

**TOWNSHIP OF SOUTH-WEST OXFORD
EMERGENCY RESPONSE PLAN**

TOWNSHIP OF SOUTH-WEST OXFORD



EMERGENCY RESPONSE PLAN

Schedule "A"

**To By-Law No. 35-2004
Adopted: July 6, 2004**

**Verification Form 4-3
Emergency Response Plan**

6/25/04

**TOWNSHIP OF SOUTH-WEST OXFORD
EMERGENCY RESPONSE PLAN**

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**TOWNSHIP OF SOUTH-WEST OXFORD
EMERGENCY RESPONSE PLAN**

FOREWORD

This plan has been prepared to assign responsibilities and to guide the immediate actions of key officials in Township of South-West Oxford after the onset of an emergency or in preparation for an impending emergency situation in the Township of South-West Oxford.

This plan has been adopted through By-law No. 35-2004 passed on July 6, 2004 under the legal authority of the Emergency Management Act, R.S.O. 1990, Ch. E.9.

It is essential that all concerned are aware of its provisions and that every official and department be prepared to carry out their assigned functions and responsibilities in an emergency. Department heads are to review this plan on a regular basis and keep up to date their own procedures and arrangements for responding to emergencies.

Dated at the TOWNSHIP of SOUTH-WEST OXFORD Ontario, this 6th day of July, 2004

July 6th, 2004
Date

James Hayes
Mayor

July 6th, 2004
Date

Allen Forrester
Clerk-Administrator

TOWNSHIP OF SOUTH-WEST OXFORD EMERGENCY RESPONSE PLAN

DEFINITIONS AND RELEVANT TERMS

Mayor – Head of Township Council, or in his or her absence the Mayor’s designate.

Coordinator of Emergency Management (CEM) – This position is responsible for the maintenance, revision and distribution of this plan, as well as the coordination of emergency exercises.

Emergency Operations Centre (EOC) – A predetermined location that is equipped with supplies and communications equipment to accommodate the Community Control Group in order to manage the emergency.

Community Control Group (CCG) – The group of individuals directing those services necessary for mitigating the effects of the emergency.

Citizen Inquiry Service – A service established (if necessary) by the Director of Social Services and Housing to respond to and redirect inquiries and reports to the public.

Reception Centre – A facility where evacuees are received and from which emergency services are provided. The evacuees are registered, will have their needs assessed, and action will be taken to address those needs, reunite families and arrange for accommodation. Where feasible, a shelter can be set up at the same location.

Shelter – A facility that provides temporary care and shelter to persons displaced by the emergency. Persons may be sent to a shelter after registering at a reception centre, and/or they may register at the shelter directly.

Emergency Area – The area in which the emergency exists.

Local Emergency – An emergency within the boundaries of the municipality which can be handled satisfactorily using local resources.

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County Emergency – An emergency where the County has been requested to activate their Emergency Response Plan to manage a situation within our municipal boundaries, or where coordination of a larger emergency affecting multiply lower tier municipalities exists.

Recovery – The Recovery Phase begins immediately following an emergency, with efforts to restore minimum services to the stricken area and continues with long-term efforts to return the community to the pre-emergency state. Immediate recovery activities include assessing damage, clearing debris, restoring food supplies, shelter and utilities. Long-term recovery activities include rebuilding and redeveloping the community and implementing mitigation programs.

Triage – The sorting and allocation of treatment/transport to patients or victims according to a system of priorities designed to maximize the number of survivors.

Inner Perimeter – A restricted area in the immediate vicinity of the emergency scene as established by the On-Scene Commanders (police/fire/ambulance). Access to the inner perimeter is restricted to those essential emergency personnel actively involved in the occurrence.

Outer Perimeter – The geographic area surrounding the inner perimeter. This area will serve as the coordination and assembly point for essential emergency personnel. Access to the outer perimeter is restricted to essential emergency personnel as determined by the Emergency Site Manager Incident Commander.

Emergency Site Manager – The person in charge of all operations at the scene of the emergency. Once the Community Control Group appoints the Emergency Site Manager, this person should be relieved of all other responsibilities. The Emergency Site Manager will ensure that updated information with respect to the scene is conveyed to or obtained from the Community Control Group.

TOWNSHIP OF SOUTH-WEST OXFORD
EMERGENCY RESPONSE PLAN
EXECUTIVE SUMMARY

Emergencies are defined as situations or the threat of impending situations abnormally affecting property and the health, safety and welfare of the community, which by their nature or magnitude require a co-coordinated response by a number of agencies under the direction of the Community Control Group. These are distinct from the normal, day to day operations carried out by the first response agencies. “The Emergency Management Act, R.S.O., 1990, C.E.9”

The coordination and deployment of additional resources such as the Canadian Red Cross is an example of an emergency operation that is distinct from routine functions carried out by municipal services. When an emergency situation occurs that requires such additional resources, or requires services that will commit the Township to expenses beyond budgetary guidelines then the immediate activation of this Emergency Response Plan is recommended.

