer – defined**

“Emergency Information Officer” shall mean the person designated by the Community Emergency Management Coordinator that shall act as the primary media and public contact for the municipality in an emergency.

**309.1.17 Emergency Management Program Committee - defined**

“Emergency Management Program Committee” shall mean the Committee that advises Council on the development and implementation of the municipality’s emergency management program, and reviews the municipality’s emergency management program.

**309.1.18 Emergency Operations Centre - defined**

“Emergency Operations Centre” shall mean the location used by the municipal Community Control Group in an emergency.

**309.1.19 Emergency Site Manager - defined**

“Emergency Site Manager” shall mean the senior fire officer, police officer or Emergency Medical Service Supervisor on “site” from the lead agency involved in the specific type of emergency. This person will be the liaison between the incident scene and the Community Control Group, will oversee the decision making process and will assist in developing a plan of operation and prioritizing action items.

**309.1.20 Evacuation Centre - defined**

“Evacuation Centre” shall mean the temporary care and shelter facility operated by the municipality to accommodate persons displaced by the emergency.

**309.1.21 Fire Chief - defined**

“Fire Chief” shall mean the senior fire official appointed by the Council of the City of Woodstock.

**309.1.22 Manager of Paramedic Services - defined**

“Manager of Paramedic Services” shall mean the Manager of Paramedic

Services for the County of Oxford.

**309.1.23 Mayor - defined**

“Mayor” shall mean the Head of Council for The Corporation of the City of Woodstock. In the extended absence of the Mayor, as determined by the Community Emergency Management Coordinator, the Acting Mayor may act in place of the Mayor.

**309.1.24 Oxford County Director of Human Services - defined**

“Oxford County Director of Human Services” shall mean the Director of Human Services for the County of Oxford.

**309.1.25 Southwestern Public Health – defined**

“Southwestern Public Health” shall mean the Executive Director or Medical Officer of Health for the Southwestern Public Health Unit.

**309.1.26 Treasurer - defined**

“Treasurer” shall mean the Treasurer for the City of Woodstock.

**Article 2 - Emergency Management Program**

**309.2.1 Established - authority**

The City of Woodstock Emergency Management Program is hereby established in accordance with the provisions of the *Emergency Management and Civil Protection Act*, as amended, its regulations, *Ontario Regulation 380/04* and the *Municipal Act, 2001*, as amended.

**309.2.2 Standards - development**

The Emergency Management Program has been developed in accordance with the standards prescribed by the *Emergency Management and Civil Protection Act* and Regulations, and international best practices.

**309.2.3 Program - requirements**

The emergency management program shall consist of:

- a) an emergency plan;
- b) training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
- c) public education on risks to public safety and on public preparedness for emergencies; and

- d) any other element required by the standards for emergency management programs.

**309.2.4 Alternates identified - training provided**

As part of these requirements, alternates for key personnel shall be identified and so designated and shall receive the training and participate in the emergency exercises provided by the municipality.

**Article 3 - Designations**

**309.3.1 Community Emergency Management Coordinator - designation**

The Fire Chief is hereby designated the "Community Emergency Management Coordinator" for the City of Woodstock. The Community Emergency Management Coordinator shall designate the Alternate Community Emergency Management Coordinator for the City of Woodstock.

**309.3.2 Community Emergency Management Coordinator - responsible**

The Community Emergency Management Coordinator is responsible for the development and implementation of the City of Woodstock's emergency management program and shall coordinate the City of Woodstock's emergency management program in so far as possible with the emergency management programs of other municipalities, of ministries of the Ontario government and of organizations outside government that are involved in emergency management.

**309.3.3 Community Control Group – membership**

Membership in the Community Control Group will be comprised of the following officials:

- a) Mayor;
- b) Chief Administrative Officer;
- c) Community Emergency Management Coordinator;
- d) Chief of Police;
- e) Fire Chief;
- f) Manager of Paramedic Services;
- g) Director of Parks and Recreation;
- h) City Engineer;



- i) Clerk;
- j) Treasurer;
- k) Director of Public Works;
- l) Director of Human Resources;
- m) Oxford County Director of Human Services;
- n) Medical Officer of Health and/or Chief Executive Officer Southwestern Public Health;
- o) Emergency Information Officer.

