



County of Oxford

Emergency

Response Plan

Schedule "A"
To
By-law No. 5561-2014
April 23, 2014

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COUNTY OF OXFORD EMERGENCY PLAN

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COUNTY OF OXFORD EMERGENCY PLAN

Definitions and Relevant Terms

Warden - The Head of Council or Deputy Warden for the County of Oxford.

County Chief Administrative Officer - The Chief Administrative Officer or Alternate for the County of Oxford.

Director of Public Health and Emergency Services - The Director of Public Health and Emergency Services or Alternate for the County of Oxford.

Director of Public Works - The Director of Public Works or Alternate for the County of Oxford.

Director of Human Services - The Director of Human Services or Alternate for the County of Oxford.

Director of Corporate Services and Library - The Director of Corporate Services and Library or Alternate for the County of Oxford.

Community Emergency Management Coordinator - The Community Emergency Management Coordinator or Alternate for the County of Oxford. The Coordinator is responsible for the maintenance, revision and distribution of this plan, as well as coordinating emergency exercises.

Manager of Emergency Services - The Manager of Emergency Services or Alternate for the County of Oxford.

Senior Police Official - The Inspector or Alternate of the Ontario Provincial Police and/or the Police Chief or Alternate of Woodstock Police Service. Considering the location of the emergency, the Warden will appoint the senior police official.

Fire Coordinator - The current Oxford County Fire Coordinator as appointed by the Ontario Fire Marshall, or Alternate.

Mayor of Affected Area Municipality - The Head of Council or Alternate of an Area Municipality of Oxford County directly affected by the emergency.

Oxford County Paramedic Services Operations Supervisor - The Operations Supervisor or Alternate of Oxford County Emergency Medical Services.

County Emergency Information Officer - The County Emergency Information Officer will be the Manager of Communications & Strategic Engagement. The Manager of Communications & Strategic Engagement may appoint an alternate to act as Emergency Information Officer. The County Emergency Information Officer is responsible for organizing the dissemination of information to the media from the County Emergency Operations Centre (CEOC) Media Information Centre.

Citizen Inquiry Service - A service established (if necessary) by the County Director of Corporate Services to respond to and redirect inquiries and reports from the public.

County Emergency Operations Centre (CEOC) - The location from which the County Emergency Control Group operates. The locations for the County Emergency Operations Centres are listed in [Appendix 2](#).

County Emergency Control Group (CECG) - That group of individuals directing those services necessary for mitigating the effects of the emergency. The County Chief Administrative Officer is responsible for coordinating the administrative operations within the County Emergency Operations Centre.

Inner Perimeter (Hot Zone) - A restricted area in the immediate vicinity of the emergency scene as established by the Emergency Site Coordinator. Access to the Inner Perimeter is restricted to essential emergency personnel actively involved in the response as determined by the Emergency Site Coordinator.

Access Perimeter (Warm Zone) - A designated area surrounding the Inner Perimeter. This area will serve as a co-ordination and assembly point for essential emergency personnel. Access to this perimeter is restricted to essential emergency personnel as determined by the Emergency Site Coordinator.

Outer Perimeter (Cold Zone) - The geographic area outside the Access Perimeter where the public is not in danger and access is not restricted.

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

On-Site Media Spokesperson - The On-Site Media Spokesperson is appointed by the Emergency Site Coordinator at the time of the emergency. This person is responsible for coordinating the fast accurate dissemination of information to the media from the On-Site Media Information Centre. The Spokesperson will also work closely with the Emergency Information Officer to ensure that information released to the media from

the scene is consistent with information being released from the Media Information Centre.

On-Site Media Information Centre - The location at or near the scene from which the media may gather for updated media releases and conferences. This location will be determined by the On-Site Media Spokesperson with the approval of the Emergency Site Coordinator and the County Emergency Information Officer.

County Emergency Operations Centre (CEOC) Media Information Centre - The location at or near the County Emergency Operations Centre from which the media may gather for updated media releases and conferences. This location will be determined by the County Media Coordinator Emergency Information Officer.

Reception Centre - A reception centre is a facility where evacuees are received and from which emergency services are provided. The evacuees are registered and will have their needs assessed. Action will be taken to address the evacuees' needs, reunite families and arrange for accommodation.

Evacuation Centre - An evacuation centre is a facility that provides temporary care and shelter to persons displaced by the emergency. Persons may be sent to an evacuation centre after registering at a reception centre or they may register at the evacuation centre directly.

Red Cross Branch Emergency Services Chairperson - The Chairperson of the Emergency Services Committee of the local Red Cross Branch is responsible for supervising and coordinating all activities of the Red Cross Branch during an emergency.

Emergency Area - The area in which the emergency exists.

Municipal Emergency Control Group (MECG) - A group of individuals directing the services necessary for mitigating the effects of a local emergency.

Local Emergency - A local emergency is an emergency which exists within the boundaries of one municipality that can be managed appropriately by the municipality.

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COUNTY OF OXFORD EMERGENCY PLAN

FORWARD

This plan has been formulated to assign responsibilities and to guide the immediate actions of key officials in Oxford County after the onset of an emergency.

For this plan to be effective, it is essential that all concerned be made aware of its provisions and that every official and department be prepared to carry out their assigned functions and responsibilities in an emergency.

Regular exercises will be staged to ensure the arrangements embodied in this plan are kept current and that all are kept familiar with its provisions. Department heads should likewise review and keep up to date their own procedures and arrangements for responding to emergencies.

April 25 2014
Date

2014/04/25
Date

Don McKay
Warden
County of Oxford

[Signature]
Chief Administrative Officer
County of Oxford

COUNTY OF OXFORD

BY-LAW NO. 5561-2014

BEING a By-law to repeal By-law No. 4536-2005 and By-law No. 5433-2013 and to enact a new By-law adopting an Emergency Management Program that includes an Emergency Plan along with other legislated requirements, for protecting property and the health, safety and welfare of the inhabitants of an emergency area.

WHEREAS, the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 (the "Act"), provides that every municipality is required to develop and implement an emergency management program and the council of the municipality shall adopt by by-law the emergency management program. The emergency management program shall consist of an emergency plan, public education on risks to public safety and on public preparedness, and 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 efforts.

AND WHEREAS, the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 (the "Act"), provides that every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees and other persons will respond to the emergency, and that the council of the municipality shall by by-law adopt the emergency plan.

AND WHEREAS, the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 (the "Act"), requires the emergency management program and emergency plan to conform to standards as set out in Ontario Regulation 380/04 including the establishment of a program committee.

AND WHEREAS, Council has adopted Public Health and Emergency Services Report No. PHES 2014-03, dated April 9, 2014.

NOW THEREFORE, the Council of the County of Oxford enacts as follows:

1. That the Emergency Management Program (the "Program") as established in the Emergency Management Program Committee Terms of Reference attached hereto as Schedule "B" and forming part of this By-law is hereby adopted.
2. That the Emergency Response Plan and Appendices attached hereto as Schedule "A" and forming part of this By-law is hereby adopted.
3. That amendments to Schedule "A" of a minor housekeeping nature (such as but not restricted to dates, names, titles) may be adopted by resolution of Council but substantive revisions (such as but not restricted to roles, responsibilities, procedures) shall be adopted by By-law.
4. That By-law No. 4536-2005 and By-law No. 5433-2013 be and the same are hereby repealed.

READ a first and second time this 23rd day of April, 2014.

READ a third time and finally passed this 23rd day of April, 2014.


DONALD E. MCKAY, WARDEN


BRENDA J. TABOR, CLERK

I hereby certify this to be a true copy of
County of Oxford By-law No. 5561-2014

April 25, 2014

Date


Brenda J. Tabor, Clerk

COUNTY OF OXFORD EMERGENCY PLAN

PART I - EXECUTIVE SUMMARY**1.1 INTRODUCTION**

This Plan has been prepared in order to provide key officials, agencies and departments within the County of Oxford with a guideline to the expected initial response to an emergency, and an overview of their responsibilities during an emergency.

For this Plan to be effective, it is important that all concerned be made aware of its provisions, and that every official, agency and department be prepared to carry out their assigned functions and responsibilities in the event an emergency. The following paragraphs provide an overview of the background and some of the highlights of this Plan.

1.2 LEGISLATION

Legislation entitled the Emergency Management and Civil Protection Act is the primary authority enabling municipalities to develop their own emergency plan.

Section 4(1) of the Emergency Management and Civil Protection Act 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 make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.

Section 5 of the Emergency Management and Civil Protection Act entitled “Conformity with upper-tier plan” states that:

The emergency plan of a lower-tier municipality in an upper-tier municipality, excluding a county, shall conform to the emergency plan of the upper-tier municipality and has no effect to the extent of any inconsistency and, for the purposes of this section, the Corporation of the County of Lambton shall be deemed to be an upper-tier municipality.

The County of Oxford is an upper-tier municipality. Under the Municipal Act, a “regional municipality” means an upper-tier municipality that was a regional or district municipality or the County of Oxford on December 31, 2002.

1.3 HIGHLIGHTS OF THE PLAN

There are eight Area Municipalities within the County of Oxford, each having the responsibility to make provisions for the extraordinary arrangements and measures that may have to be taken to safeguard property, and the health, safety and welfare of the residents of the Municipality when faced with a local emergency. This responsibility will be met by the development and maintenance of Municipal Emergency Plans.

The initial response to a disaster or emergency in the County of Oxford will be the responsibility of the Municipality directly affected. The Municipality will continue to be responsible for the conduct of the emergency operations unless:

- a. the emergency is not a local emergency and the County Emergency Control Group assumes control of the emergency site operations; or
- b. the Mayor of the Municipality requests that the County assume control of the emergency site operations.

The County Emergency Plan is designed to meet the following contingencies:

- a. provide guidelines for the provision of support to a Municipality without assembling the County Emergency Control Group;

- b. provide for the assembly of the County Emergency Control Group to respond to local emergencies to:
 - (1) support the Municipality in the conduct of their emergency operations;
 - or
 - (2) on the request of the Mayor of the Municipality, assume control of the emergency site operations; and
- c. make provisions for the extraordinary arrangements and measures that may have to be taken to safeguard property and the health, safety and welfare of the residents of the County when faced with an emergency that is not local in nature.

The Mayor of the affected Municipality may request assistance from the County of Oxford by contacting the Warden. Assistance may then be provided without formally assembling the County Emergency Control Group.