While many emergencies could occur within the Township of South-West Oxford, those most likely to occur are: natural weather related events including floods, blizzards, tornados and ice storms, health related epidemics or man-made emergencies including transportation incidents involving hazardous materials, air or rail accidents, building or structural collapse, industrial explosions, toxic or flammable gas leaks and electrical power blackouts.

This Emergency Response Plan provides general guidelines for response to all types of emergencies. This plan also prescribes procedures and the manner in which some municipal and County employees and other persons will respond to an emergency.

Each time this plan is revised it must be forwarded to Township Council for approval as stated in By-law 35-2004. However; revisions to appendixes and minor administrative changes can be made at the discretion of the Coordinator of Emergency Management without resubmission.

This Emergency Response Plan may be cited as the Township of South-West Oxford Emergency Response Plan.

TOWNSHIP OF SOUTH-WEST OXFORD EMERGENCY RESPONSE PLAN

LEGISLATION

“The Emergency Management Act, R.S.O., 1990, C.E.9,” is the legal authority for this plan. The Act defines an emergency as a situation or impending caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property.

It states that, “The Head of Council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and may make such orders as he or she considers necessary and are not contrary to law to implement the Emergency Response Plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.”

This legislation is the primary authority that allows a municipality to pass a by-law to enact this Emergency Response Plan and governs the provision of necessary services during an emergency. This plan also prescribes procedures to be followed by municipal employees and other persons responding to an emergency.

Important measures enabled under this legislation and which form part of this plan, are:

- ❑ Expenditure of monies associated with the formulation, implementation and maintenance of the Emergency Response Plan;
- ❑ Authorization for Township employees to take appropriate action before formal declaration of an emergency;
- ❑ Specific procedures to be taken for the safety and/or evacuation of persons in an emergency area;
- ❑ Designate other members of Council who may exercise powers and perform the duties of the Mayor under the Emergency Response Plan during the absence or incapacity of the Mayor;
- ❑ Establish committees and designate employees to be responsible for reviewing the Emergency Response Plan, training employees in their functions and implementing the Emergency Response Plan during an actual emergency;
- ❑ Obtaining and distributing materials, equipment and supplies during an emergency; and

TOWNSHIP OF SOUTH-WEST OXFORD EMERGENCY RESPONSE PLAN

LEGISLATION (cont'd)

- Other matters as considered necessary or advisable for the implementation of the Emergency Response Plan during an emergency.

AIM

The aim of the Township of South-West Oxford Emergency Response Plan is to outline a plan of action for the efficient deployment and coordination of the Township of South-West Oxford services, agencies and personnel and allied services to provide the earliest possible response in order to:

- a. safeguard property and the health, safety and welfare of residents
- b. assist area municipalities where mutual aid agreements exist or as requested
- c. minimize the impact of the emergency when possible
- d. restore essential services

TOWNSHIP OF SOUTH-WEST OXFORD EMERGENCY RESPONSE PLAN

MUNICIPAL RESPONSIBILITIES

The following is a summary of key elements of an emergency that the municipality is responsible for:

Response – the earliest possible recognition and response to the emergency by all services that are required;

Control – the earliest possible establishment of overall control of emergency operations by municipal services;

Crowd convergence – the earliest possible establishment of controls to minimize crowd convergence and to maintain order at the emergency site to ensure that emergency operations are not impeded and additional casualties are prevented;

Evacuation – the assessment of potential danger to the residents and the evacuation of personnel if necessary. Evacuations usually require the establishment of reception centers/shelters with the minimum provision of a registration and inquiry service;

Rescue – the rescue of trapped or incapacitated persons and the provision of medical attention/treatment at the site. The provision of controlled evacuation and appropriate distribution of casualties to hospitals;

Social Services – the provision of necessary essential social services as required for persons affected by the incident and for emergency personnel involved;

Media & Public Information (Mayors responsibility)– to provide accurate official information as early as possible to: County Warden and neighbouring municipalities, and external agencies involved in emergency operations; the news media to provide the public with timely information to alleviate concerns, concerned individuals seeking personal information

Recording Costs – to ensure that a cost record of emergency related expenses is compiled to aid in the preparation of municipal claims associated with provincially directed assistance, and to aid in the preparation of requests for compensation from provincial or federal governments if qualifying for such compensation.

Recovery – to ensure that the community is returned to pre-emergency state. The recovery period may be brief or prolonged depending upon the vastness of the devastation, and will include preventative measures mitigation, where possible, against future reoccurrence.

