

Joint Emergency Management Teams

Policy and Standard Operating Guidelines

Halifax Regional Municipality - Emergency Management Division

Prepared by:

Haley Jeffrey, Assistant Emergency Management Coordinator

Date: December 9, 2022

Approved By:

Erica Fleck, Assistant Chief of Community Risk Reduction and Emergency Management

Date:

TABLE OF CONTENTS

HALIFAX REGIONAL JOINT EMERGENCY MANAGEMENT TEAMS.....	5
GENERAL.....	6
Purpose.....	6
Scope.....	6
Objectives	6
Definitions	7
Acronyms	8
Confidentiality.....	9
PROGRAM IMPLEMENTATION	10
Governance.....	10
The Province of Nova Scotia.....	10
Halifax Regional Municipality.....	10
Authority	10
Funding Structure.....	10
Roles and Responsibilities.....	10
Liability Coverage.....	11
Mandatory Expectancies	12
Policy Adherence.....	12
Criminal Records and Vulnerable Sectors Check	12
PROGRAM ADMINISTRATION.....	13
Team Management	13
Application Process.....	13
Recruitment.....	13
Training & Exercises.....	13
Meetings	13

Volunteer Appreciation	13
Team Emails	14
Volunteer Management Software	14
JEM Volunteer Resignation	14
JEM Expense Claims	14
JEM Suppliers of Service.....	14
Comfort Centres	14
JEM Supplies	14
Public Education.....	15
Public Communications	15
WORKER CARE	16
Debriefing.....	16
Volunteer Rights.....	16
RESPONSE	17
Call Out and Deployment Procedure	17
Activation Criteria	17
Stand By / On Call	17
Activation	17
Team to Team Deployment	17
Out of Region Deployment	Error! Bookmark not defined.
JEM Mobile Response Team Deployment.....	Error! Bookmark not defined.
Response Procedures.....	17
DEMOBILIZATION	18
Deactivation.....	18
Transition to Recovery.....	18
ANNEX 1 – JEM Team Code of Conduct	19

¹ANNEX 2 – JEM Boundary Maps	21
Regional JEM Boundaries	21
Sheet Harbour JEM	22
Musquodoboit Valley JEM EAST	23
Musquodoboit Valley JEM West	24
Eastern Shore JEM	25
Western Region JEM.....	26
Bedford / Sackville JEM.....	27
River Lakes JEM	28
Mainland JEM.....	29
Mulgrave JEM	30
Preston’s JEM	31
Dartmouth JEM	32
Chebucto JEM.....	33
ANNEX 3 – Distribution of Responsibilities	34
ANNEX 4 – Comfort Centre Kit Inventory.....	36
Documentation	36
Stationary	36
Identification	36
Resident Support.....	36
Miscellaneous.....	37
Food Service Goods.....	Error! Bookmark not defined.

¹ Large size JEM Maps available upon request to HRM EM staff.

HALIFAX REGIONAL JOINT EMERGENCY MANAGEMENT TEAMS



EMERGENCY MANAGEMENT

Eastern Shore

River Lakes

Mainland North Metro

Bedford/Sackville

Musquodoboit Valley

Peninsula South

Western Region

Chebucto

Sheet Harbour

Dartmouth

Mulgrave/Uniacke Square

Preston Township

GENERAL

Purpose

In the event of an emergency or disaster where a resident or residents of the Halifax Regional Municipality have been impacted, Joint Emergency Management (JEM) Teams will respond accordingly in compliance to the policies and procedures stated within the JEM Team Plan (JEMP).

The purpose of the JEMP is to outline the roles, responsibilities, and procedures for a JEM Team activation. This information has been developed based on HRM policies, consultation with JEM team leaders and associated reference materials.

This document is an addendum to HRM's Comprehensive Emergency Management Plan and is intended to provide further guidance in support of *Appendix 'G'*. The aim of the Halifax Regional Municipality (HRM) Municipal Emergency Plan (MEP) is to prescribe the organization and measures required to protect human health, property and the environment given an imminent or actual emergency affecting the municipality.

Scope

JEM Teams provide assistance to the HRM Emergency Operation Centre (HRM EOC), facilitate Comfort Centre provision to their communities, operate Reception Centres during evacuations, and may provide other means of support to their communities in times of emergency and disasters.

