

Subject: Parks and Recreation Coordinated Emergency Response Plan

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COORDINATED EMERGENCY RESPONSE PLAN

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Coordinated Emergency Response Plan

OVERVIEW

The purpose of the Woodstock Parks and Recreation Department's Coordinated Emergency Response Plan is to ensure a coordinated response to any emergency that may occur within or immediately impact any City of Woodstock Parks and Recreation Department park, facility or special event.

The City of Woodstock Parks and Recreation Department currently has just over 100 acres of park land that includes unimproved wooded areas and improved park lands. Improved park land features a variety of developed recreation facilities, multi-use hiking and biking trails, softball fields, tennis facilities, basketball courts, playgrounds, pavilions and picnic areas.

Year-round programs and special events include concerts, parades, community festivals, leagues and sports tournaments that attract attendance in excess of 150,000 patron visits each year. This level of activity, combined with size and scope of programs and events require the involvement of multiple City departments. This requires a coordinated emergency response plan be employed to ensure the efficient handling of emergency situations.



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I. PURPOSE

The purpose of the City of Woodstock Parks and Recreation Department Coordinated Emergency Response Plan is to ensure a coordinated, inter-department response to major emergency situations that may occur within or immediately impact the City of Woodstock Parks and Recreation Department. As such, it is intended to define inter-department relationships, and provide organizational structures within the City for a coordinated response.

II. SCOPE

The provisions of this plan and supporting documents shall apply to any emergency situation occurring at or immediately impacting the City of Woodstock Parks and Recreation Department parks, facilities, programs, or events.

III. AUTHORITY AND REFERENCES

The authority for the development of this plans implementation of established operational policies and procedures is contained within various City documents. This plan is used in conjunction with all existing City of Woodstock emergency plans.

IV. COOPERATING DEPARTMENTS

- City of Woodstock Parks and Recreation Department
- City of Woodstock Police Department
- City of Woodstock Fire Department

V. ACTIVATION

This plan shall be deemed activated upon the occurrence of any emergency situation as declared by the Parks and Recreation Director, Police Chief, Fire Chief, or designated on-scene Incident Commander.

VI. PLAN ORGANIZATION

- Plan Administration

Contains specific policy and direction relating to the development, organization, activation, and maintenance of the City of Woodstock Parks and Recreation Department Coordinated Emergency Response Plan.

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VII. PRE-EVENT EMERGENCY PREPAREDNESS AND PLANNING

- **Event Promotion Compliance**

Any private for profit, non-profit, or public organization promoting or otherwise sponsoring an event on City owned park property or facility.

- **Emergency Management Operations**

Sponsors of a major event at any Woodstock Parks and Recreation Department Park or facility shall be required to comply with the provisions of this plan and related emergency planning documents.

- **Event Operations Plan**

Prior to the actual occurrence of any special event or activity sponsored by any private or public agency, a detailed Special Events Permit will be developed and submitted to the individual departments comprising the Inter-Department Emergency Coordination Committee for review and approval. Final plan approval and distribution will be the responsibility of the Woodstock Parks and Recreation Department.

- **Pre-Event Meeting**

The Woodstock Parks and Recreation Department will attempt to host a pre-event meeting immediately prior to the event to: (1) review the Coordinated Emergency Response Plan with the City Departments affected and representatives from the event, and (2) to finalize the site plan. Distribution of the final site plan is the responsibility of the Parks and Recreation Department.

VIII. PLAN MAINTENANCE

- **Plan Distribution and Reproduction**

This plan is intended for distribution to all affected departments, participating public safety agencies, event promoters, and interested public organizations and individuals. This plan will be available as a Word document from the Woodstock Parks and Recreation Department. Any agency, organization, or individual may copy this plan. Only the Woodstock Parks and Recreation Department may change the contents, language, format, or structure of this plan.

- **Plan Review and Revision**

This plan and associated support documents shall be reviewed annually and revisions and updates will be completed by the Woodstock Parks and Recreation Department. The annual review process will be coordinated by the Parks and Recreation Director

IX. POST INCIDENT REVIEW

A post incident review will be conducted after the July 4th Celebration, Christmas Jubilee, and at the discretion of the Parks and Recreation Director, Police Chief or Fire Chief for other incidents. This post incident review shall take place within two weeks of the event.

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X. INTEGRATED EMERGENCY MANAGEMENT

Application of inter-department resources in response to any emergency at a City park, facility or event shall be conducted in a spirit of cooperation and mutual coordination. Specific policy mandates notwithstanding, emergency operations at a City park, facility or event will be conducted in the integrated manner, reflecting of common operational goals and objectives, functioning within the established Incident Command organization.