**TOWNSHIP OF SOUTH-WEST OXFORD
EMERGENCY RESPONSE PLAN**

PART 1

**ACTIVATION, ALERTING AND
OPERATION CENTRE**

TOWNSHIP OF SOUTH-WEST OXFORD EMERGENCY RESPONSE PLAN

ACTIVATION OF EMERGENCY RESPONSE PLAN

When an emergency situation exists, but has not yet been declared to exist, municipal employees may take such action(s) under this Emergency Response Plan as may be necessary to protect the lives and property of the inhabitants of the Township of South-West Oxford.

The Plan should be activated under the following conditions:

- a. Under the Mayor's discretion if the onset of the situation is immediate;
- b. Upon the recommendation of the Community Control Group;
- c. When Township facilities are threatened;
- d. When an extraordinary demand is placed on Township resources beyond budgetary provisions;
- e. When a widespread, far-reaching incident is encountered such as an epidemic, or an environmental incident.

TOWNSHIP OF SOUTH-WEST OXFORD EMERGENCY RESPONSE PLAN

EMERGENCY ALERTING SYSTEM

A serious emergency situation will usually be first identified by the emergency services that are among the first on the scene. If the primary on-site service responders, being Police, Fire or Public Works representatives are satisfied that a serious or potential serious emergency situation exists the following steps should be initiated:

- a. If the first responder representative is not a member of the Community Control Group, please alert your organization's designated member immediately;
- b. The decision to initiate the Alerting System and call for the assembly of the Community Control Group (CCG) can be made by any member of the CCG or their designate;
- c. Inform the O.P.P. of which Emergency Operations Centre (EOC) that the group should report to: **(Appendix B)**

INITIATION PROCEDURES

1. Contact persons on notification list **(Appendix A)** in order.
2. If primary person cannot be reached at any of the listed numbers, contact alternate.
3. Once the end of the list has been reached, retry contacting any persons not contacted on first attempt.
4. Make note of the exact time that each person was contacted.
5. Inform Woodstock Dispatch, of the emergency and the location of the Emergency Operations Centre

TOWNSHIP OF SOUTH-WEST OXFORD EMERGENCY RESPONSE PLAN

EMERGENCY OPERATIONS CENTRE

The Community Control Group (CCG) will report to the Emergency Operations Centre designated by the first authorized person activating the Township Emergency Alerting System.

The Community Control Group will assemble at the designated location. If this location is not appropriate, then the alternate emergency operations centre will be utilized. The decision regarding the location of the Emergency Operations Centre will be made in consultation with the lead agencies involved with the emergency. Once this decision has been made, the location will be assembled to function as the Emergency Operations Centre.

A list of primary and secondary Emergency Operations Center's is located in **Appendix B**, including a listing of supplies/resources available on site for operating the location as an EOC.

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PART 2

**DECLARATION
OF EMERGENCY**

TOWNSHIP OF SOUTH-WEST OXFORD EMERGENCY RESPONSE PLAN

DECLARATION OF EMERGENCY

The Mayor or Mayor's designate is responsible for declaring that a municipal emergency exists. This decision is usually made in consultation with other members of the Community Control Group; however it can be made at the Mayor's discretion. Upon such declaration, the following organizations and persons shall be contacted immediately:

- Minister of Community Safety and Correctional Services by contacting Emergency Management Ontario (EMO).
 If difficulty in contacting EMO call O.P.P. Duty Officer
- Warden, County of Oxford. Assistance from the County of Oxford may be requested by contacting the Warden without activating the County Emergency Response Plan.
- Neighbouring/Area Municipalities. Requests for assistance or activation of mutual aid agreements may be necessary.
- Local M.P.P.
- Local M.P.

When the resources of the Township become over extended resulting in the inability to effectively control or support the emergency, the Mayor may request that County of Oxford Emergency Response Plan be activated by contacting the Warden or CAO-Clerk.

The Township Community Control Group may continue to function to control the response to the emergency or if the County Community Control Group has been asked to control the emergency, may function to support the residents of the Township impacted by the emergency.

If the County Community Control Group assumes responsibility to control the response to the emergency, South-West Oxford's Mayor becomes an automatic member of the CCG.

The Premier of Ontario or designated Minister may assume authority and control in accordance with Section 7(3) of the Ontario Emergency Management Act.

**TOWNSHIP OF SOUTH-WEST OXFORD
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PART 3

**TERMINATION
OF EMERGENCY**

TOWNSHIP OF SOUTH-WEST OXFORD EMERGENCY RESPONSE PLAN

TERMINATION OF EMERGENCY

An emergency may be terminated at any time by:

- a. The Mayor;
- b. Municipal Council;
- c. Premier of Ontario

Upon termination of an emergency, the Mayor must notify the Minister of Community Safety and Correctional Services by contacting Emergency Management Ontario (EMO)

If difficulty in contacting EMO, call OPP Duty Officer

The Mayor should also inform the following persons that the emergency has been terminated:

- d. Municipal Council;
- e. County of Oxford Warden;
- f. Neighbouring municipal officials, as required;
- g. Local M.P.P.
- h. Local M.P.