JEM Teams also provide vital public engagement and education to their communities by elevating the importance of emergency preparedness and business continuity planning.

The JEM Team program is a volunteer-based program and is dependant on community volunteers to provide these services. This program also provides templates and other administrative supports required to manage teams.

Historically, JEM Team volunteers have responded to the following emergencies or disasters:

- power outages;
- wildland interface fires;
- floods;
- hurricanes; and
- extreme weather events.

Objectives

HRM may address all objectives of emergency management within its jurisdictional responsibility including but not limited to the following:

1. Assess Risks;
2. Mitigate Risks;
3. Plan for Response;
4. Plan for Recovery;
5. Ensure HRM Preparedness; and

6. Evaluate and Review the Emergency Program.

In meeting these objectives, the HRM will engage JEM teams to inform and involve the HRM residents and business owners in steps they can take toward their own emergency preparedness and protection through public education initiatives.

Definitions²

Emergency*	A present or imminent event, that requires prompt coordination of actions to protect the health, safety or welfare of people, or to limit damage to assets or the environment.
Disaster	Essentially a social phenomenon that results when a hazard intersects with a vulnerable community in a way that exceeds or overwhelms the community's ability to cope and may cause serious harm to the safety, health, welfare, property or environment of people; may be triggered by a naturally occurring phenomenon which has its origins within the geophysical or biological environment or by human action or error, whether malicious or unintentional, including technological failures, accidents and terrorist acts.
Emergency Management*	The prevention and mitigation of, preparedness for, response to and recovery from emergencies and disasters.
Evacuation	A temporary displacement of residents from their homes whose life safety is at imminent risk. An evacuation may be ordered by Halifax Regional Municipality.
Joint Emergency Management Team	HRM Community disaster and emergency response volunteers.
Emergency Operation Centre	The Municipal disaster/emergency response organization.
Preparedness*	To be ready to respond to a disaster and manage its consequences through measures taken prior to an event, for example emergency response plans, mutual assistance agreements, resource inventories and training, public awareness activities, equipment and exercise programs.

² Definitions with an asterisk “*” have been referenced from Public Safety Canada <https://www.publicsafety.gc.ca/cnt/rsrcs/pblctns/2017-mrgnc-mngmnt-frmwrk/index-en.aspx> accessed on January 5, 2022.

Mitigation*	Disaster mitigation measures are those that eliminate or reduce the impacts and risks of hazards through proactive measures taken before an emergency or disaster occurs
Resilience	The length of time taken for communities to resume normal or near normal function post emergency or disaster event.
Response*	to act during or immediately before or after a disaster to manage its consequences through, for example, emergency public communication, search and rescue, emergency medical assistance and evacuation to minimize suffering and losses associated with disasters.
Activation	The mobilization of disaster response personnel in accordance with emergency plans and policy in response to an emergency or disaster event.
Deployment	Upon activation, the action of mobilizing and responding to communities to support emergency response situations.
Volunteer	A person who gives their time during times of emergency and disaster; to deliver basic services and needs to residents who may be impacted without expectations of monetary compensation.
Comfort Centre	A strategically chosen centre within a community impacted by emergencies where residents can receive up-to-date information and access to power.
Reception Centre	A safe location where evacuees can register and obtain basic services while displaced.
Lodging	Referring to temporary accommodations for displaced residents.
Warming/Cooling Centre	A pre-determined location to support residents who are vulnerable to extreme temperature conditions.

Acronyms

JEM	Joint Emergency Management
EOC	Emergency Operations Centre
NSEMO	NS Emergency Management Office
HRM-EM	Halifax Regional Municipality Emergency Management

HRM	Halifax Regional Municipality
HRFE	Halifax Regional Fire & Emergency
HATS	Halifax Amateur Telecommunications Society
ICS	Incident Command System
HRP	Halifax Regional Police
RCMP	Royal Canadian Mounted Police
PSC	Public Safety Canada

Confidentiality

The JEMP contains both general and confidential information. General information used when preparing the JEMP is available publicly however, some specific content in the JEMP is strictly for internal use and will not be contained in the public version. Personnel phone lists, and details will be excluded to meet the requirements of the Freedom of Information and Protection of Privacy Act (FOIPPA).

