

Rural Municipality of Belfast

Mayor: Garth Gillis; Chief Administrative Officer: Bob Brooks; *Incorporated 1972*

Municipal Emergency Management Plan (MEMP)

MEMP Planning Committee - Roles Descriptions

Municipal Emergency Management Planning Committee Members:

Possess a sound knowledge of their operational roles, procedures, resources, and have the authority from the municipality or their agency to make decisions on behalf of the municipality or agency.

Municipal Emergency Management Planning Committee Coordinators will consist of:

- 1) The Municipal Emergency Coordinator (MEC Manager)
- 2) Deputy Municipal Emergency Coordinator (Deputy MEC Manager)
- 3) Fire Protection Coordinator
- 4) Communications/Public Information Coordinator
- 5) Human Resource Management Coordinator
- 6) Emergency Agency Liaison Coordinator
- 7) Finance and Administration Coordinator
- 8) Social Services Coordinator

Municipal Emergency Management Planning Committee will:

- Assist the Municipal Emergency Co-ordinator and Deputy Municipal Emergency Co-ordinator in the preparation and coordination of the Municipal Emergency Management Plan (MEMP), including:
 - The development of memorandums of understanding (MOU) or mutual aid agreements, for cooperation and mutual assistance between municipal governments and other organizations in the event of an emergency.
 - Collaborate with authorities of the municipality, neighbouring municipalities, provincial authorities, and other organizations assigned comparable duties.
 - Respond and participate as members of the MEMP Planning Committee upon full or partial activation of the MEMP. The MEMP Planning Committee will then work from the designated MEMP Operations Centre, over the course of the emergency.

1) *Municipal Emergency Coordinator (MEC Manager) Role:*

The MEC Manager reports to Mayor and Council

The MEC Manager's primary responsibility is to coordinate the efficient response in an emergency situation. Responsibilities include:

1. Activating the MEMP if required.
2. Initiating the MEMP fan-out/notification list.
3. Ensuring MEMP positions are staffed as required.
4. Ensuring an up-to-date contact list is maintained for fan out purposes.
5. Ensuring information sharing meetings take place.
6. Reporting major incidents to PEI Emergency Measures Organization (PEI EMO).
7. Ensuring the development of an MEMP Action Plan.
8. Ensuring the MEMP Planning Committee take prompt and effective action in response to problems.
9. Ensuring personal logs are maintained by all of the MEMP Planning Committee.
10. Requesting expert assistance as required.
11. Advising Council if there is a need to evacuate a specific area.
12. Coordinating evacuation with the MEMP Planning Committee.

13. Consulting with the Social Services Coordinator on the selection and opening of Reception/Warming Centre(s).
14. Monitoring the capacity of the area resources and if overextended, requesting assistance through mutual aid and PEI EMO, upon approval from Council.
15. Informing the MEMP Planning Committee of issues as they arise.
16. Ensuring a thorough situation briefing is conducted during shift changes.
17. Ensuring replacement(s) is thoroughly briefed during shift changes.
18. Ensuring that a main event log is maintained.
19. Maintaining a personal log of all actions taken.
20. Other duties as required.

2) Deputy Municipal Emergency Coordinator (Deputy MEC Manager) Role:

The Deputy MEC Manager assists the MEC Manager in all duties of the MEC Manager as listed above.

3) Fire Protection Coordinator Role:

The Fire Protection Coordinator (or Alternate), coordinates all area emergency fire and rescue services.

Responsibilities of the Fire Protection Coordinator include the following:

Top 4 responsibilities will include:

1. Spearheading a Fire Protection Sub-Committee.
2. Maintaining an up-to-date list of all fire and rescue resources in the area.
3. Determining where specialized equipment and operators may be obtained depending on the nature of the emergency.
4. Providing advice to the MEC Manager when evacuation appears likely.

The Fire Protection Coordinator/Committee will also consider development/implementation of these operations during an emergency:

- Providing specialized equipment and operators when requested by the site.
- Coordinating requests for mutual aid.
- Briefing the MEMP Planning Committee during Information Sharing Meetings.
- Ensuring that dangerous goods support agencies are contacted if necessary.
- Updating maps and notice boards as necessary.
- Ensuring that replacements are thoroughly briefed during shift changes.
- Maintaining a personal log of all actions taken.

4) Communications/Public Information Coordinator (Information Officer) Role:

The Information Officer (or Alternate) duties include the following:

Top 4 responsibilities will include:

1. Spearheading a Communications/Public Information Sub-Committee.
2. Maintaining an up-to-date list of all media services in the area.
3. Establishing a Media-Briefing Centre.
4. Keeping the public informed of significant developments occurring during the emergency.