When the resources of an Area Municipality become overextended, resulting in the inability to effectively control or support the emergency, the Mayor will request that a member of the County Emergency Control Group activate the County Emergency Alerting System. The request to assemble the County Emergency Control Group will clearly indicate whether the County is being asked to assume control of the emergency or to provide support to the Municipality. The alerting of the County Emergency Control Group will be completed in accordance with Appendix I. Contact lists will be reviewed annually and revised as necessary.

The County Emergency Alerting System will be activated under the following conditions:

- (a) The Mayor or Acting Mayor of the affected Area Municipality may request of the County Warden that the County of Oxford Emergency Plan be activated;
- (b) When an emergency cannot be defined as a local emergency the County of Oxford Emergency Plan shall be implemented;
- (c) When County of Oxford facilities are threatened the County of Oxford Emergency Plan may be activated;
- (d) At the discretion of the County Warden when an extraordinary demand is placed on County resources; and

- (e) When a widespread, far-reaching incident is encountered such as an epidemic, an environmental accident or a falling satellite.

The Mayor or Acting Mayor of the affected Area Municipality will then become a member, or appoint a member of Council to represent the Municipality as a member of the County Emergency Control Group. All decisions made by the County Emergency Control Group with respect to the lives and property of the affected Area Municipality will be made in consultation with the Mayor or Acting Mayor of the affected Area Municipality.

The Mayor of an affected Area Municipality will maintain his or her authority over the employees of the Municipality and, if considered appropriate, may continue to operate a Municipal Emergency Control Group to coordinate activities such as those required to support the residents of the Municipality whose lives have been impacted by the emergency.

Resources within the County of Oxford may not allow for representatives from each emergency and support service or agency to take part on every Municipal Emergency Control Group as well as the County Emergency Control Group. Therefore, once the County Emergency Plan is implemented, it is important to form a County Emergency Control Group (CECG) which encompasses representatives from both the Municipal and County levels, as overall coordination and deployment of resources required to mitigate the effect(s) of the emergency will be the responsibility of the County Emergency Control Group in accordance with the Emergency Management and Civil Protection Act , R.S.O. 1990, chapter E.9.

However, it should be stressed that in any emergency, or threat of an emergency, members of the County Emergency Control Group or their alternates may be called together by the appropriate aforementioned authorities to make decisions or to be on standby without having to declare that a County emergency exists.

This emergency plan may be cited as the "COUNTY EMERGENCY PLAN".

COUNTY OF OXFORD EMERGENCY PLAN**PART II - LEGAL AUTHORITIES AND AIM****2.1 INTRODUCTION**

As per the Act, emergencies are defined as:

situations or impending situations 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 otherwise or other health risk, an accident or an act whether intentional or otherwise.

An emergency can be caused by the forces of nature, an accident, an international act or otherwise, that constitutes a danger of major proportions to life or property. Those most likely to occur within the County of Oxford include tornados, floods, hurricanes, blizzards, transportation accidents involving hazardous materials, rail or air crashes, toxic or flammable gas leaks, epidemics, electrical power outages, building or structural collapse, uncontrollable fires, explosions, break down and flow of essential services/supplies, or any combination thereof.

The coordination and deployment of resources such as St. John's Ambulance is an example of an emergency operation and is distinct from routine functions carried out by County and Municipal agencies, e.g., fire fighting, police activities, ambulance services, or road repair.

This emergency plan provides a general guideline 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.

2.2 AUTHORITY

The Emergency Management and Civil Protection Act, R.S.O. 1990, chapter E.9, is the primary authority enabling passage of the by-law formulating this emergency plan which will govern the provision of necessary services during an emergency. This plan has been prepared under the authority vested in Oxford County Council by both the Emergency Management and Civil Protection Act and the Municipal Act. Important measures enabled under legislation and which form parts of this plan are:

- a. expenditure of monies associated with the formulation and implementation of the emergency plan;
- b. authorization for County employees to take appropriate action before a formal assembly of the County Emergency Control Group;
- c. specific procedures to be taken for safety and/or evacuation of persons in an emergency area;
- d. to designate other members of Council who may exercise powers and perform the duties of the Warden under the emergency plan during the absence or incapacity of the Warden;
- e. to establish committees and designate employees to be responsible for reviewing the emergency plan and to train employees in their functions and implementation of the emergency plan during an actual emergency;
- f. to obtain and distribute materials, equipment and supplies during an emergency; and
- g. such other matters as are considered necessary or advisable for the implementation of the emergency plan during an emergency.

2.3 AIM

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

- a. protect and preserve life and property;
- b. assist the Area Municipalities as requested;
- c. minimize the effects of the emergency on the County of Oxford; and
- d. restore essential services.

COUNTY OF OXFORD EMERGENCY PLAN
**PART III - ACTIVATION OF PLAN, ALERTING SYSTEM AND
OPERATIONS CENTRE**

3.1 ACTIVATION OF EMERGENCY PLAN

This plan may be activated under the following conditions:

- a. At the threat of an impending Emergency and/or at the scene of an emergency, the first responders will assess the situation to determine if this is an event that exceeds the capability of the area municipality and may require extraordinary measures to contain, respond to, and recover from the situation.

The Chief of Police for the City of Woodstock, Inspector O.P.P., County Fire Coordinator, Manager of Emergency Services or any other member of the CECG or their alternate may request that the CECG assemble or be placed on Standby Alert in accordance with [Appendix 1](#).

- b. The Mayor or Acting Mayor of the affected Area Municipality may request of the County Warden that the County of Oxford Emergency Plan be activated and indicate whether or not the County is being asked to assume control of the emergency or to provide support to the Municipality;
- c. When an emergency cannot be defined as a local emergency;
- d. When County of Oxford facilities are threatened;
- e. At the discretion of the County Warden, when an extraordinary demand is placed on County resources; and
- f. When a widespread, far-reaching incident is encountered such as an epidemic, an environmental accident or a falling satellite.

3.2 COUNTY EMERGENCY ALERTING SYSTEM

The Woodstock Police Service Communications Centre is responsible for alerting the County Emergency Control Group and passing on information as required. At the request of a member of the CECG, Woodstock Police Service Staff Sergeant on duty will immediately notify the members that a Standby Alert has been issued, or that the CECG are to assemble at the CEOC or meet on the Emergency Conference Bridge.

When a member of the CECG receives a warning of a real or potential emergency, that member will immediately contact the Woodstock Police Service dispatch and direct them to initiate the notification of the CECG. The member initiating the call must identify who they are, provide pertinent details, e.g., time and place for the CECG to meet, and the particulars of the emergency.

The County Emergency Control Group will report to the Emergency Operations Centre that is selected by the County Emergency Control Group Member activating the Alerting System or may be requested to assemble on the Emergency Conference Bridge.

County Emergency Control Group Members are provided with an emergency alert notification wallet card and detailed instructions.

If deemed appropriate, on receipt of the emergency alert call, each member of the County Emergency Control Group will:

- a. Initiate their own internal notification procedures of their staff and volunteer organizations as required;
- b. Sign on to the Emergency Conference Bridge (refer to alert notification procedures (wallet card or Blackberry Contact CECG) or proceed as directed to the identified Emergency Operation Centre and be prepared to report to the Chair(s) of the County Emergency Control Group on the status of their organization and resources;
- c. Bring any required items, including a copy of the County Emergency Response Plan, extra clothing, phone lists, cell phone/Blackberry, laptop, photo ID, etc.;
- d. Evaluate the need and action as required for alerting community volunteer agencies as to possible involvement. The committing of such agencies to action must be done under the authority of the Chair of the County Emergency Control Group.

3.3 COUNTY EMERGENCY OPERATIONS CENTRE

The County Emergency Control Group will assemble at the designated centre and determine if that site is appropriate. If the site is not appropriate, the CECG will decide where future meetings are to take place. The decision regarding the location will be made in consultation with the lead agencies involved with the emergency, such as the police force, as appropriate.

Appendix 2 – EOC Activation Guidelines provides a detailed description for the set up and activation of the County of Oxford Emergency Operations Centre (EOC) during an emergency or disaster. The document addresses the facility, personnel, procedures and technical requirements for activating the EOC and for supporting emergency operations from that centre, or from an alternate facility, in a large-scale emergency situation. All EOC support personnel should be familiar with the contents of this document and be prepared to complete the responsibilities as assigned.

The primary Emergency Operation Centre will be the County Administration Building, 21 Reeve Street, Woodstock, ON (519)539-9800 1-800-755-0394.

COUNTY OF OXFORD EMERGENCY PLAN
PART IV - DECLARATION OF AN EMERGENCY

4.1 ACTION PRIOR TO DECLARATION

When an emergency situation exists, but has not yet been declared to exist, municipal or county employees may take such action(s) under this emergency plan as may be necessary to protect the lives and property of the inhabitants of Oxford County. When such actions are undertaken, they shall be reported as soon as practicable to the CAO, who shall in turn advise the Warden and Members of County Council of the actions taken and the circumstances under which they were taken.

When the County feels that a situation which may escalate to a point at which an emergency may be declared, the Warden will contact Emergency Management Ontario in order that they and other Provincial Ministries can begin to provide advice and assistance very early during the event.

4.2 ASSESSMENT PROCESS

Prior to a decision to declare an emergency, the Warden, or in the Warden's absence, the Deputy Warden, as the Head of Council, in consultation with the County Emergency Control Group should assess the situation using the Checklist in Consideration of a Declaration of Emergency ([Appendix 4](#)). The factors affecting this decision could include:

- Response coordination required because of: significant number of people at risk, large widespread event, multiple emergency sites and multiple municipality's involved.
- Resource coordination required because of: limited municipal resources, significant need for outside resources, need to coordinate local resources.
- Declaration of Local Emergency or Provincial Emergency is made.

4.3 DECLARATION OF MUNICIPAL EMERGENCY

The Mayor or Acting Mayor is responsible for declaring that a Municipal emergency exists within the boundaries of that Area Municipality. This decision is made in consultation with other members of the Municipal Emergency Control Group. Upon such declaration, the Mayor or Acting Mayor notifies:

- a. the Warden (or alternate);
- b. the Solicitor General by contacting Emergency Management Ontario 24/7 at:

Emergency Management Ontario (Toronto)

Phone: 1-866-314-0472

Fax :..... (416) 314-0474

Should you have difficulty in contacting the PEOC then call the OPP General Headquarters at (705) 329-6950 and ask for assistance in contacting EMO.

- c. the Area Municipal Council;
- d. the public;
- e. neighbouring Municipal Officials, as required;
- f. Local Member of Provincial Parliament (MPP);
- g. Member of Parliament (MP); and
- h. Ministry of Municipal Affairs and Housing Ontario Disaster Relief Assistance Program (ODRAP).