XI. INCIDENT COMMAND

- General

Emergency management operations at a City park, facility or event will be conducted in accordance with established principles of the Incident Command System (ICS). All City departments committed to an emergency at a City park, facility or event will operate under the principles of the ICS.

- Incident Command Authority

Management of emergency operations at a City park, facility or event will be the responsibility of an established Incident Command Authority. Such Incident Command Authority will be established at the scene using one of two distinct formats.

Functional Command

A Functional Command will be established by a single public safety agency having primary incident management responsibility relating to a specific type of emergency situation.

Pre-designated

After foul play has been eliminated; Functional Command assignments shall include:

1. Law Enforcement Only Incident - City of Woodstock Police Department
2. Fire Suppression/Emergency Medical incident – City of Woodstock Fire Department
3. Traffic Accident Only Incident - City of Woodstock Police Department
4. Search and Rescue Only Incident - City of Woodstock Fire Department

Unified Command

A Unified Command will be established when any given emergency incident or a situation requires close and effective coordination between several on-scene public safety agencies.

Examples of such incidents include.

1. Multi-Casualty Incident
2. Hazardous Materials Incident
3. Public Health Incident
4. Major Transportation Accident
5. Violent Encounter/Terrorism
6. Major Storm / Tornado, flooding etc

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- Incident Command Organization

The Incident Commander/Unified Command shall establish an Incident Command organization appropriate to the needs of operational command and control. Such an organization will include necessary support and logistical functions and services. The on-scene incident management organization will follow the adopted ICS organizational structure format.

Initial Incident Command activation will customarily take place at the scene. Parks and Recreation, Fire and Law Enforcement Supervisors will meet there and formulate the initial action plan, including assessing the need to activate this plan and the Unified Incident Command Post (UICP).

When the Unified Incident Command Post is established, a supervisor from departments committed to the incident will report to the Unified Incident Command Post to ensure an effective line of communications is established. This will include representatives from the Woodstock Parks and Recreation Department and the event sponsor.

XII. INCIDENT NOTIFICATION

Generally, notification of emergency situations arising within a City park will originate from the 911 Communications Center.

XIII. OPERATIONAL OBJECTIVES

- General

The following operational priorities shall be considered during the implementation of any emergency response operations at a Woodstock Park, facility or event:

1. Protection of human life.
2. Protection of operational resources.
3. Protection of private property.
4. Protection of the environment.

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XIV. CONCEPT OF OPERATIONS

Primary Response Operations

Response operations conducted at an emergency incident will involve one or more of the following basic operational functions addressed in this plan.

- **Emergency Communications**

Involves the coordination of all incident based dispatch, telecommunications, and electronic information management functions and activities.

- **Fire and Rescue Operations**

Provides for the protection of human life and property from fires and fire related emergencies.

Typical operations would include fire suppression, light rescue, search and rescue in parks or on trails, mitigation of hazardous materials releases, and provision of basic emergency medical care

- **Law Enforcement Operations**

Provides for the protection of life and property; enforcement of applicable laws, orders, and regulations; maintenance of access security; crowd control; and control of vehicular and pedestrian traffic at the emergency scene.

- **Medical Operations**

Involves the pre-hospital care of patients, (i.e. triage, treatment, transportation, and tracking) from a disaster/emergency.

- **Public Information Operations**

Involves the timely dissemination of accurate emergency and situational information to the general public through official broadcast media and other appropriate information channels.

Secondary Response Operations

Response operations conducted at an emergency incident may involve one or more of the following secondary operational functions addressed in separate support plans.

- **Public Health Operations**

Provides for environmental health services including site monitoring, hazardous materials testing, waste disposal, and mitigation of general health hazards.

- **Coroner Operations**

Provides for the collection, identification, storage, and appropriate disposition of human remains.

- **Evacuation Operations**

Involves the timely and effective evacuation and relocation of persons from threatened or otherwise impacted areas to locations of greater safety.

- **Heavy Extrication Operations**

Involves the application of heavy and specialized rescue equipment and apparatus for extrication operations at emergency incidents.

- **Search and Rescue Operations**

Involves a coordinated search and rescue effort to locate and recover person or persons unaccounted for and/or presumed lost in a general geographic area.

- **Engineering Operations**

Provides for the acquisition, distribution, and application of specific construction and engineering resources.

- **Logistical Operations**

Provides for the acquisition, distribution, and service of essential resources including personnel, equipment, services, and materials.

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APPENDIX A: Plan Participants and Agency Points of Contact

I. AGENCY AND INDIVIDUAL LISTINGS

This APPENDIX provides a listing of the plan participants (cooperators) and the corresponding agency points of contact, if different from the participants.