JEM Volunteers may hear or be exposed to sensitive information when responding. All operational information that is not released to the public is highly confidential and is not to be shared with unauthorized individuals or organizations. If you are unsure about what information can be shared, please contact the JEM Team representative in the EOC.

All personal volunteer records and information obtained through this program will be solely used for internal JEM Team operations. Records are considered 'restricted access' and securely protected within HRM EM.

PROGRAM IMPLEMENTATION

Governance

The Province of Nova Scotia

- *Nova Scotia Emergency Management Act, 1990, chapter 08, section 10 subsection (1):*

“Within one year after coming into force of this act, each municipality shall” paragraph (e): “prepare and approve emergency measures plans”

Halifax Regional Municipality

- *Halifax Regional Municipality Emergency Management By-law E-100, 1996 (revised 2009), section 5; duties of the Emergency Management Coordinator, subsection (3):*

*“The Emergency Management Coordinator shall”, paragraph (a):
“co-ordinate and prepare municipal emergency management plans.”*

- *Halifax Regional Municipality Administrative Order Number 2018-006-OP Respecting Halifax Regional Fire & Emergency in The Halifax Regional Municipality*

- *Municipal Emergency Plan*

Appendix ‘G’

Authority

HRM EM reserves the right and authority to amend and update this document. JEM Volunteers are encouraged to make recommendations regarding the efficient and effective operations of the JEM teams and content of this document.

The HRM Chief Administrative Officer maintains the legislated responsibility to activate the Emergency Operations Centre and the Emergency Management Coordinator or EOC Incident Commander has the authority to coordinate and facilitate response activities inclusive of activating JEM Teams.

Funding Structure

The HRM EM Budget will have funds allocated towards the JEM responsibilities listed under *Annex 3* of this document which will be solely managed by the Emergency Management Coordinator. It is the responsibility of the Chairs to provide a list of projected cost needs by October 1 of each year and to advise HRM EM staff if they require equipment or resources to perform their duties.

Roles and Responsibilities

Halifax Regional Municipality / Halifax Regional Fire & Emergency

The responsibility of HRM and HRFE are to ensure the communities within the municipality are as resilient as possible by coordinating and implementing a robust and comprehensive emergency management program encapsulating the four pillars of emergency management.

HRM EM is responsible for the coordinating Emergency Response Planning, Evacuation Planning and Crisis Communication Planning. This division coordinates the municipal response to natural and human caused emergencies and disasters that may impact the residents of HRM.

HRM EM will all public information templates, public education literature, promotional material all other public facing needs to each of the teams.

JEM Committee

The JEM Committees are comprised of each JEM Team chair and HRM EM representatives. This committee meets regularly to discuss the overall JEM program, JEM training opportunities, and team challenges, success and needs. JEM Chairs will also discuss event response to share lessons learned and general operations at the following committee meeting.

JEM Team Chairs

JEM Chairs have overall responsibility for function of their JEM teams. This person facilitates meetings and is the main point of contact between HRM-EM and the team. This individual is elected/appointed by the teams. This person is responsible for ensuring teams are equipped to respond by organizing monthly meetings, providing training opportunities, and advising HRM of any administrative needs required for the teams to function. For more information on JEM Team Chair responsibilities, see *Annex 2 - Position Descriptions*.

Duty Officers

Duty Officers play a key role during emergencies and disasters. The Duty Officer functions as the liaison between the EOC and the comfort/reception centres. This person maintains overall operational responsibility for their regions JEM Team's response.

JEM Volunteers

JEM Volunteers have a responsibility to follow the *JEM Volunteer Code of Conduct* and to be aware of their Rights under this plan within Section _ page__.

Residents Receiving Support

Residents who receive support from the JEM program have a responsibility to know which services are available and are provided. They are to understand that volunteers do not have decision making authority around HRM EM service provision or program administration and that they are members of HRM communities answering the call for service in times of crisis.

Residents are required to register with the comfort centre if they wish to receive service from the program. Residents who refuse to register are refusing to receive service and will not be permitted to enter the Comfort Centre.

There is no tolerance for abusive behaviour towards JEM Team volunteers. Abusive behaviour in any form will result in termination of services for the individual.