The Mayor or Acting Mayor of the affected Area Municipality may request assistance from the County of Oxford by contacting the Warden without activating the County Emergency Plan.

When the resources of the Area Municipality become overextended resulting in the inability to effectively control or support the emergency, the Mayor or Acting Mayor of the affected municipality may request that any member of the County Emergency Control Group activate the County Emergency Alerting System, through the Communications Centre of the Woodstock Police Service.

Once the County Emergency Plan is implemented, the Mayor or Acting Mayor may act as a member of the County Emergency Control Group or delegate a member of

the Local Council to represent the Municipality as a member of the County Emergency Control Group.

The Municipal Emergency Control Group may continue to function at the local level to control the response to the emergency, or if the County Emergency Control Group has been asked to control the emergency, may function to support the residents of the Municipality whose lives have been impacted by the emergency.

All decisions by the County Emergency Control Group (as appropriate) affecting the lives and property of the inhabitants within the affected Area Municipality shall be made in consultation with the Mayor or Acting Mayor of the affected Area Municipality.

4.4 DECLARATION OF COUNTY EMERGENCY

The Warden, or in the Warden's absence, the Deputy Warden, as the Head of Council, in consultation with the County Emergency Control Group, is responsible for declaring an emergency to exist within the County of Oxford. Upon declaration of an emergency the Warden will notify the following persons:

- a. the Solicitor General by contacting Emergency Management Ontario 24/7 at:

Emergency Management Ontario (Toronto)

Phone: 1-866-314-0472

Fax :..... (416) 314-0474

Should you have difficulty in contacting the PEOC then call the OPP General Headquarters at (705) 329-6950 and ask for assistance in contacting EMO.

- b. the Mayor or Acting Mayor of affected Area Municipality;
- c. Members of County Council;
- d. the Area Municipal Councils;
- e. the public;
- f. neighbouring Municipal Officials, as required;
- g. Local Member of Provincial Parliament (MPP);
- h. Local Member of Parliament (MP); and
- i. Ministry of Municipal Affairs and Housing (ODRAP).

When the Warden, or in the Warden's absence, the Deputy Warden, as the Head of Council, in consultation with the County Emergency Control Group, declares an emergency, the Declaration of Emergency form ([Appendix 5](#)) will be signed and forwarded to Emergency Management Ontario Duty Officer at **(416)314-0474**.

When the combined resources of the County of Oxford and the Area Municipalities are deemed insufficient to deal with the emergency, the County Warden may submit a request to the Province of Ontario for assistance or to assume responsibility for control and direction of the emergency. This request is to be made to the Ministry of Community Safety and Correctional Services by calling Emergency Management Ontario:

Emergency Management Ontario available 24 hours a day, 7 days a week at 1-866-314-0472 or fax 1-416-314-6220.

Should you have difficulty in contacting the PEOC then call the OPP General Headquarters at **(705) 329-6950** and ask for assistance in contacting EMO.

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

COUNTY OF OXFORD EMERGENCY PLAN
PART V - TERMINATION OF AN EMERGENCY

5.1 TERMINATION OF A MUNICIPAL EMERGENCY

A Municipal Emergency may be declared terminated at any time by:

- a. the Mayor or Acting Mayor;
- b. Municipal Council; or
- c. the Premier of Ontario.

Upon termination of a Municipal Emergency, the Mayor or Acting Mayor will notify:

- a. the Warden or Deputy Warden;
- b. the Solicitor General, by contacting Emergency Management Ontario available 24 hours a day, 7 days a week at 1-866-314-0472;
- c. the Area Municipal Council;
- d. the public;
- e. Local Member of Provincial Parliament (MPP);
- f. Local Member of Parliament (MP);
- g. neighbouring Municipal Officials, as required; and
- h. Ministry of Municipal Affairs and Housing (ODRAP).

5.2 TERMINATION OF A COUNTY EMERGENCY

A County Emergency may be declared terminated at any time by:

- a. the Warden or Deputy Warden;
- b. County Council; or
- c. the Premier of Ontario.

Upon termination of a County Emergency, the Warden notifies:

- a. the Mayor or Acting Mayor of affected Area Municipality;
- b. the Solicitor General by contacting Emergency Management Ontario available 24 hours a day, 7 days a week at 1-866-314-0472;
- c. County Council;
- d. the public;
- e. neighbouring Municipal Officials, as required;
- f. Local Member of Provincial Parliament (MPP);
- g. Local Member of Parliament (MP); and
- h. Ministry of Municipal Affairs and Housing (ODRAP).

Upon termination of a County Emergency, the Warden, or the Deputy Warden, as the Head of Council, will sign and forward the Termination of a Declared Emergency form ([Appendix 6](#)) to the Emergency Management Ontario Duty Officer at (416)314-0474

COUNTY OF OXFORD EMERGENCY PLAN
PART VI - COUNTY EMERGENCY CONTROL GROUP

6.1 COMPOSITION OF COUNTY EMERGENCY CONTROL GROUP

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

- a. County Warden;
- b. County Chief Administrative Officer;
- c. County Director of Public Health and Emergency Services;
- d. County Director of Public Works;
- e. County Director of Human Services;
- f. County Director of Corporate Services;
- g. County Manager of Emergency Services
- h. Community Emergency Management Coordinator
- i. Manager, Strategic Communications & Engagement
- j. Fire Coordinator;
- k. Police Chief of Woodstock Police Service and/or Inspector of the Ontario Provincial Police; and
- l. Mayor of affected Area Municipality or his or her delegated representative.

6.2 ADDITIONAL SUPPORT TO THE COUNTY EMERGENCY CONTROL GROUP

Additional personnel called or added to the County Emergency Control Group may include any other officials, experts or representatives, including those of an Area Municipality, deemed necessary by the County Emergency Control Group, such as:

- a. Assistant to the CEO;
- b. Human Resources;
- c. public or private utilities (gas, electrical, telephone, etc.);
- d. Red Cross, Salvation Army, St. John Ambulance, etc.;
- e. provincial ministries (i.e., Emergency Management Ontario, Ministry of Health and Long-Term Care, Ministry of the Environment, Ministry of Transportation);
- f. industry representatives such as chemical manufacturers;
- g. school boards;
- h. transportation companies;
- i. the chairperson of any subcommittee or support group which is established by the CECG;
- j. legal representatives; and
- k. financial representatives.

The County Emergency Control Group may function with only a limited number of persons depending upon the emergency. While the County Emergency Control Group may not require the presence of all the people listed, all members must be notified.

6.3 COUNTY EMERGENCY CONTROL GROUP RESPONSIBILITIES

The CECG will be responsible for:

- a. Determining if the location of the County Emergency Operations Centre and the composition of the CECG is appropriate;
- b. Ensuring that action is taken through the Municipal authorities to:

- (1) order, coordinate and oversee the evacuation of inhabitants considered to be in danger;
 - (2) begin to establish strategies, once assembled, to deal with the emergency even though no information may yet be available (i.e., establish communication links with agencies and Municipalities);
 - (3) coordinate and direct any actions necessary for the mitigation of the effects of the emergency, provided they are not contrary to law;
 - (4) discontinue utilities or services provided by public or private entities (i.e., hydro, water, gas, closing down a shopping plaza/mall);
 - (5) determine if additional volunteers are required and/or if appeals for volunteers are warranted; and
 - (6) determine if additional transport is required for evacuation or transportation of persons and/or supplies.
- c. Advising the Warden as to whether the declaration of an emergency is recommended;
 - d. Advising the Warden on the need to designate all or part of the County as an emergency area;
 - e. Ensuring that an Emergency Site Coordinator has been appointed;
 - f. Arranging for services and equipment from local agencies not under municipal control (i.e., private contractors, volunteer agencies, service clubs);
 - g. Notifying, requesting assistance from, and liaising with various levels of government and public or private agencies not under municipal control, as considered necessary;
 - h. Ensuring that pertinent information regarding the emergency is promptly forwarded to the County Emergency Information Officer for dissemination to the media and public;
 - i. Determining the need to establish advisory groups and/or subcommittees;
 - j. Authorizing the expenditure of money required to deal with the emergency;
 - k. Undertaking a "Recovery Plan" before the termination of the emergency in order to determine what recovery measures are required and how these measures will be addressed in the County;

- l. Providing assistance to neighbouring Municipalities and Counties when an emergency is declared in those areas;
- m. Notifying the service, agency, or group under their direction of the termination of the emergency;
- n. Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the County Emergency Management Coordinator one week after the termination of the emergency, as required; and
- o. Participating in the debriefing following the emergency.

6.4 OPERATION CYCLE

Members of the County Emergency Control Group will gather at regular intervals to inform each other of actions taken and problems encountered. Each member will report on the following:

- a. New information on threats, progress and results during last operation cycle meeting, and recommendations for new or continued mitigation strategies;
- b. Present threats in order of severity and the plan to limit threats according to priority for the next operation cycle meeting; and
- c. Schedule for team meetings.

Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. The Emergency Operation Centre Recording Secretary will keep minutes of these meetings and maintain a status board.

6.5 CECG STAFF ROTATION

A staff rotation will be established if an emergency is expected to last greater than 12 hours in total duration. If a staff rotation is anticipated, each CECG member is responsible for arranging their own relief through one of their designated alternates to include an overlap allowing CECG members to bring their alternates up to speed on current emergency operations. CECG staff rotations may be staggered as required.

If an emergency occurs during regular business hours, CECG members must adapt a staff rotation as appropriate that takes into consideration time already worked that day. It is recommended that staff work no longer than 12 consecutive hours.

6.6 INDIVIDUAL RESPONSIBILITIES

6.6.1 WARDEN

The Warden or alternate (Deputy Warden) will perform the following responsibilities:

- a. activate the County Alerting System if required;
- b. co-chair meetings of the CECG with the Chief Administrative Officer;
- c. declare an emergency to exist if appropriate;
- d. ensure the Solicitor General of Ontario has been notified of the declaration of an emergency by contacting Emergency Management Ontario available 24 hours a day, 7 days a week at 1-866-314-0472;
- e. make decisions, determine priorities and issue operational direction through the County Chief Administrative Officer and the other directors of County departments;
- f. request assistance from neighbouring municipalities, counties and/or from senior levels of government, when required;
- g. ensure the Members of Council are advised of the declaration and termination of an emergency and are kept informed of the emergency situation;
- h. approve, in conjunction with the CAO or designated alternate, major announcements and media releases prepared by the Emergency Information Officer in consultation with the CCG;
- i. terminate the emergency at the appropriate time and ensure all concerned have been notified;
- j. ensure the alternate to this position is trained and aware of all responsibilities of this position; and
- k. maintain a log of all personal action taken by this position.