**309.3.4 Community Control Group - function - members required**

The Community Control Group may function with only a limited number of persons depending on the emergency. While the Community Control Group may not require the presence of all the people listed as members of the control group, all members of the Community Control group must be notified.

**309.3.5 Community Advisory Group – membership**

Membership in the Community Advisory Group may be comprised of individuals representing the following organizations:

- a) Ontario Provincial Police;
- b) Gas Utility Manager;
- c) Hydro One Regional Manager;
- d) Local Red Cross;
- e) Regional Coroner;
- f) Thames Valley District School Board;
- g) London District Catholic School Board;
- h) incident industrial representative;
- i) Ministry of the Environment;
- j) local Humane Society or Animal Control;
- k) Upper Thames River Conservation Authority;
- l) Emergency Management Ontario;
- m) liaison staff from Provincial and Federal Ministries;
- n) any other officials, experts or representatives from public or private sectors deemed necessary by the Community Control Group.

### **309.3.6 Emergency Management Program Committee**

Membership in the Emergency Management Program Committee will be comprised of the following officials:

- a) Chief Administrative Officer;
- b) Community Emergency Management Coordinator;
- c) Chief of Police;
- d) Fire Chief;
- e) Manager of Paramedic Services;
- f) Director of Parks and Recreation;
- g) Oxford County Director of Human Services;
- h) Southwestern Public Health.

### **309.3.7 Emergency Management Program Committee Chairperson**

The Chairperson of the Emergency Management Program Committee will be the Community Emergency Management Coordinator.

### **309.3.8 Emergency Information Officer - designation**

The Emergency Information Officer shall be designated by the Community Emergency Management Coordinator. This person has ultimate responsibility, and authority to be the primary media and public contact for the City of Woodstock in an emergency, as outlined in Schedule 'D'.

### **309.3.9 Emergency Operations Centre - primary – secondary**

The locations of the primary and secondary Emergency Operations Centres shall be determined by the Community Emergency Management Coordinator. The locations are outlined in Schedule 'C'.

### **309.3.10 Emergency Operations Centre - other locations**

Notwithstanding the primary and secondary Emergency Operations Centre designations, any other municipal building may be required for the effective control, response and mitigation of an emergency within the City of Woodstock.

### **309.3.11 Emergency Operations Centre - responsibility**

The Community Emergency Management Coordinator shall be responsible for designating, arranging access and set-up of an Emergency Operations Centre.

### **309.3.12 Emergency Operations Centre - communication**

The Emergency Operations Centre shall have appropriate technological and telecommunications systems to ensure effective communication in an emergency. The Emergency Operations Centre should ideally have the communication capabilities outlined in Schedule 'B'.

## **Article 4 - Declaration/Termination of an Emergency**

### **309.4.1 Declaration of an emergency**

Where serious and extensive steps to protect property and the health, safety and welfare of the public are deemed necessary in managing the emergency, the Mayor, on the advice of the Community Control Group, may declare that an emergency exists under the provisions of section 4 of the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9, as amended, and may designate an area within the City of Woodstock as an emergency area.

### **309.4.2 Notification**

Upon declaring an emergency, the Mayor may authorize notification to any of the following:

- a) Emergency Management Ontario;
- b) members of Council;
- c) neighbouring Community Emergency Management Coordinators;
- d) the public;
- e) the media;
- f) Oxford County CAO and officials;
- g) neighbouring community officials;
- h) local Members of Provincial Parliament;
- i) local Members of Parliament

### **309.4.3 Notification - mandatory**

The Mayor will authorize notification to the Solicitor General as mandated in the *Emergency Management and Civil Protection Act*, as amended.

### **309.4.4 Mayor - powers**

The Mayor may authorize any of the following actions, in consultation with the Community Control Group:

- a) evacuation of buildings within the vicinity considered dangerous

- to occupants;
- b) dispersal of persons judged to be in danger of whose presence hinders emergency operations;
- c) discontinuation of any service without reference to other consumers where continuation of service constitutes a hazard within the emergency area;
- d) provision of shelter as required and available for residents of the emergency area in need of assistance due to conditions of the emergency;
- e) deployment of municipal personnel and equipment;
- f) request assistance from volunteers and other agencies not under municipal control;
- g) request assistance from the County of Oxford and constituent municipalities.

