



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Extreme Incident Response Plan
Policy Number:	ER-008
Effective Date:	October 28, 2024
Reviewed:	
Amended:	

Authority/Legislative References

Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1

Ontario Regulation 392/23 Adequate and Effective Policing (General)

Policy Statement

This policy aligns with the Provincial Extreme Incident Response Plan, approved by the Ministry of the Solicitor General and detailed in *Ontario Regulation 392/23 Adequate and Effective Policing (General)* (O. Reg. 392/23). The Woodstock Police Service Board (the "Board") is committed to ensuring a systematic, coordinated, and effective response to any extreme incident. The Board is dedicated to implementing all requirements outlined in the Provincial Extreme Incident Response Plan, thereby ensuring thorough preparedness and efficient crisis management.

Policy Application

1. In this policy, "extreme incident" means a situation in which there is a reason to suspect either:
 - a. a terrorism offence within the meaning of section 2 of the *Criminal Code*

- (Canada) that will cause or has caused casualties or negative impacts to critical infrastructure in the Service's area of policing responsibility will be or has been committed;
- b. a criminal offence that will cause or has caused mass casualties will be or has been committed, and the effects of that offence could potentially exceed the capacity of the Service;
 - c. a criminal offence that will cause or has caused negative impacts to critical infrastructure, requiring a response by the police service that could potentially exceed its capacity, will be or has been committed;
 - d. multiple active attacker incidents, at least one of which is in the Service's area of policing responsibility, will occur or are occurring simultaneously, and there is reason to suspect the incidents are related;
 - e. a protest, demonstration or occupation that will pose a serious threat to human life or critical infrastructure will occur or is occurring.
2. The Chief, or designate, shall:
- a. ensure that the notification protocol in the Provincial Plan is communicated to all appropriate members, from front-line staff to senior command within the Service;
 - b. ensure the protocol is up to date, including current contact information, titles, roles and responsibilities;
 - c. contact risk assessments at least annually, or more frequently as required, to identify potential targets (e.g. persons, locations, objects, or systems) that may be the subject of an extreme incident including, but not limited to:
 - i. creating and maintaining an updated inventory of potential targets within the Service's jurisdiction;

- ii. assessing the risk of an extreme incident (high/medium/low) associated with these targets;
- d. maintain open lines of communication for sharing intelligence and information related to extreme incidents with other police services and relevant entities, including but not limited to OPP Provincial Operations Centre (POC);
- e. ensure that a process is in place to identify and access necessary resources, such as:
 - i. personal protective equipment;
 - ii. specialized services (e.g. tactical units);
 - iii. vehicles;
 - iv. training;
 - v. temporary accommodation;
 - vi. decontamination equipment;
 - vii. telecommunications equipment (which are also interoperable).
- f. review, train on and exercise their respective procedures at a minimum every two years, and following legislative and operational changes affecting extreme incident response as applicable. This process will consist of:
 - i. reviewing their respective procedures for compliance with legislative and operational changes, including linkages with the municipal emergency plan within their jurisdiction;
 - ii. conducting a simulated drill or sequence of events that places participants in a situation requiring them to function in that

capacity that would be expected of them in the event of a real extreme incident. The simulated drill or sequence of events shall be performed concurrently with other police services and should also involve other relevant entities (e.g. emergency service providers). This simulated drill or sequence of events shall at a minimum, test the interoperability of communication systems between the Service and other participating police services and any participating other relevant entities;

iii. considering how recent extreme incidents were responded to and lessons learned.

3. Based on information received regarding an extreme incident, the Chief shall ensure that the following responsibilities are fulfilled as the circumstances require in addition to satisfying any other operational priorities that may exist:

- a. implementing initial response and determining priorities, roles, and responsibilities of responding police officers on the scene(s);
- b. undertaking the applicable steps from the Notification Protocol;
- c. establishing an incident command or an integrated unified incident command (as applicable);
- d. co-ordinating actions of responding police officers and specialized responders as applicable, including liaising with other emergency service providers, such as fire and emergency medical services;
- e. activating any applicable agreements, as required, including agreements for the transfer of command to other police services or the RCMP, where applicable;
- f. following the inter-agency cooperation and information and intelligence sharing protocols;