6.6.2 COUNTY CHIEF ADMINISTRATIVE OFFICER

The County Chief Administrative Officer or alternate will perform the following responsibilities:

- a. activate County Alerting System, if required;
- b. co-chair meetings of the CECG with the Warden;

- c. ensure that all members of County Council are advised of the declaration and termination of the emergency;
- d. exercise overall management responsibility for the coordination between response and supporting agencies in the CEOC.
- e. establish initial priorities for the CECG based on current status and information from municipal EOC or site commander;
- f. organize and supervise the County Emergency Operations Centre (CEOC) and, in particular, establish the appropriate staffing level for the CEOC and the scheduling of Operating Cycle meetings.
- g. ensure interagency coordination and communication is established between the CECG and first responders and municipal EOC's
- h. advise the Head of Council on policies and procedures, as appropriate;
- i. approve, in conjunction with the Warden or designated alternate, major announcements and media releases prepared by the Emergency Information Officer in consultation with the CCG;
- j. maintain a record of all major decisions, actions and instructions issued;
- k. ensure the alternate to this position is trained and aware of all responsibilities of this position; and
- l. maintain a log of all personal action taken by this position.

6.6.3 MAYOR OF AFFECTED MUNICIPALITY

The Mayor or Acting Mayor of the Municipality, or his or her representative, will take action to:

- a. confirm that the Municipal Emergency Plan has been activated;
- b. keep the County Emergency Control Group advised of the concerns of the Municipality;
- c. if applicable, keep the Municipal Emergency Control Group advised of the actions of the County Emergency Control Group; and
- d. ensure the alternate to this position is trained and aware of all responsibilities of this position.

6.6.4 COMMUNITY EMERGENCY MANAGEMENT COORDINATOR (CEMC)

The CEMC or his or her alternate, will take action to:

- a. provide Warden and C.A.O. with legislative information and advice on declaration/termination of an emergency, the Emergency Management and Civil Protection Act, and the Oxford County Emergency Plan;
- b. acts as a resource to the County Emergency Control Group and other emergency and support staff on emergency management matters, as required;
- c. ensure the activation and arranging of the Emergency Operations Centre;
- d. ensure that maps and status boards are kept up to date;
- e. advise local municipal CEMCs of activated CEOC;
- f. ensure security is in place for the Emergency Operations Centre and registration of County Emergency Control Group members;
- g. ensure all members of the County Emergency Control Group have necessary plans, resources, supplies, maps and equipment;
- h. liaise with other agencies as required by the CEEG;
- i. notify the Office of the Fire Marshal and Emergency Management, Ministry of Community Safety and Correctional Services of the declaration of the emergency, and termination of the emergency;
- j. coordinate and prepare the report on the emergency and the post emergency debriefing, as required;
- k. arrange for feeding and relief of County Emergency Control Group personnel;
- l. ensure the alternate to this position is trained and aware of all responsibilities of this position; and
- m. maintain a log of all personal action taken by this position.

6.6.5 MANAGER, STRATEGIC COMMUNICATIONS & ENGAGEMENT – (COUNTY EMERGENCY INFORMATION OFFICER)

The Manager, Strategic Communications and Engagement or alternate will perform the following responsibilities:

- a. activate the Emergency Information and Crisis Communications Plan;
- b. provide communications advice and apprise the CECG of any significant information received from members of the public, the media, Community Emergency Management Co-ordinators (CEMCs) and other municipal Emergency Information Officers;
- c. ensure the prompt dissemination of accurate information to the news media and the public;
- d. organize and facilitate news conferences, as required;
- e. apprise the CECG of any significant information received from members of the public, the media, Community Emergency Management Co-ordinators (CEMCs) and other municipal Emergency Information Officers;
- f. establish a communication link with the on-scene Media Spokesperson and any other media coordinator(s), i.e. police, municipal, provincial, federal, private industry, etc., involved in the incident, ensuring that all information released to the media and public is timely, full, accurate and approved;
- g. co-ordinate visits of news media to the emergency site with the on-scene media coordinator;
- h. designate and coordinate a County Emergency Media Information Centre for members of the media to assemble for the issuance of accurate media releases and authoritative instructions to the public;
- i. monitor news coverage, and correcting any erroneous information and preparing appropriate responses;
- j. arrange for information about the emergency to be posted to the Municipality's web-site as soon as it becomes available;
- k. provide key messaging to the staff of the Citizen Inquiry Centre and 211, regarding information to be provided to the public and information being requested by the public;
- l. maintain copies of media releases and newspaper articles pertaining to the emergency;

- m. prepare and submit a final report containing an operational evaluation of the public information services provided during the emergency, as well as an analysis of media coverage, and recommending necessary adjustments to the plan;
- n. ensure the alternate to this position is trained and aware of all responsibilities of this position; and
- o. maintain a log of all personal action taken by this position.

6.6.6 COUNTY FIRE COORDINATOR

The County Fire Coordinator or alternate will perform the following responsibilities:

- a. activate the County Alerting System, if required;
- b. provide the County Emergency Control Group with information and advice on firefighting matters;
- c. provide a recommendation to the CECG on the selection of an "Emergency Site Coordinator";
- d. trigger mutual aid arrangements for the provision of additional firefighting resources and equipment if needed;
- e. determine if additional or special equipment is needed and recommend possible sources of supply (i.e., breathing apparatus, protective clothing, etc.);
- f. provide assistance to other County departments and agencies and be prepared to advise or contribute to non-firefighting operations if necessary (i.e., rescue, first aid, casualty collection, search and rescue etc.);
- g. ensure the alternate to this position is trained and aware of all responsibilities of this position; and
- h. maintain a log of all personal action taken by this position.

6.6.7 POLICE CHIEF (WPS) AND/OR INSPECTOR (O.P.P.)

The Senior Police Official appointed by the County will perform the following responsibilities:

- a. activate the County Alerting System, if required;
- b. advise the County Emergency Control Group on matters regarding the protection of life, property, the provision of law and order, and conducting evacuations;
- c. provide a recommendation to the CECG on the selection of an "Emergency Site Coordinator";
- d. ensure that action has been taken to:
 - 1) enforce perimeters (inner, access, and outer);
 - 2) control and, if necessary, disperse crowds within the "emergency area";
 - 3) control the movement of emergency vehicles to and from the site of the emergency;
 - 4) arrange for maintenance of law and order in temporary facilities, e.g., evacuation centres;
 - 5) protect property in the emergency area;
 - 6) coordinate police operations; and
 - 7) evacuate buildings or areas when ordered by the Warden.
- e. arrange for additional police assistance, if required;
- f. advise the Coroner in the event of fatalities and perform whatever additional responsibilities may be necessary under the Coroners Act;
- g. designate a field representative(s) for the Amateur Radio Group and REACT;
- h. ensure the alternate to this position is trained and aware of all responsibilities of this position; and
- i. maintain a log of all personal action taken by this position.

6.6.8 MANAGER OF EMERGENCY SERVICES

The County Manager of Emergency Services or alternate will perform the following responsibilities:

- a. activate the County Alerting System, if required;
- b. advise the County Emergency Control Group on all aspects of emergency medical treatment, triage and transportation of the injured;
- c. communicate with the Oxford County Paramedic Services operations supervisor and ensure adequate availability of local paramedics and vehicles;
- d. liaise with Police and Fire to coordinate support of on-scene response;
- e. trigger inter-County agreements via London Central Ambulance Communications Centre, for the provision of additional paramedics, ambulances, and emergency support vehicles if needed;
- f. notify the Duty Officer of the Emergency Health Services Branch;
- g. liaise with other agencies as required to augment and coordinate Emergency Medical Services resources;
- h. liaison with the receiving hospitals;
- i. coordinate medical response teams at reception and evacuation centres;
- j. determine if additional or special medical teams and equipment are needed and recommend possible sources of supply (i.e., on-site medical teams, multi-patient transportation units, air ambulance, etc.);
- k. provide assistance to other County departments and agencies and be prepared to advise or contribute to non-ambulance operations if necessary (i.e., rescue, first aid, casualty collection, search and rescue etc.);
- l. ensure the alternate to this position is trained and aware of all responsibilities of this position; and
- m. maintain a log of all personal action taken by this position.

6.6.9 COUNTY DIRECTOR OF PUBLIC WORKS

The County Director of Public Works or alternate will perform the following responsibilities:

- a. activate the County Alerting System, if required;
- b. provide advice to the Warden and other members of the County Emergency Control Group on Public Works matters;
- c. liaise with flood control, conservation and environmental agencies and be prepared to conduct relief or preventative operations;
- d. provide engineering materials, supplies and equipment and, if not otherwise available, make arrangements for sources of supply from neighbouring municipalities, private contractors, etc.;
- e. assist traffic control, evacuations, etc. by clearing emergency routes, marking obstacles, providing road signs, etc.;
- f. liaise with private utility companies (i.e., hydro, gas, telephone, etc.) and make recommendations for discontinuance of any utility, whether it be public or private location, where necessary in the interest of public safety;
- g. make recommendations to remove and/or demolish unsafe structures if ordered by the Warden;
- h. re-establish essential services at the conclusion of an emergency;
- i. establish procedures and maintaining plans for emergency response to drinking water contamination for the co-ordination of response efforts by other Departments in such situations;
- j. provide emergency potable water, supplies and sanitation facilities as per the requirements of the Director of Public Health and Emergency Services;
- k. liaise with the Senior Public Works Officer from the local Municipalities in Oxford County and the neighbouring Municipalities to ensure a coordinated response;
- l. liaise with transportation companies to determine the availability of buses for use in any evacuation;

- m. liaise with the weather office and provide the County Emergency Control Group with such data and the impact of changes in the weather on the conduct of the emergency operations;
- n. arrange and coordinate telecommunications systems;
- o. assist with post-disaster clean up and restoration of services;
- p. ensure the alternate to this position is trained and aware of all the responsibilities of this position; and
- q. maintain a log of all personal action taken by this position.

