

FIRE FIGHTERS GUIDANCE NOTE # 2-6

ISSUE: EMERGENCY PREPAREDNESS

The overall responsibility for municipal emergency planning is with provincial and local governments as described in the Emergency Management Act 2002.

To ensure that safety procedures for emergency workers are adequate, fire departments should regularly review the fire service responsibilities as outlined in local municipal emergency plans and focus on the following key points:

- Review internal incident command systems and operating guidelines to ensure compatibility with municipal emergency plans.
- Review municipal emergency plans to ensure that department plans are
 - Current.
 - Ensure that adequate safety, rehabilitation and debriefing procedures are identified for emergency workers.
- Incorporate emergency planning into the regular fire service training Schedules.
- Provide potential emergency site managers (incident commanders) with
 - appropriate training.
 - Conduct regular, paper, tabletop, and actual exercises to test and revise the plan.
- Regularly review telephone, resource lists and agreements.
- Provide an adequate post incident review process to ensure that the
 - emergency plans are revised as required.
 - Ensure that media information procedures are identified.

Departmental plans should include information on:

- Critical Incident Stress (CIS) procedures.
- Decontamination procedures.
- Equipment replacement procedures.
- Sanitation facilities.
- Medical monitoring.
- Mutual Aid.
- Role of outside agencies.
- Clean up of equipment.