#### **309.4.5 Termination of an emergency**

A community emergency may be terminated at any time by:

- a) Mayor;
- b) Council; or
- c) Premier of Ontario.

#### **309.4.6 Termination of an emergency - notification**

When terminating an emergency, the Mayor, or Council may authorize notification to:

- a) Emergency Management Ontario;
- b) members of Council;
- c) neighbouring Community Emergency Management Coordinators;
- d) the public;
- e) the media;
- f) Oxford County CAO and officials;
- g) neighbouring community officials;
- h) local Members of Provincial Parliament;
- i) local Members of Parliament.

## **Article 5 – Emergency Site Manager**

### **309.5.1 Authority over access to emergency area**

The Emergency Site Manager will have the authority to determine which agencies and persons are allowed access to particular and established perimeters within the emergency area.

### **309.5.2 Appointment confirmed - amended**

The appointment of the Emergency Site Manager can be amended or confirmed by the Community Control Group, and the appointment may be reassessed during the course of the emergency.

### **309.5.3 Responsibilities**

The Emergency Site Manager is responsible to:

- a) arbitrate operational issues amongst response agencies;
- b) request assistance from responding agencies for communication and other emergency site management tools;
- c) coordinate the on-site emergency response effort;
- d) assess the situation and determine the site operational plan to ensure that priorities, tasks and tactics have been established to meet the challenges presented or anticipated;
- e) establish perimeters, access points, assembly area, on-site Media Centre and Command Post;
- f) establish interagency communications and protocol;
- g) determine agencies allowed access past the outer and inner perimeters and advise on-site police;
- h) request public information support to assist with the emergency response;
- i) take such action as to minimize the effects of the emergency;
- j) ensure agencies address staff needs concerning stress, fatigue, food, shelter and relief;
- k) maintain a communication link with the Community Care Control Group;
- l) maintain a log of all major decisions, instructions, issues, financial details and actions taken;
- m) prepare and submit a final report containing a summary of

- information gathered from the log referred to above;
- n) prepare and submit an operational evaluation of actions taken at the emergency site including recommendations on changes to the emergency plan or supplementary plans.

## **Article 6 - Community Control Group**

### **309.6.1 Notification/activation**

Any member of the Community Control Group or responding agency may initiate the Alerting System, as outlined in 'Schedule A' when he/she considers an existing or impending emergency warrants such action.

### **309.6.2 Notification - activation duties - Schedule 'A'**

Community Control Group members are responsible for specific notification and activation duties outlined in Schedule 'A'.

### **309.6.3 Operating cycle**

Members of the Community Control Group will gather at regular intervals to inform each other of actions taken and challenges encountered. The Chief Administrative Officer will decide the frequency of meetings and agenda items.

### **309.6.4 Chair**

The Chief Administrative Officer will chair operating sessions of the Community Control Group.

### **309.6.5 Meetings - intent**

The intent of meetings of the Community Control Group shall be to provide an uninterrupted forum for the Community Control Group members to update one another and to recommend necessary action to be taken.

### **309.6.6 Meetings - length**

Meetings of the Community Control Group will be kept as brief as possible to allow members to carry out their individual responsibilities.

### **309.6.7 Support staff**

The Community Emergency Management Coordinator may provide a Secretary to the Community Control Group. Other staff or persons may be utilized to provide support, logistics, or advice.