Liability Coverage

JEM Volunteers are covered when responding on behalf of HRM-EM under the following policies:

- Call Out Volunteers are covered for AD&D coverage under the current HRP Evidence Searchers AD&D insurance policy.
- When the HRM EM Volunteers are called out and under the care, control and supervision of HRM, HRM's Commercial General Liability coverage would respond.

Mandatory Expectancies

Policy Adherence

All JEM volunteers will adhere to the JEM Team Code of Conduct attached in *Annex 1* and all other stated policy documents.

Criminal Records and Vulnerable Sectors Check

HRM EM is responsible for providing a safe environment for residents and volunteers. This will be achieved by following standard OH&S practices as well as adapting each emergency response location to ensure that all residents and volunteers are allocated a safe space as deemed necessary.

All JEM Members must provide HRM EM with a Criminal Record and Vulnerable Sector Check. For new members, this is part of the application process referenced in the Program Administration section of this document.

Current volunteers, who have not have not provided HRM EM with a Criminal Records and Vulnerable Sections Check will be notified by HRM EM and must complete in the prescribed timeframe.

PROGRAM ADMINISTRATION

Team Management

Application Process

1. Initial Expression of Interest

Individuals that are interested in becoming members of their local JEM Teams must fill out the application form on the HRM website and provide HRM EM with a Criminal Records Check and Vulnerable Sectors Check. Once HRM EM has processed the application, the information will be provided to the appropriate JEM Team Chair.

It should be noted that the costs of the Criminal Record Check will be reimbursed by HRM EM upon submission of a clear record.

2. Orientation

HRM EM will provide template orientation packages to the JEM Teams for new volunteers. HRM EM will provide contacts for new applicants to JEM Team Chairs.

Orientation packages will contain documents and literature that will need to be reviewed to complete their registration. An orientation package checklist must be completed and provided back to HRM EM.

3. Volunteer Registration

After applicants have received and completed their orientation packages, they will be registered in the FDM system and will be considered JEM Volunteers. Registration in FDM will ensure volunteers are covered under HRM EM insurance policies when responding to HRM emergency events.

Recruitment

JEM Team Chairs are responsible for the organization of recruitment events and planning appreciation initiatives for their teams. JEM Team Chairs are to obtain approval from HRM EM for any community facing events and public messaging prior to an organized event. JEM Team Chairs will notify HRM EM if they require supplies/funding for the event and submit a prepared budget for approval.

Each team will have an allocated budget amount within the HRM EM budget specifically to support annual recruitment initiatives.

Training & Exercises

HRM EM will work with JEM Teams to provide training. Each team will have an allocated budget amount within the HRM EM budget specifically to support annual training initiatives.

Meetings

JEM Team Chairs will make best efforts to schedule monthly meetings with their teams and to provide HRM EM with the intended meeting schedule. Minutes will be taken and distributed to all members who are unable to join and provided to HRM EM for record keeping.

Volunteer Appreciation

JEM Team Chairs and HRM EM will collaborate to plan an annual team appreciate event.

Team Emails

Each team Chair will have access to a team specific Gmail account which will be used to communicate with their teams, HRM EM staff and other JEM Team specific business. Email addresses and passwords will be provided by HRM EM staff.

Volunteer Management Software

In development.

JEM Volunteer Resignation

If for any reason, a JEM Team member wishes to resign from the JEM Team, an opportunity to participate in an Exit Interview will be offered. Upon official notification that the JEM Member is resigning, they must make arrangements to return all JEM Identifying effects to their JEM Team Chair or the HRM EM Office.

JEM Expense Claims

Best efforts will be made by both JEM Chairs and HRM EM to provide teams with everything needed for teams to respond to emergencies. In any instance where JEM Team Chairs or individuals require reimbursement, they will first request approval for all expenditures related to the operation of their JEM Teams.

All HRM approved costs must be submitted to HRM EM for reimbursement through the JEM Chair or Duty Officers during an emergency event. Mileage and meal reimbursement rates fall under the most current HRM employee reimbursement rates.

Forms will be filled out and approved by both the Duty Officer / Team Chair and HRM-EM.

JEM Suppliers of Service

In development.

Comfort Centres

Suitable HRM owned and operated facilities will be utilized for Comfort Centres whenever possible. If there is not a suitable HRM facility available in the area, HRM will look to facilities that have Comfort Centre designation through pre-approved Memorandums of Understanding (MOU).

