

EMERGENCY READINESS

1. Planning for large scale events

- The Village will maintain an **EMO Plan**.
- The purpose of the plan is for responding to a **large scale disaster** or **major emergency** in the Village.
- The EMO Plan will list a group of volunteers known as the **EMO Group**. These will include:
 - The Administrative Assistant
 - The Mayor
 - The Fire Chief
 - The Maintenance staff
 - A public information officer
 - A social services volunteer
 - A health services volunteer
- The coordination of the response to the disaster or major emergency will be the shared responsibility of the **Coordinators** (see below).
- If possible, the Village will seek to integrate its EMO plan into a **Regional EMO Plan** with neighbours such as Elbow and Douglas Park.

2. Planning for single incidents

- Many emergencies are single incidents such as: a fire, a medical emergency, a lost child, etc.
- These single incidents will also be managed by the **Coordinators**.
- Note the protocols on the following pages.

3. The Coordinators

- The **Coordinators** will be appointed by Council.
- Because the Village is a cottage community, having several coordinators (preferably 3 to 5) helps ensure that at least one coordinator is in the Village should an incident occurs.
- Once a year in the spring, the Administrative Assistant will call a joint meeting of the EMO Group and the Coordinators for the purpose of reviewing/updating the EMO plan and making recommendations to Council.
- The Coordinators will be responsible for planning for the **education of village residents as per the plans and protocols in this policy**.

- The Coordinators will develop and maintain a list of **Medical Volunteers** who, if they are in the Village, may be able to assist with medical emergencies.

4. Protocols

4.1 Protocol for responding to a fire¹

- 1) The first step is the call to 911
- 2) 911 will simultaneously send a text to:
 - The Elbow Fire Department
 - The Fire Response Team A
 - The Coordinators
- 3) The Fire Response Team A will proceed to the maintenance building to prepare to deliver water to the Elbow Fire Department.
 - All members of the Fire Response Team A will have a key to the maintenance building.
 - The main role of the Fire Response Team A is to provide support to the Elbow Fire Department by hauling water and other tasks as assigned by the Fire Chief. At all times, the Fire Chief is the person in charge of the fire-fighting.
- 4) The Coordinator(s) will proceed to the Village Office to plan for supporting the fire fighters.
 - The main role of the Coordinator(s) is to support the fire fighters with tasks such as crowd control, setting up a fire-fighters' rest area, or calling in additional volunteers.
 - If the Fire Chief indicates that additional help is needed to fight the fire, the Coordinator(s) will text the **Fire Fighters Volunteer**. Coordinators will have a group contact list in their cell phones to use when contacting this group.

4.2 Protocol for responding to a medical Emergency

- 1) The first step is the call to 911.
- 2) 911 will simultaneously send a text to:
 - The Elbow First Responders
 - The Coordinators
- 3) The **Coordinator(s)** will immediately text the **Medical Volunteers**.
- 4) Should any of the Medical

¹ A single fire is NOT an EMO event. It is a single incident. If it escalates into a larger fire, the Coordinators will call in the EMO Group.

4.3 Protocols for resources and equipment in the village

- 1) The water supply in the Village includes:
 - An unlimited supply of irrigation water during the 6-month warm season.
 - 9,000 gallons reserve supply in the tanks in the maintenance building during the 6-month cold season.
 - 300 gallons in the Village Water truck.
 - The Fire Chief's list of farmers who are called in to bring thousands of gallons on trailers and semis.
- 2) The Village maintenance staff will:
 - Maintain the irrigation system for seasonal fire-fighting use and to ensure the off-season reserves.
 - Ensure that the water truck is kept filled and in operating condition.
 - Ensure that the water truck does not leave the village.
 - Keep a maintenance log on the truck after its use and for servicing.
 - Maintain the necessary equipment for fire fighting (example – pumps, shovels, gunny sacks, suits, ladder, or pails).
 - Notify Council of the need for additional equipment.
 - Provide advice to Council on fire safety issues such as fire pits, fireworks, snow removal, fire guards, signs and other issues as identified by the committee.
 - Carry out the annual burn of the brush pile.
- 3) The Administrative Assistant will:
 - Monitor the condition of the AED device and cabinet mounted on the exterior of the office building.