### **309.6.8 Collective responsibilities**

The collective responsibilities of the Community Control Group include:

- a) calling out and mobilizing the respective emergency service, agency or equipment;
- b) notifying the service, agency or group under their control or with whom they are working, of a declaration or termination of an emergency;
- c) maintaining a record outlining actions taken, including financial, regarding their decisions or orders made;
- d) participating in the debriefing and recovery plan process concerning the emergency;
- e) determining the appropriate location and composition of the Community Control Group;
- f) advising the Mayor as to whether the declaration of an emergency is recommended;
- g) designating an area in the municipality as an "Emergency Area";
- h) ensuring that an Emergency Site Manager is confirmed or appointed;
- i) ordering, coordinating and overseeing the evacuation of inhabitants considered to be in danger;
- j) discontinuing utilities or services provided to the public or private concerns;
- k) arranging for services and equipment from local agencies not under municipal control;
- l) notifying, requesting assistance from, or liaising with various levels of government and any public or private agencies not under municipal control;
- m) determining additional volunteer requirements and if appeals for volunteers are warranted;
- n) determining additional transport needs required for evacuation or transport of persons, special populations, family pets and supplies;
- o) establishing advisory groups and sub-committees;
- p) authorizing expenditure of money required to deal with the emergency.

### **309.6.9 Mayor - responsibilities**

The Mayor is responsible for:

- a) declaring that an emergency exists;
- b) declaring that an emergency has terminated;
- c) notifying the Solicitor General for the Province of Ontario, and other parties of an emergency and termination of the emergency;
- d) obtaining any necessary assistance from the County of Oxford and other levels of government, other municipalities, and other agencies;
- e) ensuring that members of Council are kept informed of the emergency situation;
- f) addressing the media on questions arising from news releases issued by the Emergency Information Officer.

#### **309.6.10 Chief Administrative Officer - responsibilities**

The Chief Administrative Officer is responsible for:

- a) advising the Mayor on policies and procedures;
- b) reviewing major announcements and media releases prepared by the Emergency Information Officer in consultation with the Community Control Group;
- c) assisting the Mayor in addressing the media on questions arising from news releases issued by the Emergency Information Officer;
- d) schedule business cycle meetings held by the Community Control Group, chair said meetings, and ensure related documentation is maintained and kept for future reference;
- e) assisting in establishing a communication link between the Community Control Group and the Emergency Site Manager;
- f) utilizing City resources as required.

#### **309.6.11 Community Emergency Management Coordinator - responsibilities**

The Community Emergency Management Coordinator is responsible for:

- a) maintaining and safekeeping the critical infrastructure and municipal risk assessment manual for the City of Woodstock and related agencies;
- b) ensuring the Emergency Operations Centre(s) have necessary plans and up to date information; are accessible, properly equipped and have the resources, supplies, maps, etc. required



- by the Community Control Group during an emergency;
- c) acting as the liaison with Oxford County's Emergency Management Coordinator;
- d) ensuring that all members of the Community Control Group have necessary plans and up to date information;
- e) providing advice and clarification about the implementation details of the emergency plan;
- f) ensuring liaison with community support agencies;
- g) ensuring that documentation of meetings held by the Community Control Group is maintained and kept for future reference;
- h) conducting the debriefing and recovery plan process concerning the emergency;
- i) preparing a final report containing: a summary of information gathered from the Emergency Operations Centre master log, financial record, decisions made and steps taken; and an operational evaluation of actions taken to service the needs of the emergency incident and the non-emergency areas of the city, including recommendations for changes to the emergency plan or supplementary plans.

### **309.6.12 Chief of Police - responsibilities**

The Chief of Police is responsible for:

- a) when activated by the first responding department, initiating the Emergency Alerting System and ensuring that all members of the Community Control Group are notified;
- b) notifying necessary emergency services;
- c) establishing ongoing communications link with the senior police official at the site of the emergency;
- d) establishing security for the outer perimeter and access points to particular areas, as indicated by the Emergency Site Manager. The outer perimeter will serve as a barrier to persons not associated with the emergency;
- e) providing traffic control to facilitate the movement of emergency vehicles, into and away from the emergency area to designated medical facilities;
- f) alerting persons endangered by the emergency and coordination of evacuation procedures;

- g) designation and opening of reception or evacuee centres, in the event of a sudden emergency;
- h) liaising with Social and Community Services regarding the establishment and operation of local or county evacuation centres;
- i) protecting life, property, and the provision of law and order;
- j) arranging for the opening and use of public and private facilities;
- k) providing police services in the emergency operations centre, evacuation centres, morgues and other facilities;
- l) providing notification to the Coroner per legislated requirements;
- m) liaising with the Coroner;
- n) liaising with the other municipal, provincial and federal police agencies;
- o) providing an Emergency Site Manager, as confirmed or appointed by the Community Control Group;
- p) ensuring that all volunteers assigned for emergency purposes to their agency, department or function are registered and tracked.