6.6.10 COUNTY DIRECTOR OF PUBLIC HEALTH AND EMERGENCY SERVICES

The County Director of Public Health and Emergency Services or alternate will perform the following responsibilities:

- a. activate the County Alerting System, if required;
- b. provide the Warden with information and advice on public health matters;
- c. liaise with the County's designated Medical Officer of Health;
- d. liaise with the Ontario Ministry of Health and Long-Term Care;
- e. provide advice on any matters that may adversely affect public health;
- f. provide authoritative instructions on health and safety matters to the public;
- g. coordinate the response to disease-related emergencies or anticipated emergencies, such as epidemics, according to Ministry of Health and Long-Term Care policies;
- h. ensure coordination and care of bed-ridden citizens and invalids during an emergency;
- i. liaise with volunteer and private agencies, as required, for augmenting and coordinating public health resources;
- j. ensure coordination of all efforts to prevent and control the spread of disease during an emergency;

- k. notify members of the County's Public Health Department regarding the need for potable water supplies and sanitation facilities, through the implementation of the Public Health Emergency Plan;
- l. liaise with County Director of Human Services on areas of mutual concern regarding health services in reception and evacuation centres;
- m. establish an "outreach program" for the victims of the emergency in consultation with the County's Corporate Manager of Social Services and Housing;
- n. ensure the alternate to this position is trained and aware of all the responsibilities of this position; and
- o. maintain a log of all personal action taken by this position.

6.6.11 COUNTY DIRECTOR OF HUMAN SERVICES

The County Director of Human Services or alternate will perform the following responsibilities:

- a. activate the County Alerting System, if required;
- b. provide advice to the Warden and other members of the County Emergency Control Group;
- c. designate the Registration Centre and the Evacuation Centre(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:
 - (1) Emergency clothing to provide adequate protection from the elements;
 - (2) Emergency lodging to provide adequate temporary accommodation for the homeless;
 - (3) Registration and inquiry services to reunite families and to collect information and answer queries concerning the safety and whereabouts of missing persons;
 - (4) Emergency feeding to sustain those without food or adequate food preparation facilities; and

- (5) 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. establish an "outreach program" for the victims of the emergency in consultation with the County Director of Public Health and Emergency Services;
- f. ensure the alternate to this position is trained and aware of all the responsibilities of this position; and
- g. maintain a log of all personal action taken by this position.

6.6.12 COUNTY DIRECTOR OF CORPORATE SERVICES

The County Director of Corporate Services or alternate will perform the following responsibilities:

- a. activate the County Alerting System, if required;
- b. provide advice to the Warden and other members of the County Emergency Control Group on financial matters as they relate to the emergency;
- c. provide advice on risk management practices as they relate to the emergency;
- d. liaise, if necessary, with the Treasurers of local and neighbouring Municipalities;
- e. liaise with legal counsel and insurance provider on all matters as they relate to the emergency;
- f. establish an approval process for emergency issue of funds and authorization of expenditures outside the normal acquisition process;
- g. ensure proper payment and settlement of all invoices and claims incurred during the emergency;
- h. ensure expense records are adequately kept for future claim purposes;
- i. ensure all communication, computer, and GIS needs of the County Emergency Operations Centre are in place;
- j. ensure the County web site is updated to provide emergency information to the public;
- k. ensure staffing to operate a County Citizen Inquiry Service;

- l. ensure all requirements under the Ontario Disaster Relief Assistance Program are met by the County and affected municipalities and submitted to the Minister of Municipal Affairs and Housing within 14 days of the disaster;
- m. provide a financial statement(s) at the conclusion of the emergency;
- n. ensure the alternate to this position is trained and aware of all the responsibilities of this position; and
- o. maintain a log of all personal action taken by this position.

COUNTY OF OXFORD EMERGENCY PLAN
PART VII - OTHER SUPPORT STAFF AND AGENCIES

7.1 CAO's ADMINISTRATIVE ASSISTANT

The CAO's Administrative Assistant or alternate will perform the following responsibilities:

- a. assist the Chief Administrative Officer, as required;
- b. ensure all important decisions made and actions taken by the CCG are recorded;
- c. coordinate the provision of clerical staff to assist in the Emergency Operations Centre, as required;
- d. ensure the alternate to this position is trained and aware of all responsibilities of this position; and
- e. maintain a log of all personal action taken by this position.

7.2 COUNTY DIRECTOR OF HUMAN RESOURCES

- a. provide advice to the CECG on Human Resource matters, including, but not limited to, recruitment, labour relations, and health and safety;
- b. coordinate and process volunteers from community agencies and the public to assist in providing services, as required;
- c. identify the location of the volunteer registration centre, in conjunction with the CECG;
- d. ensure identification cards are issued to community volunteers and CECG members, where practical and necessary;
- e. arrange for critical incident stress counselling for staff and community volunteers, as required;
- f. ensure the alternate to this position is trained and aware of all the responsibilities of this position; and
- g. maintain a log of all personal action taken by this position.

7.3 EMERGENCY SITE COORDINATOR

The Emergency Site Coordinator may have initially been appointed by the Municipal Emergency Control Group. The County Emergency Control Group, in consultation with the Senior Police Official, County Emergency Services Manager and Fire Coordinator, may appoint a replacement if necessary. Once appointed, the Emergency Site Coordinator is responsible for overall management and control of the emergency response at the site and should be relieved of all other duties. The Emergency Site Coordinator will perform the following responsibilities:

- a. establish his or her authority at the site as the Chair of the Joint Command of Emergency Services;
- b. operate within the goals and principles of the Incident Management System;
- c. designate an emergency site command centre and communicate the location to all responding emergency services;
- d. chair all meetings at the emergency site;
- e. establish communications with the County Emergency Operations Centre and regularly brief the County Emergency Control Group on developments at the emergency site;
- f. ensure the emergency site is appropriately secured (inner perimeter), the staging areas for emergency personnel have been established and communicated (access perimeter), and the public remains in a safe area (outer perimeter), in consultation with police services;
- g. ensure employee and volunteer safety;
- h. ensure access and exit routes are established;
- i. ensure coordination of response agencies;
- j. develop a consolidated plan of action to mitigate the effects of the emergency;
- k. approve all requests for ordering and releasing key resources;
- l. supervise all ground operations within the site;
- m. supervise air operations over the site, if necessary; and
- n. maintain a log of all actions taken.

7.4 CANADIAN RED CROSS SOCIETY

The County of Oxford has a formal agreement with The Canadian Red Cross Society (CRC) for the provision of disaster relief services. The Canadian Red Cross Society will receive requests for support from the County Director of Human Services or alternate. During an emergency, the Branch Manager or alternate of the Canadian Red Cross Society will perform the following responsibilities:

- a. activate the Society's emergency alert system;
- b. coordinate the Society's response in cooperation with the County Corporate Director of Human Services, if an evacuation is required;
- c. provide registration and inquiry to meet the following objectives:
 - 1) collect accurate and reliable information and answer inquiries as to the condition and whereabouts of disaster victims in cooperation with local hospitals and reception centres; and
 - 2) assist in reuniting separated family members as quickly as conditions permit.
- d. operate an inquiry bureau to deal with national and international requests as directed by the Society's National office;
- e. manage and operate an evacuation centre;
- f. assist St. John Ambulance at first aid posts established at reception and evacuation centres if required;
- g. liaise with the reception centre coordinator, when designated, to operate reception centres;
- h. ensure that volunteers are properly registered (see [Appendix 3](#)) so that WSIB coverage is provided during an emergency;
- i. establish, maintain, and retain records of all evacuees who stay at an Evacuation Centre; and
- j. maintain a log of all actions taken.

7.5 THE SALVATION ARMY

The Salvation Army will receive requests from the County Director of Human Services. During an emergency, the Divisional Commander or alternate of the Salvation Army will perform the following responsibilities:

- a. activate the Division's emergency alert system;
- b. co-ordinate the Division's response in cooperation with the County Corporate Director of Human Services, if an evacuation is required;
- c. coordinate and provide feeding of personnel at the disaster site and reception centre;
- d. provide, in cooperation with the County Corporate Manager of Social Services and Housing Social Services:
 - (1) bedding; and
 - (2) clothing.
- e. provide and coordinate clergy assistance;
- f. operate reception centres when required;
- g. ensure that volunteers are properly registered (see [Appendix 3](#)) so that WSIB coverage is provided during an emergency; and
- h. maintain a log of all actions taken.

7.6 ST. JOHN AMBULANCE

The St. John Ambulance will receive requests for support from the County Manager of Emergency Services. During an emergency, the Superintendent or alternate of the St. John Ambulance will perform the following responsibilities:

- a. activate the Division's emergency alert system;
- b. coordinate the Division's response in cooperation with the Oxford County PARAMEDIC SERVICES Operations Supervisor;
- c. establish first aid posts at reception and evacuation centres as required;

- d. assist in casualty evacuation;
- e. provide additional assistance when required;
- f. ensure that volunteers are properly registered (see [Appendix 3](#)) so that WSIB coverage is provided during an emergency; and
- g. maintain a log of all actions taken.

7.7 SAMARITAN'S PURSE CANADA DEPLOYMENT PLAN

After the critical stage of the emergency has passed, Samaritan's Purse will receive requests from the County Director of Human Services. SPC can be engaged to provide assistance to victims of the disaster including home/property clean-up, reclamation work and any other assistance within its scope of expertise. SPC will perform the following responsibilities:

- a. liaise with local Emergency Operations Centre/Disaster Recovery Centre to identify affected areas;
- b. establish a disaster relief base utilizing the Disaster Relief Unit as the SPC operations centre and main volunteer staging area;
- c. activate a local phone number for affected homeowners to request assistance;
- d. mobilize volunteers to provide home/property reclamation service to victims (mud-outs, debris removal, sanitization, property clean-up);
- e. activate the Rapid Response Team chaplains through mutual aid for comfort care and emotional support;
- f. liaise with other government agencies and non-government organizations to ensure the most practical delivery of assistance to those affected by the disaster/emergency;
- g. maintain a log of all actions taken.

7.8 AMATEUR RADIO GROUP/REACT

The Field Representative of the Amateur Radio Group and REACT (as assigned by the Senior Police Official) will receive requests for support from the Police Chief (WPS) and/or Inspector (O.P.P) or alternate. During an emergency, the Field Representative or alternate will perform the following responsibilities:

- a. activate the Group's emergency alert system;
- b. communicate with, and take requests from, the County Chief Administrative Officer at the Emergency Operations Centre;
- c. liaise with the on-site Emergency Site Coordinator to determine his or her communication needs;
- d. liaise with regional and provincial amateur emergency communications coordinators;
- e. provide lists of amateur radio operators and their communications resources to the Emergency Site Coordinator;
- f. coordinate the deployment of amateur radio operators and resources according to the directions of the County Chief Administrative Officer;
- g. ensure that volunteer amateur radio operators are properly registered (see [Appendix 3](#)) so that WSIB coverage is provided during an emergency;
- h. provide additional assistance when required; and
- i. maintain a log of all actions taken.