Jeffrey S. Moon
City Manager
12453 Hwy 92
Woodstock, GA 30188
(770) 592-6001

Dave Soumas
Fire Chief
225 Arnold Mill Road
Woodstock, GA 30188
(770) 926-2302

Preston Pooser
Parks and Recreation Director
108 Arnold Mill Road, Bldg C
Woodstock, GA 30188
(770) 517-6788
(678) 614-0453 CELL

Calvin Moss
Police Chief
12453 Hwy 92
Woodstock, GA 30188
(770) 592-6000

Pat Flood
Public Works Director
12453 Hwy 92
Woodstock, GA 30188
(770) 592-6038

Cherokee County
Emergency Operations Center
150 Chattin Drive
Canton, GA 30115
(678) 493-4000

Cherokee County 911

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APPENDIX B: COMMUNICATIONS OPERATIONS

I. General

Communications operations at a City park, facility or event will involve the coordination of emergency radio dispatch, telephone, and electronic information management in support of response operations.

A. Operational Responsibilities

When staffed, the initial dispatching and coordination of emergency resources assigned to a City park, facility or event will be conducted by the Parks and Recreation, Police or Fire Department personnel on site. Expanded incident communications requiring inter-department coordination will shift to the Primary Communications Coordination Agency, and will assume normal dispatching for the incident.

- **Primary Communications Coordination Agency**

Cherokee County 911 Communications shall function as the primary communications coordination agency for all major emergency situations occurring at City parks, facilities or events.

- **Supporting Communications Agencies**

Communications support may be provided by other local, state, and federal agencies in the event of an emergency.

B. Operational Objectives

Provide incident emergency dispatch communications in support of response operations as stipulated in this plan.

Provide supplemental telecommunications support as needed to outside emergency management operations participants,

Provide maintenance of radio and telecommunications equipment.

II. COMMUNICATIONS ORGANIZATION

Upon activation of the Incident Command System, emergency communications functions and operations will become the responsibility of a designated Communications Unit, located within the City's Command Center or Cherokee County Emergency Management office.

A. Field Incident Dispatch

When deemed necessary, a field incident dispatch operation will be established for the purpose of coordinating all on-scene tactical and logistical communications operations.

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III. COMMUNICATIONS CHANNELS

A wide array of radio communications frequencies are available to on-scene public safety agencies during an emergency. Selection of radio channels will be dependent upon availability, coverage, and traffic capacity.

A. Frequency Designations

The Incident Commander/Unified Command will determine the need for additional communications frequencies depending upon operational need. Generally, communications channels will fall within the following channel groups:

1. Dispatch and Command

Off Site:

Primary Law Enforcement and Fire Department Dispatch Channels (City of Woodstock PD, Woodstock Fire Department, Cherokee SO, and Cherokee 911 Center)

On Site:

Woodstock PD, Woodstock Fire, Woodstock Parks and Recreation, Woodstock Public Works

2. Tactical Channels

3. Support/Logistic Channels

Additional channels will coordinate as needed by the incident command.

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APPENDIX C: FIRE AND EXTRICATION OPERATIONS

I. General

This APPENDIX outlines general and specific fire and rescue operations to be conducted in response to an emergency incident occurring at or impacting a City park, facility or event.

A. Operational Command Responsibilities

- Primary Fire, Extrication & Emergency Medical Services

The City of Woodstock Fire Department will have overall responsibility for all fire, extrication, search and rescue and emergency medical services that occur within the City of Woodstock Parks and Recreation Department parks, facilities or events.

B. Functional Operations

Fire and extrication operations at any given incident will generally involve the following:

- Structural and/or brush fire suppression.
- Light and heavy extrication operations.
- First responder emergency medical operations.
- Initial hazardous materials response to isolate, deny entry and attempt to identify.

II. FIRE AND EXTRICATION ORGANIZATION

A. ICS Organization

Fire, extrication, and emergency medical operations at City parks, facilities and events will be conducted within the established ICS organizational structure.

B. Fire Mutual Aid

Requests for fire mutual aid will initially be directed to the County Communications Center at the discretion of the Fire Chief or on-scene commander.

Participating fire and extrication mutual aid resources will be assigned to the appropriate tactical levels within the incident command organization and deployed in accordance with identified operational needs.

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APPENDIX D: LAW ENFORCEMENT AND TRAFFIC CONTROL OPERATIONS

I. General

This APPENDIX outlines law enforcement and traffic control operations to be conducted in response to an emergency incident occurring at or impacting a City park, facility or event.

A. Operational Command Responsibilities

- Law Enforcement Agency

The Woodstock Police Department shall serve as the primary law enforcement agency for all law enforcement incidents occurring within a City park, facility or event.