If there are local community groups that wish to provide Comfort Centre services to their community, they may apply for the designation and receive an inspection to determine if the facility meets the needs. If the building does not have a generator to provide service during power outages, they are encouraged to apply for financial support through the community grants process.

Further information on how to apply for community grants can be found on the HRM website. <https://www.halifax.ca/business/doing-business-halifax/community-non-profit-resources/community-grants>

JEM Supplies

Each JEM team has a response kit used for operating Comfort Centres. The inventory is included in *Annex 4* of this document. Team Chairs will submit a report no longer than 14 days after an activation of supplies used.

HRM EM Assets

HRM EM requires each member to sign out an accountability card for the HRM assets that they receive and must be verified bi-annual.

Public Education

Public Educations and community engagement initiatives are encouraged and must be preapproved. If teams would like to partake in or organize public events they can request financial support through HRM EM for approved costs.

Public Communications

All public communications including retention and recruitment material must be approved by HRM EM and HRM Corporate Communications as per HRM Policies. If teams require specific literature or have ideas on educational/promotional material, they are encouraged to bring suggestions forward for discussion.

It should be noted that it could take up to 30 days to provide approval and production of materials depending on the nature of the request. Developing new literature and mass printing of such will take more time to produce than printing existing material.

WORKER CARE

Debriefing

All volunteers are entitled to debriefing after responding to an emergency event. Operational and emotional debriefs are important to ensuring volunteer retention, helping with empathetic exhaustion and volunteer burnout.

Operational debriefs will be conducted by HRM EM within two weeks following an emergency event. Emotional debriefs will be conducted as soon as possible utilizing existing resources.

Volunteer Rights

ALL JEM Team Volunteers have a right to the following.

➤ To receive an orientation

All volunteers will have an opportunity to learn about HRM, HRFE and HRM EM. Volunteers will be made aware of HRM's scope of response and level of service provided during emergencies and disasters. During the orientation process, volunteers will be provided with clear information regarding the expectations of JEM Team participation and the role within the HRM emergency response structure. Information will be provided regarding policies and procedures pertinent to the JEM Team Volunteers.

➤ Be given guidance and direction

JEM Volunteers will be given clear guidance and direction to ensure they know what to do and how to accomplish their tasks. In emergency and disaster events, job duties may change quickly to adapt to fast changing situations and response needs. You will be given clear instructions, support and supervision by an HRM Comfort Centre Manager, Duty Officer or Team Chair. Volunteers will not be asked to perform duties to which they are not trained or physically able to accomplish.

➤ Have access and receive training for your position.

JEM Volunteers should be given training for your role to be equipped with the right skills and knowledge to fully execute your responsibilities. Best efforts will be made for volunteers to be given tasks that match their personal goals, skills and motivation within the organization.

➤ Be treated as an important part of the organization and be recognized for contribution

JEM Volunteers will be treated with respect and be welcomed as an integral part of the organization and best efforts will be made to organize volunteer appreciation events in recognition of their contributions.

➤ Be provided a safe and supportive environment.

HRM EM and JEM Team Chairs will ensure that teams have a safe work environment so volunteers can fulfill their responsibilities. This includes a harassment-free environment that adheres to HRM Harassment Policies and the Volunteer Code of Conduct within this document.

RESPONSE

Call Out and Deployment Procedure

As soon as HRM EM is made aware of an imminent need for community support, Duty Officers / JEM Chairs will be contacted to activate their teams to respond. If after 30 minutes, HRM is unable to contact JEM Team Chairs or Duty Officers, deputy Chairs and Duty Officers will be contacted. If contact is still unable to be made with team leadership, HRM EM will contact the volunteers directly.

Due to the unpredictable nature of emergency events, call outs and team activations may be necessary at all times of the day. Volunteers are not permitted to respond to events under the influence of alcohol or recreational substances.

Activation Criteria

The Chief Administrative Officer (CAO) of HRM has the authority to activate EOC. The EOC Incident Commander has the authority to activate the JEM Teams. These decisions are fact and situation based with the most up-to-date information available at the time.

Stand By / On Call

Impending weather events expected to impact critical infrastructure and utilities causing service disruption will engage teams to activate for a Level 1 response.

JEM Team Chairs will be notified prior to emergency weather events to activate their teams for 'Standby' or 'On Call'. Teams will be given as much notice as possible prior to an activation, however the nature of each event is different, and notice may not be possible to give.