7.9 CONSERVATION AUTHORITIES

There are four (4) Conservation Authorities operating within the County of Oxford. They are:

1. Grand River Conservation Authority;
2. Upper Thames River Conservation Authority;
3. Long Point Region Conservation Authority; and
4. Catfish Creek Conservation Authority.

The function of the Conservation Authorities as outlined in Section 5.2 of the Ministry of Natural Resources booklet entitled Planning for Flood Emergencies is to:

- a. maintain a flood warning system throughout the Authority for alerting municipal representatives, media, local police, the Ontario Provincial Police, the Ministry of Natural Resources, etc.;
- b. stimulate coordinated contingency planning by and among municipalities lying within the Authority;
- c. maintain awareness of the status of the provincial response to flood emergency through consultation with the local Ministry of Natural Resources Response Coordinator;
- d. provide technical advice to municipalities in preventing or reducing the effects of flooding;
- e. liaise with the local Ministry of Natural Resources Response Coordinator in matters related to declaring a provincial emergency, and securing provincial resources in the event of a declared provincial emergency;
- f. provide advice to the local Ministry of Natural Resources Response Coordinator on the extent of the municipal resources, and when those have been fully committed, the need for additional resources, and the need for declaration of a provincial emergency;
- g. following consultation with municipalities, advise the local Ministry of Natural Resources Response Coordinator when the flood emergency ceases to exist; and
- h. designate personnel who will carry out the functions mentioned in sections (a) and (g) and any other functions as appear appropriate.

7.10 THAMES VALLEY DISTRICT SCHOOL BOARD, AND LONDON DISTRICT CATHOLIC SCHOOL BOARD

During an emergency, the Thames Valley District School Board and the London District Catholic School Board will perform the following responsibilities:

- a. provide any school (as appropriate and available) for use as an evacuation or reception centre as designated by the County Emergency Control Group;

- b. upon being contacted by the County Director of Human Services, provide a School Board representative(s) to coordinate and provide direction with respect to the maintenance, use and operation of the facilities being utilized as evacuation or reception centres; and
- c. in the event of an emergency during normal school hours the Principal(s) of the affected school(s), depending on the nature and scope of the emergency and until directed otherwise will:
 - (1) implement the school Stay-Put Emergency Plan; or
 - (2) implement the school Evacuation Plan.

7.11 HOSPITAL ADMINISTRATORS

Within the County of Oxford there are three (3) hospitals. They are:

- a. Woodstock Hospital, Woodstock;
- b. Alexandra Hospital, Ingersoll; and
- c. Tillsonburg District Memorial Hospital, Tillsonburg;

During an emergency, each Hospital Administrator will perform the following responsibilities:

- a. implement his or her respective Hospital Emergency Plan;
- b. liaise 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;
- c. evaluate requests for the provision of medical site teams/medical triage teams; and
- d. liaise with the Ministry of Health and Long-Term Care, as appropriate.

7.12 PATIENT CARE FACILITIES

Within the County of Oxford, there are a number of facilities that are responsible for a large number of patients. These facilities include Woodingford Lodge, Caressant Care, and other long-term care and retirement homes.

During an emergency, the administrator of each facility will perform the following responsibilities:

- a. implement their respective emergency plan;
- b. liaise with the Municipality with respect to the evacuation of patients into or out of the facility;
- c. liaise with the Director of Human Services with respect to requests for assistance from the County Emergency Control Group (re: additional equipment, resources or volunteers); and
- d. liaise with the Ministry of Community and Social Services and the Ministry of Health and Long-Term Care, as appropriate.

7.13 OTHER SUPPORT AND ADVISORY STAFF

The following staff may be required to provide support, logistics and advice to the County Emergency Control Group:

- a. Managers in county departments;
- b. representatives of business and industry;
- d. secretarial support; and/or
- c. telecommunications representatives.

COUNTY OF OXFORD EMERGENCY PLAN
PART VIII - POPULATION EVACUATION

8.1 POPULATION EVACUATION

It may be necessary in an emergency for the residents of an area to be temporarily evacuated for their own welfare and safety. When such an evacuation is deemed necessary, one or more emergency reception centres may need to be opened in a safe area. Schools in the County may be used as temporary reception centres in an emergency. Area Municipalities not directly affected by the disaster may be called upon to receive, and to assist with, accommodation for the homeless.

All evacuations will be conducted by the respective Municipality under the authority of the Municipal Police, the Ontario Provincial Police, or the Municipal Emergency Control Group.

Municipalities are encouraged to plan for the evacuation of a portion of their residents and to be prepared to open and operate reception and evacuation centres to support their residents.

COUNTY OF OXFORD EMERGENCY PLAN
PART IX - MEDIA AND PUBLIC INFORMATION

9.1 INTRODUCTION

At any time this Plan is activated there will be the need to communicate appropriate and factual information to area residents, local area municipalities, strategic partner agencies and / or staff directly or through the media. This information may include issuing public / staff action directives, responding to requests for information from the public / staff / partner agencies, and providing information to the media.

Municipal Emergency Information

Each of Oxford County's eight local area municipalities has designated an Emergency Information Officer (EIO) to facilitate emergency information functions during municipal emergency operations.

County Emergency Information

The County has designated the Manager, Strategic Communication & Engagement as the Emergency Information Officer to facilitate emergency information functions during regional emergency operations.

The Manager, Strategic Communication & Engagement will liaise and coordinate communication activities with the Municipal EIO and other response agencies.

The County Director of Corporate Services will assume the role or designate the County Citizen Inquiry Supervisor.

The following CECG members are designated as media spokespersons during regional emergency operations:

- Warden or Deputy Warden
- CAO or alternate
- CECG Members (subject matter experts as required)

Depending on the scope of the emergency, there may be a need to establish two media information centres: one near the scene (the On-Site Media Information Centre), and the other near the County Emergency Operations Centre (CEOC Media Information Centre). In some cases, however, a joint media information centre would

be desirable. The County Citizen Inquiry work area should also be located at or near the CEOC Media Information Centre.

9.2 EMERGENCY INFORMATION OFFICER

The Emergency Information Officer for the County of Oxford will be the Manager, Strategic Communications & Engagement or designate. This person will report to the CECG and will perform the following responsibilities:

- a. activate the Emergency Information and Crisis Communications Plan;
- b. provide communications advice and obtain appropriate information to be disseminated to the public;
- c. ensure the prompt dissemination of accurate information to the news media and the public;
- d. organize and facilitate news conferences, as required;
- e. apprise the CECG of any significant information received from members of the public, the media, Community Emergency Management Co-ordinators (CEMCs) and other municipal Emergency Information Officers;
- f. establish a communication link with the on-scene Media Spokesperson and any other media coordinator(s), i.e. police, municipal, provincial, federal, private industry, etc., involved in the incident, ensuring that all information released to the media and public is timely, full, accurate and approved;
- g. co-ordinate visits of news media to the emergency site with the on-scene media coordinator;
- h. designate and coordinate a County Emergency Media Information Centre for members of the media to assemble for the issuance of accurate media releases and authoritative instructions to the public;
- i. establish a telephone number(s) for media inquiries and ensure that the following are advised accordingly:
 - (1) media;
 - (2) County Emergency Control Group;
 - (3) switchboards of all Municipal Emergency Services in area of emergency;
 - (4) On-Site Media Spokesperson;
 - (5) Police Public Relations Officer;

- (6) Municipal Emergency Information Officers;
 - (7) County and Municipal Citizen Inquiry Supervisor(s);
 - (8) 211; and
 - (9) any other appropriate persons agencies or businesses.
- j. monitor news coverage, and correcting any erroneous information and preparing appropriate responses;
 - k. arrange for information about the emergency to be posted to the Municipality's web-site as soon as it becomes available;
 - l. provide key messaging to the staff of the Citizen Inquiry Centre and 211, regarding information to be provided to the public and information being requested by the public;
 - m. maintain copies of media releases and newspaper articles pertaining to the emergency;
 - n. prepare and submit a final report containing an operational evaluation of the public information services provided during the emergency, as well as an analysis of media coverage, and recommending necessary adjustments to the plan;
 - o. ensure the alternate to this position is trained and aware of all responsibilities of this position; and
 - p. maintain a log of all personal action taken by this position.

9.3 ON-SITE MEDIA SPOKESPERSON

The Site Media Spokesperson is appointed by the Emergency Site Coordinator at the time of the emergency. This person is responsible for coordinating the fast accurate dissemination of information to the media from the Site Media Centre. The Spokesperson will also work closely with the Emergency Information Officer to ensure that information released to the media from the scene is consistent with information being released from the Media Information Centre.

The On-Site Media Spokesperson will perform the following responsibilities:

- a. respond to inquiries from the media pertaining to the scene only;

- b. in consultation with the Emergency Site Coordinator, establish and coordinate an On-Site Media Information Centre in a safe, appropriate location at or near the scene for the media to assemble;
- c. establish a communications link and liaise regularly with the County Emergency Information Officer at the County Emergency Operation Centre. It is extremely important to ensure that information released to the media from the On-Site Media Information Centre is consistent with that released by the County at the CEOC Media Information Centre;
- d. redirect all inquiries regarding decisions made by the County Emergency Control Group and the emergency as a whole to the County Emergency Information Officer at the County Emergency Operations Centre;
- e. advise the following persons and agencies of the location and telephone number(s) (as available) of the On-Site Media Information Centre:
 - (1) Emergency Site Coordinator;
 - (2) Police Public Relations Officer;
 - (3) Emergency services personnel at scene (where possible);
 - (4) Emergency Information Officer(s) (Municipal and/or County);
 - (5) Media; and
 - (6) any other appropriate personnel or agency;
- f. control and redirect media to the On-Site Media Information Centre; and
- g. where necessary and appropriate, coordinate media photography sessions at the scene.