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PART 4

COMMUNITY

CONTROL

GROUP

TOWNSHIP OF SOUTH-WEST OXFORD EMERGENCY RESPONSE PLAN

COMMUNITY CONTROL GROUP (CCG)

Composition of CCG – (Appendix A)

Emergency operations will be directed and controlled by the elected and appointed officials listed below who will assemble for this purpose at an operation centre. This group will be known as the Community Control Group (CCG). The CCG will not be limited to, but will be composed of persons, or their alternates holding the following positions:

- a. Mayor;
- b. Council Designate (to act in mayoral capacity if required)
- c. Chief Administrative Officer
- d. Coordinator of Emergency Management
- e. Director of Public Works, or alternate
- f. Drainage Superintendent
- g. Fire Chief designate, or alternate
- h. O.P.P. Detachment Commander, or alternate
- i. County of Oxford Director of Public Health & Emergency Services, or designate
- j. County of Oxford Director of Social Services, or designate
- k. Emergency Information Officer

**TOWNSHIP OF SOUTH-WEST OXFORD
EMERGENCY RESPONSE PLAN**

**RESPONSIBILITIES OF COMMUNITY CONTROL GROUP
OFFICIALS**

Some or all of the following actions may need to be considered and dealt with by the CCG:

- a. Recommend to the mayor that an emergency exists and that it should be declared and designate emergency area;
- b. Recommend the appointment, or confirm the designation of an emergency site manager necessary to coordinate emergency services operating on scene. Recommend unified incident commander trained.
- c. Authorizing special expenditures of funds for implementing the Emergency Response Plan;
- d. Arranging for the evacuation of areas or buildings in which the residents are considered to be at risk from a safety or health point of view;
- e. Arranging for assistance to emergency health authorities in the collection and evacuation of casualties;
- f. Arranging for the dispersal of people not directly connected with emergency operations who by their presence are considered to be in danger or whose presence hinders emergency operations;
- g. Arranging for the discontinuance of utilities or services provided by public or private concerns without reference to consumers in the Township when necessary, or when continuation of such utilities or services constitutes a hazard to public safety in the emergency area;
- h. Arranging for accommodation or welfare support on a temporary basis for residents needing such assistance as a result of the emergency;
- i. Calling in and employing Township personnel and equipment required in the emergency;

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- j. Arranging for services and equipment from agencies not under Township control to assist in the emergency, for example private contractors, volunteer agencies or service clubs;
- k. Arranging for assistance from senior levels of government or from neighbouring municipalities as may be required;
- l. Establishing a Local Emergency Information Centre to issue authoritative instructions to the public and accurate releases to the media;
- m. Arranging for a registration and inquiry service to handle individual requests for information concerning relatives who may have been temporarily relocated due to the emergency;
- n. Provide critical incident stress management to address emotional trauma of impacted residents, and for public safety personnel. Provision of service can be requested from an Emergency Management Ontario representative;
- o. Arranging for assistance to neighbouring municipalities affected by an emergency.
- p. Designate individual responsible for scribe taking;
- q. Ensure that participating agencies each submit a report to Coordinator of Emergency Management so that findings may be reported to Council and that agencies participate in an operational debriefing conducted within a specified period following termination of the emergency;
- r. Review recovery guidelines as per Appendix H to determine if implementation of guidelines is necessary prior to termination of emergency

TOWNSHIP OF SOUTH-WEST OXFORD EMERGENCY RESPONSE PLAN

Additional Support to CCG

Additional personnel may be added to the Community Control Group depending on the nature of the emergency. Advisors, officials, experts or representatives from such agencies may be deemed necessary by the Community Control Group: **(Appendix C)**

1. provincial ministries; (i.e. EMO, MOE, MNR)
2. public or private utilities;
3. medical officer of health;
4. coroner;
5. school boards;
6. industrial representatives;
7. legal representatives;
8. volunteer agencies (Canadian Red Cross, Salvation Army)
9. Conservation Authorities

TOWNSHIP OF SOUTH-WEST OXFORD EMERGENCY RESPONSE PLAN

MAYOR

The Mayor, with the advice of the CCG, will be responsible in the emergency for:

- a. Declaring an emergency to exist if appropriate and ensuring the Minister of Community Safety and Correctional Services (Emergency Management Ontario) has been notified;
- b. Chairing meetings of the CCG, making decisions, determining priorities and giving direction to the heads of Municipal services;
- c. Requesting assistance from neighbouring municipalities, from the County and from senior levels of government when required;
- d. Requesting assistance from volunteer and other outside agencies not under Municipal control as required;
- e. Terminating the state of emergency when appropriate and ensuring the Minister of Community Safety and Correctional Services is advised of such termination;
- f. Approving news releases and public announcements;
- g. Maintain a record of actions taken.