### **309.6.13 Fire Chief - responsibilities**

The Fire Chief is responsible for:

- a) activating the emergency notification system through the Woodstock Police Service and notifying the Chief Administrative Officer of an emergency;
- b) providing the Community Control Group guidance on firefighting and rescue matters;
- c) establishing an ongoing communication link with the senior fire official at the scene of the emergency;
- d) determining additional or special equipment needs and recommending possible sources of supply;
- e) informing Mutual Aid Fire Chiefs or initiating mutual aid arrangements for the provision of additional resources;
- f) determining the level and nature of mutual aid fire assistance provided to neighbouring communities;
- g) providing advice and assistance to other municipal departments and agencies;
- h) providing support to non firefighting operations in the areas of

- rescue, casualty collection, evacuation, etc.;
- i) providing an Emergency Site Manager, as confirmed or appointed by the Community Control Group;
  - j) maintaining and housing the mutual aid fire plans and agreements;
  - k) ensuring that all volunteers assigned for emergency purposes to their agency, department or function are registered and tracked;
  - l) establishing communications to the on-site command post through Emergency Operations Centre.

### **309.6.14 Manager of Paramedic Services - responsibilities**

The Manager of Paramedic Services is responsible for:

- a) consulting with police, fire, and other agencies active at the site of the emergency;
- b) ensuring triage at the emergency site;
- c) notifying hospitals for the efficient distribution of casualties;
- d) assessing the need and initial request for on-site medical teams from hospitals and whether assistance is required from police or other emergency services in providing transportation to the scene for these medical teams;
- e) assessing the need and the initial request for special emergency health service resources at the emergency site;
- f) liaising with Southwestern Public Health for the exchange of information;
- g) liaising with the Evacuation Centre site manager to establish medical responses to the Evacuation Centre;
- h) providing the Community Control Group guidance on emergency medical services;
- i) ensuring that all volunteers assigned for emergency purposes to their agency, department or function are registered and tracked.

### **309.6.15 Director of Parks and Recreation - responsibilities**

The Director of Parks and Recreation is responsible for:

- a) arranging for opening and operation of municipally owned buildings required by the Community Control Group;
- b) providing personnel to staff municipal buildings being used during the emergency;

- c) providing municipal arenas as temporary morgues;
- d) liaising with Oxford County Director of Human Services;
- e) staffing for volunteer recruitment in partnership with citizen groups, service clubs and agencies;
- f) completion of volunteer registration forms;
- g) ensuring that all volunteers assigned for emergency purposes to their agency, department or function are registered and tracked.

### **309.6.16 City Engineer - responsibilities**

The City Engineer is responsible for:

- a) providing sources for special equipment;
- b) providing City buses for evacuees;
- c) assessing and reporting extent of damage where there is municipal responsibility;
- d) providing the emergency construction of city roads, streets and public ways;
- e) liaising with Oxford County Director of Public Works regarding sanitary sewers and water systems;
- f) overseeing public utilities to disconnect any service representing a hazard or provision of alternate services or functions;
- g) liaising with conservation and environmental agencies;
- h) providing information on the structural integrity of buildings within the emergency area;
- i) providing mapping requirements for the Community Control Group and the Emergency Site Manager.

### **309.6.17 Director or Public Works – responsibilities**

The Director of Public Works is responsible for:

- a) providing the Community Control Group with guidance on operational matters;
- b) establishing a communication link with senior operations staff to ensure coordinated response;
- c) providing municipal equipment and personnel for operation of equipment;
- d) providing sources for equipment relating to emergency pumping

stations, emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health or Southwestern Public Health;

- e) providing department vehicles or needed equipment to emergency services or requested by the Community Control Group;
- f) providing assistance in clean-up operations;
- g) providing the emergency construction, maintenance and repair of city roads, streets and public ways;
- j) liaising with Oxford County Director of Public Works regarding sanitary sewers and water systems;
- k) overseeing public utilities to disconnect any service representing a hazard or provision of alternate services or functions;
- l) liaising with conservation and environmental agencies;