Activation

Should an event occur where:

- the power is expected to be out for more than 12 hours in extreme weather conditions;
- severe weather is anticipated to cause severe transportation issues;
- a severe weather event has caused extensive damage to infrastructure and environment elevating the need for community-based rapid damage assessment reporting;
- an emergency event causing imminent risk to life safety has caused an evacuation and residents must evacuate;
- an emergency event causing severe damage to primary residences where immediate short-term support is required.

Team to Team Deployment

Volunteers who are willing may be asked to respond in other JEM jurisdictions should they need support or relief during long term events or should there be limited local capacity.

Response Procedures

Response procedure documents are available to all JEM Team volunteers and are incorporated in various training courses within the JEM Team training program.

DEMOBILIZATION

Deactivation

Upon notification from the EOC or Duty Officer that Comfort Centres are no longer required, volunteers will stand down services to the public. This process entails:

- preparing and submitting all paperwork to the Duty Officer which is then submitted to HRM EM within 7 days; and
- packing and inventorying Comfort Centre resources and supplies and notifying HRM EM of what needs replacing in the kits within 14 days.

Transition to Recovery

Volunteers also may be asked to participate in the community recovery process. This may be in the facilitation of recovery and resiliency centres, community outreach and education or participating on HRM Community Recovery Committees.

ANNEX 1 – JEM Team Code of Conduct

All JEM volunteers play an integral role in HRM's Emergency Response Function and Community Emergency Preparedness program as stated in the Municipal Emergency Plan (MEP). The aim of the Halifax Regional Municipality (HRM) MEP is to prescribe the organization and measures required to protect human health, property and the environment given an imminent or actual emergency affecting the municipality.

The work and efforts of JEM volunteers directly support all pillars of Emergency Management by providing preparedness education, feedback on community risk, response capacity and recovery support. JEM team volunteers are expected to adhere to this Code of Conduct document during their association with any JEM Program.

Respect

Volunteers will act with respect for the cause, the stakeholders, the organization and the community.

Volunteers must treat with respect all fellow volunteers, HRM staff, and all others with whom they interact while conducting HRM business with respect. Harassment, discrimination or other behaviours that compromise the dignity and self-worth of others cannot be tolerated, and will be addressed promptly, in confidence, and in accordance with standards of due process developed by the HRM. HRM EM expects all staff and volunteers to abide by the *HRM Harassment Policy* and *Nova Scotia Human Rights Code*. These are minimum standards and failure to comply with these standards will be sufficient grounds for disciplinary action up to and including termination of the individual from their volunteer position.

Integrity

Volunteers carry out their involvement responsibly and with integrity.

Equality

Volunteers will treat one another with equal opportunity including the service they are providing to the community.

Collaboration

Proactively contribute to support an environment and culture for meaningful volunteer involvement.

Comprehension

Understand how their specific volunteer role links to vision, mission and values. Undertake volunteer roles to achieve operational goals and strategies.

Compliance

Understand, respect and follow policies. Operate within and support the volunteer involvement standards for development and delivery of quality programs and/or services.

Leadership

Provide volunteer service and leadership for effective program delivery.

Accountability

JEM volunteers shall abide by HRM's travel and expense policy and shall only incur expenses as authorized by HRM staff. Volunteers are expected to disclose any offenses or activities that may result in conflict of HRM policies or this Code of Conduct.

Personal Gains

Volunteers must not use their status as a volunteer to obtain personal gain from those doing or seeking to do business with HRM. Additionally, volunteers should neither seek nor accept gifts, payments, services, fees, special valuable privileges, pleasure or vacation trips, accommodations or loans from any person (except in the case of loans, from persons in the business of lending and then only on conventional terms) or from any organization or group that does, or is seeking to do business with the municipality.

Conflict of Interest

Volunteers must avoid all situations in which their personal interests' conflict or might conflict with duties to the municipality (for example, if you or your spouse provides a service and you are involved in the selection of suppliers of that same service for the municipality). Volunteers shall, at the first opportunity, disclose any conflict of interest. The nature of this reported conflict must be noted in appropriate official records of the HRM EM, such as meeting minutes.