B. Functional Operations

- Maintain internal security.
- Control and direct vehicular and pedestrian traffic.
- Organize and conduct emergency evacuations.
- Maintain access control and perimeter security.
- Secure crime scene and criminal evidence.
- Detain and transport arrestees.
- Maintain Incident Command Post security.
- Crowd Control.

II. LAW ENFORCEMENT ORGANIZATION

ICS Organization

Law enforcement operations at City parks, facilities and events will be conducted within the established ICS organizational structure.

B. Law Enforcement Mutual Assistance

Requests for law enforcement mutual aid will initially be directed to the County Communications Center at the discretion of the Police Chief or on-scene commander.

III. EVENT / PRIVATE SECURITY STAFF

A. Event / Private Security Staff Responsibilities

Supporting event / private security and staff, under the direction of the event coordinator will perform tasks as necessary and as assigned.

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APPENDIX E: Medical Operations

I. GENERAL

This APPENDIX outlines the general and specific medical operations to be conducted in response to a medical incident occurring at or impacting a City park, facility or event.

A. Operational Command Responsibilities

The Incident Commander will be a City of Woodstock Law Enforcement Officer or Fire Department personnel at the scene.

B. Functional Operations

Minimally, medical operations at an emergency may include the following:

- Conduct initial extrication & triage functions
- Provide basic and advanced life support
- Ground and/or air transport of patients to acute medical care facilities

C. Landing Zones

The following Landing Zone (LZ) has been designated by City of Woodstock Parks and Recreation Department and Woodstock Fire Department for air transport of patients to trauma care facilities:

Landing Zone - Dupree Park Softball Field

34°06'21N 84°29'33W

D. Response Patterns

• First Aid Stations (Walk-In Medical Patients)

First Aid & Non-Emergency Medical Walk-in medical patients requiring first aid/non-emergency treatment will be provided by the event's Medical Unit at their first aid stations.

Medical Unit personnel will initiate an emergency response of fire and/or ambulance at their discretion. When first aid is needed away from a first aid station, the event's Medical Unit Personnel will be dispatched, and may request response of fire and/or contracted stand-by ambulance based on the information provided.

• Emergency Response (All Medical/First Aid Calls)

For all first aid calls and medical emergencies located away from a first aid station at events. Parks and recreation department and fire department staff will communicate via radios to give first aid in a timely manner.

• Multiple Causality Incident (MCI)

A Multi-Casualty Incident will be declared upon the direction of the Incident Commander (IC) or

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his/her designated representative in accordance with the Plan. A MCI exists when available emergency medical services are not sufficient to respond to the concerned medical emergency.

Once a MCA has been declared, appropriate on-site emergency medical resources will be directed to the scene by the IC.

Requests for additional EMS resources to support the MCI will originate with the IC or his/her designated representative and coordinated with Cherokee County's Emergency Communications (9-1-1).

II. EVENT STAFF

A. Event Staff Responsibilities

Supporting event staff, under the direction and control of the Parks and Recreation Director or his/her designee will perform tasks as necessary and as assigned.

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APPENDIX F: PUBLIC INFORMATION OPERATIONS

I. GENERAL

This APPENDIX outlines functions associated with conducting public information operations during a major emergency occurring at or directly impacting a City park, facility or event.

A. Operational Responsibilities

- Primary Public Information Agency

The Incident Commander/Unified Command will designate an incident Public Information Officer. Woodstock Parks and Recreation Department personnel may fulfill this function when designated by the Parks and Recreation Director.

- Supporting Agencies

The Woodstock Police and Fire Department will provide assistance relating to emergency public information activities if requested by the Parks and Recreation Director.

II. FUNCTIONAL OPERATIONS

The designated Public Information Officer will ordinarily conduct the following functions:

- Timely collection of official incident information.
- Dissemination of official incident news and information to the public through established media sources.
- Conducting press and media briefings and tours of incident scenes.
- Development of official statements documenting emergency operations.
- Operation and coordination of on-scene Public Information Center.
- Coordinate with the Cherokee County Emergency Operations Center Public Information Officer if the EOC is activated.

III. FUNCTIONAL OPERATIONS

A. ICS Organization

The incident Public Information Officer (PIO) and supporting personnel will be assigned to the Command Staff of the established Incident Command/Unified Command organizational structure.

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IV. OPERATIONAL POLICIES AND PROCEDURES

The Incident Commander/Unified Command will approve all media and news releases relating to the emergency. The PIO will meet with and assist media representatives. Media representatives will be permitted to enter the scene as provided for by law. An on-scene Public Information

Center may be established at the park, facility or event to process media inquiries. Independent interviews of response personnel will not be conducted without PIO knowledge and approval. Identification of fatalities will not be released except as authorized by the Coroner.