- g. providing timely and relevant information to the media, including issuing public alerts, as required;
 - h. providing assistance to victims and witnesses, including the provision of referrals that are appropriate in the circumstances to emergency services, health care professionals, victim support agencies, social service agencies and other appropriate governmental, non-governmental or community organizations.
4. The Chief of Police or designate shall ensure that notification is given to municipal, provincial, and federal government emergency service providers, as applicable, when it is safe for them to start addressing the consequence(s) of an extreme incident. To ensure a coordinated effort with respect to consequence management response, including rescue and recovery efforts, the Chief of Police or designate shall liaise with other emergency services providers, such as fire, emergency medical services, hospitals and public health officials, as applicable.
 5. The Chief or designate shall exercise primary responsibilities in resulting investigations subject to the *Security Offences Act* or other legislation assigning primary responsibility to a specific police service or to an agreement pursuant to section 14 of the *Community Safety and Policing Act, 2019* with another police service to undertake the relevant investigation.
 6. The Chief may request that the Commissioner of the OPP or the Chief of Police of another police service provide assistance, if the Chief is of the opinion that the extreme incident is an emergency. The Board may also request the OPP's or another police service's assistance by resolution.
 7. The Chief or designate shall provide updates to the OPP Provincial Operations Centre (POC) as per the Notification Protocol in the Provincial Plan. The Chief shall share information, including intelligence relevant to an extreme incident with other Chiefs of Police and relevant entities as necessary to support an effective response, maintain situational awareness

and public safety, and facilitate coordination of resources in accordance with local plans and standard operating procedures, or on an ad hoc basis, to the extent such disclosure is legally permitted.

8. The Chief or designate shall inform the Board of the extreme incident and continue providing appropriate updates through the Chair of the Board or their designate.
9. The Chief shall decide whether to make public any information relating to the extreme incident. The Chief or designate shall, where appropriate:
 - a. disseminate directions to personnel with regards to media scene access restrictions and access to the perimeters of the scene, as appropriate;
 - b. release appropriate information to the media and members of the public;
 - c. maintain ongoing liaison with the media.
10. The Chief or designate shall ensure that public alerts are made as required using:
 - a. social media notification; and
 - b. an emergency alert system that delivers alerts through television, radio and wireless devices.

Reporting

11. The Chief or designate shall, following an extreme incident, prepare a report reviewing and evaluating the Service's response to the incident. The report must include:
 - a. general information regarding the incident, including the nature of the incident, the date, time and location of the incident, the environment in which the incident occurred and the details on the response to the incident;

- b. the type of personnel from the Service and other agencies involved in responding to the incident and their role in the response;
- c. an analysis of the outcome of the incident, including what worked well and recommendations for improvements, including matters to be addressed through changes to procedures and/or training;
- d. as applicable, the impact of the extreme incident and the Service's response to the extreme incident as it related to:
 - i. victims;
 - ii. the community;
 - iii. the Service and other first responder agencies; and
 - iv. individual members of the Service.

If the extreme incident involves the members of another police service, the Chief shall prepare the above report in consultation with the Chiefs of Police of the other involved police services.

- 12. The Chief shall ensure the report is prepared within 120 days after:
 - a. the day of the incident, if there is no Special Investigations Unit investigation into the incident;
 - b. if there is a Special Investigations Unit investigation into the incident, the day on which public notice in respect of the incident is given under section 33 of the *Special Investigations Unit Act, 2019*, or a report is published in respect of the incident under section 34 of that Act.
- 13. If the Chief is unable to complete the report within the timeframe above, the Chief shall notify the Board of the status of the report every 30 days, until the report is complete.

14. The Chief shall provide the Board the report within 30 days after the Chief approves the report. The Board shall publish the report on the internet, subject to the following:
 - a. the Board shall not make any information from the report available to the public without consulting with the Chief regarding whether any information from the report should not be disclosed and whether the information could be redacted if access to the report were requested under the Freedom of Information and Protection of Privacy Act (FIPPA) and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
 - b. The Board shall not redact any information in the report that would be required to be disclosed in response to the request for access under the FIPPA or MFIPPA.