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COUNCILLOR DESIGNATE

The Councillor Designate will be responsible in an emergency for:

- a. Acting as Head of Council in the absence of the Mayor;
- b. Relieving the Mayor as Chairman of the CCG during a protracted emergency;
- c. Other responsibilities as assigned by the Mayor;
- d. Maintain a record of actions taken.

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CHIEF ADMINISTRATIVE OFFICER

- a. Act as the principal staff officer to the Mayor and provide advice pertaining to legal and financial matters;
- b. Advise the Mayor on administrative matters;
- c. Activate Alerting System, if required;
- d. Maintain a record of actions taken.

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COORDINATOR OF EMERGENCY MANAGEMENT

Upon learning of a potential emergency, the Coordinator of Emergency Management will consider the possible need to assemble the CCG and, if warranted, will initiate the alerting system to assemble the CCG as outlined Appendix A of this plan. The Coordinator of Emergency Management will decide if the alternate location for the CCG should be used and will advise when initiating the assembly procedure if this is necessary. The Coordinator of Emergency Management will proceed to the Emergency Operations Centre to assume the following responsibilities in the emergency:

- a. Organizing the Emergency Operations Centre and arranging for the provision of equipment and data identified in **Appendix D**;
- b. Coordinating resource staff to assist in records management, and compiling records of costs incurred as a result of emergency action
- c. Acting as communications member of the CCG, arranging for effective communications to and from the emergency site and also outward to assisting authorities; and
- d. Arranging for periodic relief of CCG members and support staff in a protracted emergency.
- e. Arrange for the feeding of Community Control Group personnel;
- f. Conduct operational debriefing following termination of emergency;
- g. Following emergency, receive agency reports and report findings to Township Council;
- h. Maintain a record of actions taken.

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DIRECTOR OF PUBLIC WORKS

Upon learning of a potential emergency, the Director of Public Works will consider the possible need for assembling the CCG and, if warranted, will contact the Coordinator and request the CCG be assembled. The Director of Public Works will alert Public Works Department staff and will report to the Emergency Operations Centre to assume the following responsibilities as engineering member of the CCG:

- a. Providing advice on engineering matters to the Mayor and the CCG;
- b. Arranging for Township staff and equipment to assist in containing the emergency situation support emergency services;
- c. Assisting traffic control and evacuation operations by arranging for equipment to clear emergency routes, for the erection of temporary barriers, and the placing of road signs;
- d. Arranging for engineering materials and equipment from neighbouring municipalities, from County resources and from private contractors as required;
- e. Assisting the Fire Chief in procedures to deal with special hazards such as spills;
- f. Ensuring that record is kept of Requests for outside assistance;
- g. Co-ordinating all requests for transportation and determining the availability and response time of buses;
- h. Maintaining contact with the weather office and providing the CCG with such data and the impact of changes in the weather on the conduct of the emergency operations;

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DIRECTOR OF PUBLIC WORKS (cont'd)

- i. Carrying out the responsibilities of Township Flood Coordinator in a flood emergency and maintaining liaison with the Conservation Authority.

- j. Re-establishing essential Township services at the end of the emergency period;

- k. Maintain a record of actions taken.

**TOWNSHIP OF SOUTH-WEST OXFORD
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DRAINAGE SUPERINTENDENT

- a. Carry out the responsibilities of Twp Flood Coordinator in a flood emergency and maintaining liaison with Conservation Authorities.
- b. Advisor in regards to contamination leaching into water system
- c. Advise of drainage outlets.
- d. Maintain a record of actions taken.

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FIRE CHIEF

The nature of the emergency may require that the fire chief be totally committed to the on site operations. The Township has 3 area fire chiefs, one chief being the designate on the CCG with the other two chiefs acting as liaisons to the designate when assembled at the Emergency Operations Centre to assume the following responsibilities:

- e. Providing advice on fire-fighting matters to the Mayor and the CCG;
- f. Arranging for assistance through the Mutual Aid Fire System as required;
- g. Providing advice to other Township services to bring into play other equipment and skills needed to cope with the emergency;
- h. Contacting Hydro One or Erie Thames Power, gas utilities or petroleum companies for assistance in the emergency if needed;
- i. Establishing, with Ministry of the Environment, and industry representatives, procedures to deal with special hazards such as chemical or petroleum spills, explosions or noxious fumes; and
- j. Arranging that a record is kept of outside assistance called for by Fire Departments involved;
- k. Maintain a record of actions taken.