The Communications/Public Information Coordinator/Committee will also consider development/implementation of these operations during an emergency:

- Briefing the MEMP Planning Committee during Information Sharing Meetings.

- Maintaining a personal log of all actions taken.
- Implementing a crisis communication plan in order to support the incident.
- Ensuring the replacement(s) is thoroughly briefed during shift changes.
- Leading an Information Team (if required).
- Other duties as assigned by the MEC Manager.

5) Human Resource Management Coordinator (HR Coordinator) Role:

The HR Coordinator (or Alternate) duties include the following:

Top 4 responsibilities will include:

1. Spearheading a Human Resource Management Sub-Committee.
2. Identify, recruit and register volunteers as required to assist with the incident, i.e., assist at Reception/Warming Centres.
3. Provide guidance on the process for notifying next of kin if there have been injuries.
4. Compile a list of resources relating to Human Resources.

The Human Resource Management Coordinator/Committee will also consider development/implementation of these operations during an emergency:

- Brief MEMP Planning Committee on matters of importance during Information Sharing Meetings.
- Ensure personnel time records, travel expense claims and other related forms are prepared and submitted for payment.
- Ensure that replacement(s) are briefed during shift changes.
- Maintain a log of all actions taken.
- Other duties as assigned by the MEC Manager.

6) Emergency Agency Liaison Coordinator Role:

The Emergency Agency Liaison Coordinator (or Alternate) duties include the following:

Top 4 responsibilities will include:

1. Spearheading an Emergency Agency Liaison Sub-Committee.
2. Contacting MEMP Planning Committee members which have not acknowledged requests to report to the designated MEMP Operations Centre.
3. Contacting/Briefing external agency representatives during an emergency (such as RCMP, Hospitals, Ambulance, Transportation, etc).
4. Acting as a point of contact for agencies and organizations (excluding Fire).

The Emergency Agency Liaison Coordinator/Committee will also consider development/implementation of these operations during an emergency:

- Providing specific services as requested by the MEC Manager.
- Assisting with coordinating how volunteers/volunteer organizations can assist with response.
- Maintains a list of current Police, Security, Hospital Emergency, and Transportation locations/contacts/resources.
- Work with above Agencies regarding possible evacuation routes, and update maps as required.
- Maintaining a personal log of all actions taken.
- Briefing the MEMP Planning Committee during Information Sharing Meetings.
- Ensuring replacement(s) is thoroughly briefed during shift changes.
- Other duties as assigned by the MEC Manager.

7) Finance and Administration Coordinator Role:

The Finance and Administration Section concerns itself with the financial aspects of an emergency including capturing the costs of dealing with an incident, procuring items, dealing with claims and compensation, and recording the work hours of MEMP Planning Committee. The Finance and Administration Coordinator (or Alternate) duties include the following:

Top 5 responsibilities will include:

1. Spearheading a Finance and Administration Sub-Committee (if required).
2. Developing a plan for capturing costs dealing with the incident.
3. Assisting with Disaster Financial Assistance Arrangements/Claims, as required, during the recovery phase.
4. Working to support the MEMP.
5. Obtaining MEMP Team sign in/sign out times during deactivation.

The Finance and Administration Coordinator/Committee will also consider development/implementation of these operations during an emergency:

- Briefing MEMP Planning Committee during Information Sharing Meetings as required.
- Maintaining a Personal Log of all actions taken.
- Ensuring the replacement(s) is thoroughly briefed during shift changes.
- Other duties as assigned by the MEMP Planning Committee.

8) Social Services Coordinator Role:

The Social Services Coordinator/Committee is responsible for coordinating all aspects of Emergency Social Services including lodging, feeding, clothing, personal services and registration and inquiry. The Social Services Coordinator (or Alternate) duties include the following:

Top 4 responsibilities will include:

1. Spearheading a Social Services Sub-Committee.
2. Ensuring that an up-to-date list of all emergency social services resources are maintained.
3. Registering all evacuees as they arrive at the reception/warming centre.
4. Predetermining resources that may be required depending on the situation.

The Social Services Coordinator/Committee will also consider development/implementation of these operations during an emergency:

- Providing overall supervision of all social services activities.
- Informing the MEC Manager of major incidents as they occur.
- Maintaining a list of all staff assisting with emergency social services and ensuring that replacement(s) are thoroughly briefed during shift changes.
- Monitoring the capacity of area resources, and if overextended, requesting assistance through the MEC Manager.
- Maintaining a personal log of all actions taken.
- Brief the MEMP Planning Committee during Information Sharing Meetings.
- Other duties as assigned by the MEC Manager.

Committee Recommendations will be presented to Council in a public meeting for ratification.