### **309.6.18 Clerk - responsibilities**

The Clerk is responsible for:

- a) the provision of clerical staff to assist in the Emergency Operations Centre;
- b) arranging for printing of material;
- c) upon direction by the Mayor, arranging special meeting(s) of Council, and advising members of Council of the time, date and location of the meeting(s);
- d) ensuring the operation and staffing of the City of Woodstock switchboard;
- e) providing an inventory of municipal communications equipment and facilities within the municipality that could be used to augment existing communications systems;
- f) ensuring the telephone system at the municipal offices functions as effectively as possible;
- g) acquiring supplemental communication resources;
- h) coordinating and processing requests for human resources;
- i) maintaining a record of requests for assistance from other agencies;
- j) ensuring that all volunteers assigned for emergency purposes to their agency, department or function are registered and tracked.

### **309.6.19 Treasurer - responsibilities**

The Treasurer is responsible for:

- a) coordinating financial management at the emergency;
- b) assisting the City Clerk and Chief Administrative Officer;
- c) providing information and advice on financial matters related to the emergency;
- d) ensuring that records of expenses are maintained for future claim procedures;
- e) providing information technology services personnel to assist with computers, telecommunications, LAN and GIS needs of the Community Control Group;
- f) providing information technology services personnel to coordinate with Woodstock Police Services IT personnel.

### **309.6.20 Director of Human Resources - responsibilities**

The Director of Human Resources is responsible for:

- a) coordinating a staff information hotline and responding to employee inquiries;
- b) registering and managing volunteers required to support emergency response activities;
- c) maintaining a record of individuals employed during the emergency phases;
- d) ensuring safe workplace practices are followed and that appropriate safeguards are in place to protect staff and volunteers;
- e) advising the Community Control Group on matters concerning occupational health and safety legislation;
- f) advising the Community Control Group on legislative and collective agreement aspects of the response;
- g) providing personal assistance to those employees who are impacted by the emergency and establishing the necessary support services to allow employees to continue to report to work during the emergency (i.e., daycare, elder care, food services, rest areas, etc.);
- h) providing recommendations to the Community Control Group on alternate work schedules, worksites, telecommuting, etc. in the event that City facilities are impacted;

- i) ensuring records of human resources and related administrative issues that cover financial liability are completed.

**309.6.21 Oxford County – Director of Human Services - responsibilities**

The Director of Human Services for the County of Oxford is responsible for:

- a) implementing the Emergency Evacuation Centre Plan;
- b) liaising with the Director of Parks and Recreation regarding reception or evacuation facilities under the jurisdiction of the City of Woodstock;
- c) liaising with Southwestern Public Health regarding health needs/inspections of reception or evacuation centres;
- d) liaising with Social and Community Services Departments for staffing of reception or evacuation centres in conjunction with Southwestern Public Health and designated volunteer agencies for the registration, feeding, care, clothing, welfare and shelter of persons and family pets, using the centres;
- e) liaising with the local School Boards when facility(s) is/are required as reception or evacuation centres and that staff and volunteers utilizing the school facility(s) take direction from the Board appointed representative(s) to coordinate use, operation and maintenance of the facilities so utilized;
- f) liaising with the local School Boards when supplemental transportation is required;
- g) ensuring that all volunteers assigned for emergency purposes to their agency department or function are registered and tracked.

**309.6.22 Medical Officer of Health/Chief Executive Officer Southwestern Public Health - responsibilities**

The Medical Officer of Health and Chief Executive Officer of Southwestern Public Health is a shared leadership role and are responsible for:

- a) coordinating all health services on the Community Control Group;
- b) liaising with the Woodstock General Hospital Administrator to notify of the emergency;
- c) liaising with provincial offices for health and environment matters;
- d) providing advice on matters that may adversely affect public health and safety;

- e) coordinating the community response to disease related emergencies or anticipated emergencies such as epidemics according to Ministry of Health & Long-Term Care policies;
- f) liaising with land ambulance service representatives, volunteer and private agencies for augmenting and coordinating public health resources;
- g) ensuring coordination of care of bedridden and special populations at home and in reception or evacuation centres;
- h) monitoring health status and needs in reception or evacuation centres;
- i) in consultation with Woodstock's City Engineer, advising on the need for potable water supplies and sanitation facilities, and participating in post emergency assessment of the environment in conjunction with the Ministry of Environment and the City and County Public Works Departments.