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O.P.P. REPRESENTATIVE

Upon learning of a potential emergency, the Detachment Commander will consider the possible need for assembling the Township CCG and, if warranted, will contact the Clerk-Administrator and request the authority to implement the alerting procedure. The Detachment Commander will then report to, or send a representative to, the Emergency Operations Centre to assume the following responsibilities as Police member of the CCG:

- a. Arranging for the notification of residents who will be required to evacuate their residence or area in accordance with the evacuation plan;
- b. Providing advice on law enforcement matters to the Mayor and the CCG;
- c. Arranging for traffic control at the site of the emergency, to permit rapid movement of emergency workers and equipment;
- d. Establish inner and outer perimeters in consultation with other responding agencies;
- e. Directing the sealing off of the emergency area and the on site dispersal of crowds, if necessary;
- f. Will obtain O.P.P. mobile command unit equipped with portable power generator if requested;
- g. Coordinating Police operations with Municipal Departments and with neighbouring Police authorities, and arranging for additional Police assistance as required;
- h. Arranging for the protection of property in the emergency area;
- i. Provide security for the EOC;

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O.P.P. REPRESENTATIVE (cont'd)

- j. Arrange and provide for professional scribe/note taker for purposes of logging all decisions and outcomes of the CCG.
- k. Notification of Coroner in the event of fatalities;
- l. Maintain a record of actions taken.

**TOWNSHIP OF SOUTH-WEST OXFORD
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COUNTY EMERGENCY MANAGEMENT COORDINATOR

If requested by the Township's Community Control Group (CCG), the County Emergency Management Coordinator will join the CCG, and he/she will reassign regular responsibilities of position as necessary

The County Emergency Management Coordinator will also advise the CCG on the County of Oxford's Emergency Response Plan.

Relative to ambulance services, the Manager of Emergency Services will:

- a. ensure the Oxford County EMS Operations Supervisor is communicating with the "Emergency Site Manager" in order to:
 - i. establish ambulance staff and vehicle 'staging area';
 - ii. direct ambulance vehicle access and egress routes relative to the emergency site;
 - iii. assign Field Supervisor to designated medical triage area;
- b. communicate with Oxford County EMS QA/Training Supervisor to ensure the availability of local paramedics, ambulance vehicles, emergency support units and first response units;
- c. coordinate with the Central Ambulance Communications Centre (CACC) on the response of additional paramedics, ambulance and support units, if needed;
- d. notify the Duty Officer of the Emergency Health Services Branch, Ministry of Health and Long-Term Care;
- e. determine if additional or special medical teams and equipment are required and coordinate the response (i.e. on-site medical teams, multi-patient vehicles, air ambulance);
- f. provide assistance to allied emergency services and Township departments as required;
- g. Maintain a record of actions taken.

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PART 5

OTHER

SUPPORT STAFF

AND AGENCIES

TOWNSHIP OF SOUTH-WEST OXFORD EMERGENCY RESPONSE PLAN

OTHER SUPPORT STAFF AND AGENCIES

SUPPORT STAFF

Support staff should be organized to carry out the following duties:

- a. Assist the Coordinator of Emergency Management with EOC operations by
 - (i) Co-ordination of records management to establish a paper trail.
 - (ii) duties of recording decisions and actions taken including maintenance of a communications log assigned to a professional scribe that will be arranged by O.P.P. representative; and
 - (ii) maintain an events display board.
- b. Answer and maintain a record of all public inquiries followed by report outlining public's concerns provided to Director of Social Services and Housing;
- c. Maintenance, control and registry of volunteers at the CCG;
- e. Monitor the media broadcasts;
- f. Maintenance, control & registry of persons admitted into the EOC;
- g. Provide essential housekeeping for the EOC.

TOWNSHIP OF SOUTH-WEST OXFORD EMERGENCY RESPONSE PLAN

SOCIAL SERVICES REPRESENTATIVE

The County of Oxford Director of Social Services, or designate will assume responsibility in an emergency for:

- a. Activate Emergency Alerting System, if required;
- b. Providing advice on social services matters to the Mayor and the CCG;
- c. Designate the Registration Centre and the Shelter(s);
- d. In consultation with the Red Cross, Salvation Army and St. John Ambulance, be prepared to assist municipalities in their efforts to support their residents whose lives have been impacted by the emergency with the provision of:

Emergency clothing: to provide adequate protection from the elements,

Emergency lodging: to provide adequate temporary accommodation for the homeless,

Registration and inquiry services: to reunite families and to collect information and answer queries concerning the safety and whereabouts of missing persons,

Emergency feeding: to sustain those without food or adequate food preparation facilities, and

Individual and family services: to assist and counsel individuals and families in need and to provide special care to unattached children and dependent adults.

