

# Town of Truro – Policy & Procedure Manual

**Subject:** Emergency Measures Policy  
**Policy Number:** P100-006  
**Approval Date:** December 1, 2003  
**Departments:** All Departments

## **PURPOSE**

To establish a local system of communications within the Town of Truro, if possible, both prior to an impending emergency and throughout the emergency, and also during the recovery process.

## **POLICY STATEMENT**

This policy is intended to coordinate and inform Council and Emergency Staff within the Town of Truro and to assist and support the Regional Emergency Measures Committee and the activities of the Regional Emergency Measures Coordinator.

## **EMERGENCY STAFF**

CAO, Town Engineer, Chief of Police, Fire Chief, Director of Finance, Recreation Director and Building Inspector.

## **COUNCIL REPRESENTATIVES**

The Mayor and Deputy Mayor, who are also Council's representatives on REMO.

## **EMERGENCY RESPONSE**

As soon as possible following an emergency, or when an emergency situation can be reasonably expected, the Mayor or the CAO will call a meeting of the Town of Truro Emergency Committee. The Committee will consist of the Mayor, Deputy Mayor, and the Town of Truro Emergency Staff. The Committee will meet in the Community Room of the Truro Police Service. If this location is unavailable, the Committee members will be advised when called as to the location. The Regional Emergency Measures Coordinator will also be invited to the meeting.

The Mayor will chair the Committee and in his/her absence, the Deputy Mayor will act as chairperson. The Committee will be briefed on the state of the situation, and as much as possible, the anticipated impact on the Town of Truro, the actions currently being followed to mitigate the impact of the emergency and the plans for recovery after the emergency.

The Committee will function to support the efforts of REMO and ensure that required resources are identified, located and displayed in an efficient and effective manner. The Committee will meet for such duration and frequency as required and information updates will be provided to Council members on a regular basis based on the nature of and extent of the emergency.

Following the emergency, a report on the emergency including the results of the debriefing meeting, will be prepared and presented to Council within 30 days from the date of the last meeting of this Committee.