9.4 COUNTY CITIZEN INQUIRY SUPERVISOR

The Citizen Inquiry Supervisor will be provided by the County Director of Corporate Services. The Citizen Inquiry Supervisor will perform the following responsibilities:

- a. establish a Citizen Inquiry Service, including the appointment of personnel and designation of Citizen Inquiry telephone lines. Where possible, the Citizen Inquiry

Service should be located at or near the County Emergency Media Information Centre;

- b. inform the County Emergency Information Officer, the effected emergency services, the CECG and the local municipal and County switchboards of the establishment of the Citizen Inquiry Service and the designated telephone number(s);
- c. liaise with the County Emergency Information Officer to obtain current information on the emergency;
- d. respond to and redirect inquiries and reports from the public based on information from the County Emergency Information Officer or as outlined in sections (e) and (f) below. (Such information may be related to school closings, access routes or the location of evacuation and reception centres.)
- e. respond to and redirect inquiries pertaining to the investigation of the emergency, deaths, injuries or matter of personnel involved with or affected by the emergency to the appropriate emergency service;
- f. respond to and redirect inquiries pertaining to persons who may be located in evacuation and reception centres to the registration and inquiry telephone number(s) at the appropriate Red Cross Branch Headquarters. This information should be obtained through the County Director of Social Services and Housing and/or the Red Cross Branch Emergency Services Chairperson at the local Red Cross Headquarters; and
- g. procure staff to assist, as required.

9.5 PUBLIC MEETINGS

The CECG may determine that a public meeting is necessary in order to provide information to the public and to allow the public to ask questions of any agencies involved with the emergency. The County Emergency Information Officer will be responsible for securing a facility to hold the meeting and making the necessary arrangements concerning seating, tables, video and audio equipment, etc.

The meeting will be chaired by the County Emergency Information Officer, who will be responsible for coordinating the information that will be distributed to the public and insure that all agencies involved have the opportunity to speak.

The number of agencies in attendance at the meeting will be determined by the CECG. Depending on the scope of the emergency, there could be representatives from every agency involved with the emergency at the public meeting to provide information and answer questions.

COUNTY OF OXFORD EMERGENCY PLAN

**PART X - PROVINCIAL ASSISTANCE, FINANCIAL
COMPENSATION AND LIABILITY****10.1 PROVINCIAL ASSISTANCE**

According to the County of Oxford Emergency Plan, under certain circumstances, the departments or agencies responding may be required to request assistance of ministries or agencies of the Province of Ontario. The requesting of said services shall not be deemed to be a request that the Government of the Province of Ontario assume authority and control of the emergency. The requesting of these services shall be done in a manner of normal day-to-day procedure by contacting the local Ministry contact.

All requests for Provincial assistance other than the normal day-to-day requests shall, if the emergency involves more than one municipality or if a County emergency has been declared, be directed to the County of Oxford so that this assistance can be coordinated and controlled. This assistance may be requested from the Province of Ontario at anytime without any loss of control or authority.

In addition, a staff member of Emergency Management Ontario can be dispatched immediately to assist the CECG.

Emergency Management Ontario can be reached 24 hours a day, 7 days a week at: **1-866-314-0472**

If a County Emergency is declared, notify the Ministry of the Solicitor General immediately at **1-866-314-0472**

10.2 FINANCIAL COMPENSATION AND LIABILITY

The liability of any member of County Council or a County Employee is outlined in Section 11 of the Emergency Management and Civil Protection Act.

Protection from personal liability;

11 (1) No action or other proceeding for damages lies or shall be instituted against a member of council, an employee of a municipality, a minister of the Crown or a Crown employee for doing any act or neglecting to do any act in good faith in the implementation or intended implementation of an emergency plan or in connection with an emergency. 2006, c. 13, s. 1 (6); 2006, c. 35, Sched. C, s. 32 (6).

However, the Municipality is not removed from liability as outlined in Section 11 of the Emergency Management and Civil Protection Act:

Municipality not relieved of liability

11 (3) Subsection (1) does not relieve a municipality of liability for the acts or omissions of a member of council or an employee of the municipality referred to in subsection (1), and the municipality is liable as if subsection (1) had not been enacted and, in the case of a member of council, as if the member were an employee of the municipality. 2006, c. 13, s. 1 (6).

The right of action by the County of Oxford against any person who caused the emergency is outlined in Section 12 of the Emergency Management and Civil Protection Act:

Right of action

12. Where money is expended or cost is incurred by a municipality or the Crown in the implementation of an emergency plan or in connection with an emergency, the municipality or the Crown, as the case may be, has a right of action against any person who caused the emergency for the recovery of such money or cost, and for the purposes of this section, "municipality" includes a local board of a municipality and a local services board. R.S.O. 1990, c. E.9, s. 12; 1999, c. 12, Sched. P, s. 8.

There are compensation programs existing in the Province of Ontario that provide compensation to Municipalities after any emergency. These programs are:

- a. The "Ontario Disaster Relief Assistance Program" is administered by the Ministry of Municipal Affairs and Housing. This program is not intended as a substitute for insurance coverage, but is intended to alleviate hardship suffered

- by homeowners, farmers and small businesses whose essential property has been damaged as a result of a natural disaster
- b. Municipalities which have been financially affected by “circumstances beyond the control of a municipal council and of an unusual or special nature” may apply for a grant or loan under the Ontario Unconditional Grants Act, which is administered by the Ministry of Municipal Affairs and Housing.
 - c. Under certain circumstances, emergency financial relief is available through the federal government’s Disaster Financial Assistance Arrangements. Under the arrangements, the federal government provides, at the request of the province, financial assistance in accordance with a formula based on the size of the provincial population.

COUNTY OF OXFORD EMERGENCY PLAN

PART XI - EMERGENCY PLAN MAINTENANCE

11.1 TESTING OF THE PLAN

An annual exercise should be conducted in order to test the overall effectiveness of this emergency plan and provide training to the County Emergency Control Group as the members of this group will change periodically.

11.2 MAINTENANCE REVIEW AND REVISIONS

The County of Oxford Emergency Plan will be maintained and distributed by the County's Community Emergency Management Coordinator.

This plan will be reviewed annually and, where necessary revised by a meeting(s) of the County Emergency Control Group. Frequency of meetings and agenda items will be determined by the Community Emergency Management Coordinator.

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

It is the responsibility of each person, agency, service or department named within this emergency plan to notify the Community Emergency Management Coordinator forthwith of any revisions to the appendices or administrative changes.

11.3 DUTIES OF INVOLVED AGENCIES

Each County Department and Agency involved with this emergency plan is expected to prepare functional emergency procedures or guidelines outlining how it will fulfill its responsibilities during an emergency.

Each County Department and Agency should ensure that it designates a member of its staff to maintain and revise its own emergency procedures or guidelines.

COUNTY OF OXFORD EMERGENCY PLAN

PART XII- APPENDICES

APPENDIX 1 - EMERGENCY ALERTING SYSTEM

1. On receipt of an official message from an authorized member of the County Emergency Control Group, the Communications Centre at the Woodstock Police Service will implement the procedure by contacting members of the County Emergency Control Group.
2. All calls should be prefixed "This is an Oxford County Emergency Alert," followed by personal identification, nature of the emergency, and directions stating where and when the control group should assemble (CEOC or Emergency Teleconference Bridge).

**Communications Centre
Woodstock Police Service
Telephone: 519-537-2323**

County Emergency Control Group

CECG Member	Alternate
County Warden	Deputy Warden
Chief Administrative Officer	Director, Community and Strategic Planning Office
Community Emergency Management Coordinator (CEMC)	Emergency Planning Officer, PH&ES Manager, Emergency Services
Police Chief – Woodstock Police Service	Deputy Chief or alternate
Inspector (OPP)	Detachment Manager or alternate
Fire Coordinator	Alternate
Manager of Emergency Services	Supervisor, Emergency Services
Director of Public Works	Public Works On-Call Manager
Director of Public Health & Emergency Services	Manager Health Protection/Chief Nursing Officer
Director of Human Services	Manager, Human Services
Director of Corporate Services	Manager, Information Technology
Manager, Communications & Strategic Engagement	Alternate

NOTES:

1. All Members will be contacted.
2. Members and alternates are asked to notify the Community Emergency Management Coordinator of any change in their telephone numbers. The Coordinator will update the contact lists and notify the Communications Centre.
3. Members will be requested to attend the EOC or participate on the Emergency Teleconference Bridge.



APPENDIX 2 – EMERGENCY OPERATIONS ACTIVATION GUIDELINES

(Under separate cover)



APPENDIX 3 - VOLUNTEER REGISTRATION FORM

In accordance with the Workplace Safety and Insurance Act, 1997, a volunteer worker is entitled to benefits under the insurance plan in respect to personal injuries sustained while employed in operations arising out of an emergency under the following two conditions:

- 1) the volunteer is assisting in connection with an emergency declared by the head of Council **AND**
- 2) If duly enrolled by completing the following registration form

Section 1 VOLUNTEER INFORMATION

Surname: _____ Given Names: _____
Address: _____
Telephone No: (Res.) _____ (Bus.) _____
Employer: _____ Occupation: _____
Medical Restrictions: _____

Section 2

Next of Kin: _____ Telephone: _____
Address: _____

Section 3 EMERGENCY VOLUNTEER POSITION

Nature of Work: _____
Location of Assignment: _____ Supervisor: _____

Section 4

Date Volunteer Enrolled _____ Time _____
Date Assignment Completed _____ Time _____
Location of Enrolment _____
Signature of Volunteer _____ Enrolling Officer _____

Note: Where the Registration Form is not available, the Supervisor must maintain a record of as many of the details required in this form, as possible.

The collection of personal information on this form is necessary for the proper administration of a lawfully authorized activity under Sec.71(4) of the *Workplace Safety and Insurance Act, 1997* for the purpose of tracking emergency volunteer placements. If you have any questions about this collection, please contact Human Resources, 21 Reeve Street, Woodstock, ON N4S 7Y3 Phone: (519)539-9800.

APPENDIX 4 – CHECKLIST IN CONSIDERATION OF A DECLARATION OF AN EMERGENCY



(Note: All references in this document refer to the *Emergency Management and Civil Protection Act*, R.S.O. 1990, Chapter E.9, as amended 2006)

** This checklist is for use by municipal heads of council considering the declaration of an emergency within their municipality. This checklist is not intended to provide any sort of legal advice – it is merely a reference tool.*

An emergency is defined under the *Emergency Management and Civil Protection Act* as “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” [Section 1, definition of an emergency].

Under the *Emergency Management and Civil Protection Act*, only the head of council of a municipality (or his or her designate) and the Lieutenant Governor in Council or the Premier have the authority to declare an emergency. The Premier, the head of council, as well as a municipal council, have the authority to terminate an emergency declaration [Sections 4 (1), (2), (4)].

An emergency declaration may extend to all, or any part of the geographical area under the jurisdiction of the municipality [Section 4 (1)].