### **309.6.23 Emergency Information Officer - responsibilities**

The Emergency Information Officer is responsible for:

- a) establishing a communication link between the Mayor and media coordinators;
- b) ensuring that all information released to the media and public is approved, timely, and accurate;
- c) ensuring that a media centre established by the Community Control Group is set up and staffed;
- d) liaising with members of the Community Control Group to obtain up-to-date information for media releases, coordinate individual interviews and organize press conferences;
- e) ensuring that the following are advised of the telephone number of the Media Centre: media, Community Control Group, City of Woodstock and Emergency services switchboards, corporate spokespersons, Woodstock Fire Department Public Information Coordinator, Woodstock Police Service Public Relations Officer, neighbouring communities, and any other appropriate person, agency or business;
- f) ensuring that media releases are approved by the Chief Administrative Officer in consultation with the Mayor, prior to dissemination;



- g) distributing hard copies of media releases to key persons handling inquiries from the media;
- h) monitoring news coverage and correcting any erroneous information;
- i) maintaining copies of media releases and newspaper articles pertaining to the emergency;
- j) coordinating media photo sessions and on-scene interviews between the emergency services personnel and the media;
- k) releasing information to the public in accordance with Schedule 'D' of this Chapter.

## **Article 7 - Preparedness**

### **309.7.1 Department procedures**

Each service area and City department shall prepare departmental/functional emergency procedures or guidelines, outlining how it will fulfill its obligations during an emergency. In addition, any plan, map, personnel or resource inventory, contact list or other item to be available for use by the Community Control Group shall be developed and maintained by the responsible parties and a copy shall be forwarded to the Community Emergency Management Coordinator for placement at the Emergency Operations Centre(s).

### **309.7.2 Annual reviews and evaluation of the plan**

The Emergency Management Program Committee shall convene at least annually or at the call of the Community Emergency Management Coordinator to review and make required changes and updates to the emergency management program and refer such recommendations to Council for further review and approval. Each service area and department is responsible for notifying the Community Emergency Management Coordinator of any administrative changes or contact information affecting the appendices, as they are known in order to keep the plan current. Revisions to appendices and minor administrative changes will be made by the Community Emergency Management Coordinator without resubmitting the plan to the Emergency Management Program Committee.

### **309.7.3 Training and emergency exercise program**

The Community Emergency Management Coordinator is responsible for conducting training and annual emergency plan exercises for the Community Control Group and Emergency Operations Centre staff. The

Chief Administrative Officer in conjunction with the Community Emergency Management Coordinator is responsible for making staff, elected officials and additional agencies aware of their assigned functions and responsibilities in an emergency. Senior managers for each service area will ensure that supervisors educate new staff and insure that existing staff are aware of their roles and responsibilities.

#### **309.7.4 Public awareness program**

Public awareness and support is an important element of an emergency management program. Methods for communicating emergency public awareness include:

- a) City of Woodstock website;
- b) brochures and publications for public display or distribution;
- c) National/Provincial emergency preparedness week display;
- d) Emergency Management Week display;
- e) Fire Prevention Week display;
- f) corporate training programs;
- g) feature articles; and
- h) simulated emergency exercises.

### **Article 8 - Repeal**

#### **309.8.1 By-law previous**

All previous by-laws pertaining to the Emergency Plan – Peacetime are hereby repealed and replaced. By-law 9362-20, May 7, 2020.

### **Schedules**

#### **(confidential documents)**

Schedule 'A' - Emergency Alerting System - Activation

Schedule 'B' - Emergency Communications

Schedule 'C' - Emergency Operations Centre - Locations

Schedule 'D' - Emergency Information Plan

Schedule 'E' - Emergency Response Plan