- e. Contacting and providing direction to volunteer groups able to assist in welfare functions, when so directed by the CCG;
- f. Provide staff to operate a Citizen Inquiry service;
- g. In consultation with Director of Public Health and Emergency Response Planning, establish an “outreach program” for the victims of the emergency;
- h. Ensuring the alternate to this position is trained and aware of all responsibilities of this position;
- i. Maintain a record of actions taken.

TOWNSHIP OF SOUTH-WEST OXFORD EMERGENCY RESPONSE PLAN

DIRECTOR OF PUBLIC HEALTH & EMERGENCY SERVICES

Upon learning of a potential emergency, the Director of Public Health and Emergency Services, or designate will consider the possible need from a Health point of view for activating this Emergency Response Plan and, if warranted, will recommend this action to the Mayor. The Director of Public Health and Emergency Services will consider the need for a Health Representative with the CCG and if considered advisable will provide a representative to join the CCG to assume the following responsibilities:

- a. Activate Alerting System, if required;
- b. Advising the Mayor and the CCG on public health matters;
- c. Providing authoritative instructions on health and safety matters to the public;
- d. Providing advice on any matters that may adversely affect public health;
- e. Liaison with the County's designated Medical Officer of Health;
- f. Liaison with the Ontario Ministry of Health and Long-Term Care;
- g. Coordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health and Long-Term Care policies;
- h. Arranging for mass immunization if needed;
- i. Ensuring co-ordination and care of home bound bed-ridden residents and invalids during an emergency, and liaison with Community Care Access Centre for a listing of persons;

**TOWNSHIP OF SOUTH-WEST OXFORD
EMERGENCY RESPONSE PLAN**

DIRECTOR OF PUBLIC HEALTH & EMERGENCY SERVICES

(Cont'd)

- j. Liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources;
- k. Ensuring coordination of all efforts to prevent and control the spread of disease during an emergency;
- l. Arranging for the testing of water supplies and recommending alternate sources where purity of water is questionable;
- m. Notifying other members of the County's Public Health Department regarding the need for portable water supplies and sanitation facilities, through implementation of the Public Health Emergency Response Plan;
- n. Liaison with Director of Social Services and Housing on areas of mutual concern regarding health services in reception and shelters; and
- o. In consultation with the Director of Social Services and Housing, establish an "outreach program" for the victims of the emergency;
- p. Ensuring the alternate to this position is trained and aware of all responsibilities of this position;
- q. Maintain a record of actions taken.

TOWNSHIP OF SOUTH-WEST OXFORD EMERGENCY RESPONSE PLAN

EMERGENCY INFORMATION OFFICER

The O.P.P. Media Officer will implement the Media Plan in accordance with O.P.P. policies and procedures and will assume responsibility in the emergency for:

- a. Preparing public announcements and news releases concerning the emergency for approval by the Mayor;
- b. Arranging with media representatives for assistance in promulgating warnings and directions to the public that have been approved by the Mayor;
- c. Issuing news releases approved by the Mayor to the Media;
- d. establishing, when such is considered necessary by the CCG, an information desk or point of contact near but not in the Emergency Operations Centre to which the emergency services can direct members of the public or media representatives seeking information;
- e. Informing the media of the point of telephone access for the public to reach the Red Cross inquiry service, if such service is in operation, so that this information can be passed to the public quickly; and
- f. Setting up press conferences and organizing of public meetings;
- g. Maintain a record of actions taken.

TOWNSHIP OF SOUTH-WEST OXFORD EMERGENCY RESPONSE PLAN

CANADIAN RED CROSS

The Canadian Red Cross will assist the community in an emergency in the form of a registration and inquiry service as described in the Department of National Health and Welfare "Registration and Inquiry Manual". This service will assist the public in locating immediate relatives who have left their homes as a result of the emergency. Inquiry services may be operated from outside the disaster area in accordance with Red Cross standard operating procedures and may involve the assistance of the Amateur Radio Emergency Service. When an inquiry service is activated, the Red Cross will arrange that the telephone number(s) to be used by relatives making inquiries is publicized through the Media under the supervision of the Director of Social Services and Housing.

AMATEUR RADIO EMERGENCY SERVICE (A.R.E.S.)

A.R.E.S. is the volunteer group that coordinates Amateur and G.R.S. radio in the area. They are prepared to establish emergency radio communications for any purpose required including registration and inquiry services and communications between hospitals under the supervision of the O.P.P. A.R.E.S. Emergency Coordinators are listed in Appendix C (Additional Support to CCG).

SALVATION ARMY

The Salvation Army has an emergency capability in welfare, short term accommodation, clothing and feeding and will respond within their budgetary capabilities when requested by the CCG under the supervision of the Director of Social Services and Housing.