If the decision is made to declare an emergency, the municipality must notify Emergency Management Ontario (on behalf of the Minister of Community Safety and Correctional Services) as soon as possible [Section 4 (3)]. Although a verbal declaration of emergency is permitted, all declarations should ultimately be made in writing to ensure proper documentation is maintained. Written declarations should be made on municipal letterhead, using the template provided by Emergency Management Ontario, and should be faxed to (416) 314-0474. When declaring an emergency, please notify the Provincial Emergency Operations Centre at 1-866-314-0472.

When considering whether to declare an emergency, a positive response to one or more of the following criteria **may** indicate that a situation, whether actual or anticipated, warrants the declaration of an emergency:

General and Government:

- Is the situation an extraordinary event requiring extraordinary measures?** [Section 4 (1) permits a head of council to “take such action and make such orders as he or she considers necessary and are not contrary to law” during an emergency.]
- Does the situation pose a danger of major proportions to life or property?** [Section 1, definition of an emergency]
- Does the situation pose a threat to the provision of essential services (e.g., energy, potable water, sewage treatment/containment, supply of goods or**

medical care)? [Some situations may require extraordinary measures be taken or expenditures be made to maintain or restore essential services. A declaration of emergency may allow a head of council to expend funds outside of his or her spending resolutions and/or the regular approval process of the municipality.]

- **Does the situation threaten social order and the ability to govern?** [Whether due to a loss of infrastructure or social unrest (e.g., a riot), a crisis situation has the potential to threaten a council's ability to govern. In such cases, extraordinary measures may need to be taken. Section 4 (1) provides for extraordinary measures, not contrary to law. Section 55 (1) of the *Police Services Act* provides for the creation of special policing arrangements during an emergency.]
- **Is the event attracting significant media and/or public interest?** [Experience demonstrates that the media and public often view the declaration of an emergency as a decisive action toward addressing a crisis. It must be made clear that an "emergency" is a legal declaration and does not indicate that the municipality has lost control. An emergency declaration provides an opportunity to highlight action being taken under your municipal emergency response plan.]
- **Has there been a declaration of emergency by another level of government?** [A declaration of emergency on the part of another level of government (e.g., lower-tier, upper-tier, provincial, federal) may indicate that you should declare an emergency within your municipality. For example, in the event of a widespread disaster affecting numerous lower-tier municipalities within a county, the county will likely need to enact its emergency response plan and should strongly consider the declaration of an emergency. In some cases, however, a declaration of emergency by a higher level of government may provide sufficient authorities to the lower-tier communities involved (e.g., municipalities operating under the authority of a provincial or federal declaration).]

Legal:

- **Might legal action be taken against municipal employees or councilors related to their actions during the current crisis?** [Section 11 (1) states that "no action or other proceeding lies or shall be instituted against a member of council, an employee of a municipality, an employee of a local services board, an employee of a district social services administration board, a minister of the Crown, a Crown employee or any other individual acting pursuant to this Act or an order made under this Act for any act done in good faith in the exercise or performance or the intended exercise or performance of any power or duty under this Act or an order under this Act or for neglect or default in the good faith exercise or performance of such a power or duty." Section 11 (3), however, states "subsection (1) does not relieve a municipality of liability for the acts or omissions of a member of council or an employee of the municipality...."]
- **Are volunteers assisting?** [The *Workplace Safety and Insurance Act* provides that persons who assist in connection with a declared emergency are considered "workers" under the Act and are eligible for benefits if they become injured or ill as a result of the assistance they are providing. This is in addition to workers already covered by the Act.]

Operational:

- **Does the situation require a response that exceeds, or threatens to exceed the capabilities of the municipality for either resources or deployment of personnel?** [Section 4 (1) permits the head of council to “take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan.” Section 13 (3) empowers a municipal council to “make an agreement with the council of any other municipality or with any person for the provision of any personnel, service, equipment or material during an emergency.”]
- **Does the situation create sufficient strain on the municipal response capability that areas within the municipality may be impacted by a lack of services, thereby further endangering life and property outside areas directly affected by the current crisis?** [Some situations may require the creation of special response agreements between the municipality and other jurisdictions, private industry, non-government organizations, etc. Section 13 (3) states that the “council of a municipality may make an agreement with the council of any other municipality or with any person for the provision of personnel, service, equipment or material during an emergency.”]
- **Is it a consideration that the municipal response may be of such duration that additional personnel and resources may be required to maintain the continuity of operations?** [In the event of a large-scale crisis, such as an epidemic or prolonged natural disaster, municipal resources may not be able to sustain an increased operational tempo for more than a few days. This is particularly true if emergency workers are injured or become ill as a result of the crisis. In such a case, the municipality may need to utilize outside emergency response personnel. Section 13 (3) provides for mutual assistance agreements between municipalities.]
- **Does, or might, the situation require provincial support or resources?** [Provincial response (e.g., air quality monitoring, scientific advice, airlift capabilities, material resources, etc.) may involve numerous ministries and personnel. Activation of the municipal emergency response plan, including the opening of the Emergency Operations Centre and meeting of the Community Control Group, can greatly facilitate multi-agency and multi-government response.]
- **Does, or might, the situation require assistance from the federal government (e.g., military equipment)?** [Section 13 (2) authorizes the Solicitor General, with the approval of the Lieutenant Governor in Council, to make agreements with the federal government. In Canada, federal emergency assistance is accessed through, and coordinated by, the province. The declaration of an emergency may assist a municipality in obtaining federal assistance.]
- **Does the situation involve a structural collapse?** [Structural collapses involving the entrapment of persons *may* require the deployment of one or more Heavy Urban Search and Rescue (HUSAR) teams. Ontario has a HUSAR team. This team is specially equipped and trained to rescue persons trapped as a result of a structural collapse. Any municipality in the province can request a HUSAR

deployment to a declared emergency. Requests for HUSAR resources should be made through your local mutual aid fire coordinator. Approval for the dispatch of the HUSAR team comes from the Commissioner of Emergency Management.]

- **Is the situation a large-scale or complex chemical, biological, radiological, or nuclear (CBRN) incident?** [Response to CBRN incidents requires specialized resources and training. Ontario is developing three CBRN teams to respond to incidents throughout the province. CBRN teams are only dispatched to declared emergencies. Requests for a CBRN deployment should be made through your local mutual aid fire coordinator. Approval for the dispatch of CBRN teams comes from the Commissioner of Emergency Management.]
- **Does the situation require, or have the potential to require the evacuation and/or shelter of people or animals [livestock] from your municipality?** [Evacuee and reception centres often use volunteers as staff. As noted above, the declaration of an emergency enacts certain parts of the *Workplace Insurance and Safety Act* related to volunteer workers. Secondly, an evacuation or sheltering of citizens has the potential to generate issues pertaining to liability. Section 11 of the *Emergency Management and Civil Protection Act* may provide municipal councilors and employees with certain protections against personal liability.]
- **Will your municipality be receiving evacuees from another community?** [The issues discussed in the previous bullet may apply equally to municipalities accepting evacuees.]

Economic and Financial:

- **Does the situation pose a large-scale disruption to routine patterns of transportation, or re-routing of large numbers of people and vehicles?** [The rerouting of people and vehicles poses a potential liability risk. Keeping persons from their homes and delaying commercial traffic are both sensitive issues. Section 11 of the Act may provide certain protection from liability. Section 4 (1) allows for extraordinary measures to be taken, providing they are not contrary to law.]
- **Is an event likely to have a long term negative impact on a community's economic viability/sustainability, including resulting unemployment, lack of available banking services and restorative measures necessary to re-establish commercial activity?** [The declaration of an emergency may facilitate the ability of the municipality to respond to economic losses.]
- **Is it possible that a specific person, corporation, or other party has caused the situation?** [Section 12 states that "where money is expended or cost is incurred by a municipality or the Crown in the implementation of an emergency plan or in connection with an emergency, the municipality or the Crown, as the case may be, has a right of action against any person who caused the emergency for the recovery of such money or cost...."]

APPENDIX 5 - DECLARATION OF AN EMERGENCY

I, _____,
(Name of Mayor or Elected Head of Council or First Nation Chief) (insert title)

of the County of Oxford hereby declare a state of local Emergency in accordance with the Emergency Management and Civil Protection Act, R.S.O. 1990, c E.9 s.4.(1) due to the emergency described herein: (explain the emergency situation)

for an Emergency Area or part thereof described as: (*describe using street names and/or boundaries*)

Signature of Head of Council

Name of Head of Council

DATED this _____ day of _____ at _____ (am / pm) in the
Municipality of the County of Oxford.

(Note: Fax to EMO Duty Officer @ 416-314-0474)

APPENDIX 6 - TERMINATION OF A DECLARED EMERGENCY

I, _____, _____,
(Mayor or Elected Head of Council or First Nation Chief) (insert title)

OF THE COUNTY OF OXFORD hereby declare that the emergency which
existed in

(define using street names and/or boundaries)

has been terminated in accordance with the Emergency Management and Civil
Protection Act R.S.O. 1990, c E.9 s.4.(1) due to the emergency described herein:

Signature of Head of Council

Name of Head of Council

DATED this _____ day of _____ at _____ (am / pm) in the
Municipality of the County of Oxford.

(Note: Fax to EMO Duty Officer @ 416-314-0474)

APPENDIX 7 – 211 PROTOCOLS

Under separate cover

APPENDIX 8 - DISTRIBUTION LIST

<u>PERSON</u>	<u>COPY No.</u>
Warden	1
Deputy Warden	2
Mayor of Woodstock	3
Mayor of Tillsonburg	4
Mayor of Ingersoll	5
Mayor of Zorra	6
Mayor of South-West Oxford	7
Mayor of Norwich	8
Mayor of East Zorra-Tavistock	9
Mayor of Blandford-Blenheim	10
County C.A.O.	11,12
Director of Public Health and Emergency Services and alternate.....	13,14
Director of Public Works and alternate.....	15, 16
Director of Human Services and alternate	17, 18
Director of Corporate Services and alternate	19, 20
Director of Human Resources	21,22
Manager of Emergency Services and alternate.....	23, 24
Inspector - O.P.P. - Oxford County and alternate(s)	25, 26, 27
Chief of Police – Woodstock Police Service and alternate(s)	28, 29, 30
Fire Coordinator - Oxford County and alternate	31, 32
Red Cross Society - Woodstock	33
St. John Ambulance	34
The Salvation Army	35
REACT	36
City of Woodstock	37
Town of Tillsonburg	38
Town of Ingersoll	39
Township of Zorra	40
Township of South-West Oxford	41
Township of Norwich	42
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It is advised that all stakeholders maintain two plans (one at office and one at home).