TOWNSHIP OF SOUTH-WEST OXFORD EMERGENCY RESPONSE PLAN

SCHOOL BOARDS

The Thames Valley District School Board and the London District Catholic School Board are responsible for the following duties under the supervision of the Director of Social Services and Housing:

- a. the provision of any school (as appropriate and available) for use as an evacuation or reception centre as designated by the Community Control Group.
- b. Upon being contacted by the Social Services representative, providing a school board representative(s) to co-ordinate and provide direction with respect to the maintenance, use and operation of the facilities being utilized as evacuation or reception centers; and
- c. In the event of an emergency during normal school hours the Principal(s) of the affected school(s) until directed otherwise are responsible for:
 1. implementing a school Stay-Put Emergency Response Plan;
or
 2. implementing the school Evacuation Plan depending on the nature and scope of the emergency.

ST. JOHN AMBULANCE

In coordination with the County Manager of Emergency Services, provide staff and vehicles to support Oxford County EMS and other emergency services. St. John Ambulance will also provide mobile first aid stations to shelters, reception centres and other areas designated by the Township's Community Control Group. They will also assist in the evacuation of persons with special needs that do not necessarily require medical attention (i.e. wheelchairs, walkers, stretchers, etc.) under the supervision of the Manager of Emergency Services.

TOWNSHIP OF SOUTH-WEST OXFORD EMERGENCY RESPONSE PLAN

HOSPITALS

The area receiving hospitals are responsible for:

1. implementing their respective Hospital Emergency Response Plan;
2. liaison with the County Director of Public Health and Emergency Services and the Manager of Emergency Services with respect to hospital and medical matters, as required;
3. evaluate requests for the provision of medical site teams/medical triage teams;
4. liaison with the Ministry of Health and Long-Term Care.

**TOWNSHIP OF SOUTH-WEST OXFORD
EMERGENCY RESPONSE PLAN**

**PART 6
ASSISTANCE
AND
COMPENSATION**

TOWNSHIP OF SOUTH-WEST OXFORD EMERGENCY RESPONSE PLAN

ASSISTANCE AND COMPENSATION

COUNTY ASSISTANCE

When the support and assistance of County Services are needed in an emergency, the Mayor may contact the Warden or the CAO-Clerk of the County to request such assistance or request activation of the County of Oxford Emergency Response Plan.

TOWNSHIP OF SOUTH-WEST OXFORD EMERGENCY RESPONSE PLAN

PROVINCIAL ASSISTANCE

Under certain circumstances, the departments and agencies responding to an emergency according to the Township's Emergency Response Plan may require assistance from ministries and agencies of the Province of Ontario. A request for these services shall not be deemed to be a request that the Province of Ontario assume authority and control of the emergency. It is highly recommended that Emergency Management Ontario be contacted immediately in an emergency or impending emergency situation. It is Emergency Management Ontario's mandate to coordinate emergencies and coordinate the request for assistance from provincial ministries and agencies.

In addition, a staff member of Emergency Management Ontario can be dispatched immediately to assist the CCG. If an Emergency is declared, notify the Ministry of Community Safety and Correctional Services immediately by contacting Emergency Management Ontario (EMO). If you experience difficulty reaching this number, please contact the O.P.P. Duty Officer.

The Ontario Disaster Relief Assistance Program (ODRAP) is available to municipalities seeking assistance for their residents. The municipality must request a "disaster area declaration" from the Minister of Municipal Affairs with the passage of a resolution to be submitted to the Minister within 14 working days of the date of the disaster. Upon the declaration of a "disaster area" by the Minister, under the authority of ODRAP, Council will immediately appoint members to a disaster relief committee to administer ODRAP as required.

**TOWNSHIP OF SOUTH-WEST OXFORD
EMERGENCY RESPONSE PLAN**

**PART 7
EMERGENCY
RESPONSE
PLAN
MAINTENANCE**

TOWNSHIP OF SOUTH-WEST OXFORD EMERGENCY RESPONSE PLAN

EMERGENCY RESPONSE PLAN MAINTENANCE

Annual Review (4th week in November)

This plan will be reviewed annually and where necessary, revised by a meeting of the Community Control Group (CCG).

Each time this plan is revised, it must be forwarded to council for approval. However, revisions to the appendixes and minor administrative changes can be made without resubmitting the plan to Council for approval each time.

It is the responsibility of each person, agency, service or department named within this Emergency Response Plan to provide timely notification of any revisions to the appendixes or administrative changes to the Coordinator of Emergency Management.

Testing of Plan (4th week in November)

An annual exercise will be conducted in order to test the overall effectiveness of this Emergency Response Plan and provide training to the CCG. Resulting recommendations from such exercises should be incorporated in this plan in a timely manner.

Internal Procedures

Each service involved with this Emergency Response Plan will prepare functional emergency procedures or guidelines outlining how it will fulfill its responsibilities during an emergency. Each service will ensure that it designates a member of its staff to maintain and revise its own emergency procedures or guidelines.