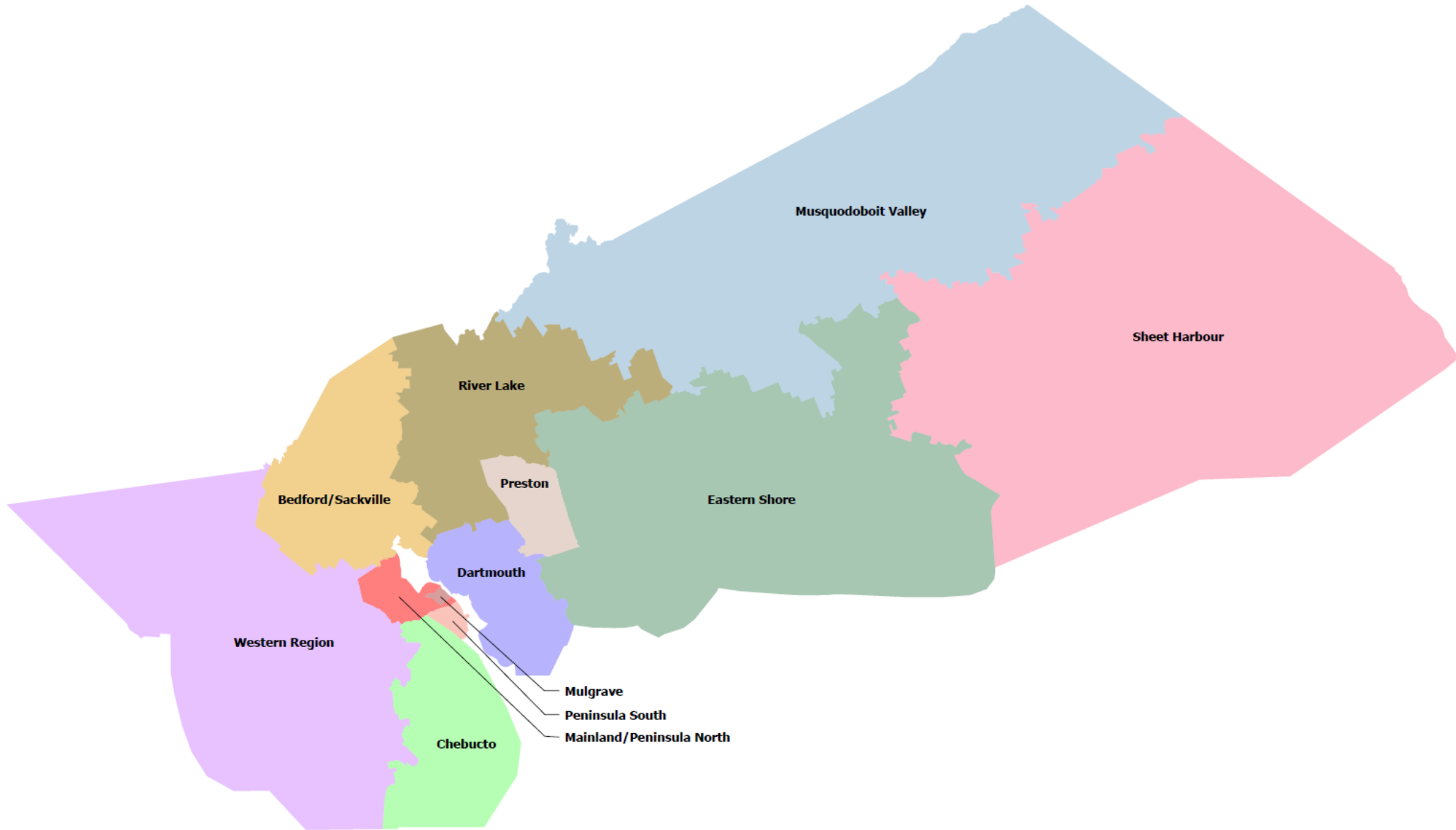
Confidentiality

At all times, the privacy and dignity of members, other volunteers and HRM Staff must be respected. Volunteers may have access to information and documents relating to members, other volunteers, or municipal business that is of private and confidential nature; reasonable care and caution will be exercised to protect and maintain total confidentiality. Volunteers will not read records or discuss such information unless there is a legitimate purpose. All records are the property of the HRM EM and will be kept in at the HRM EM office

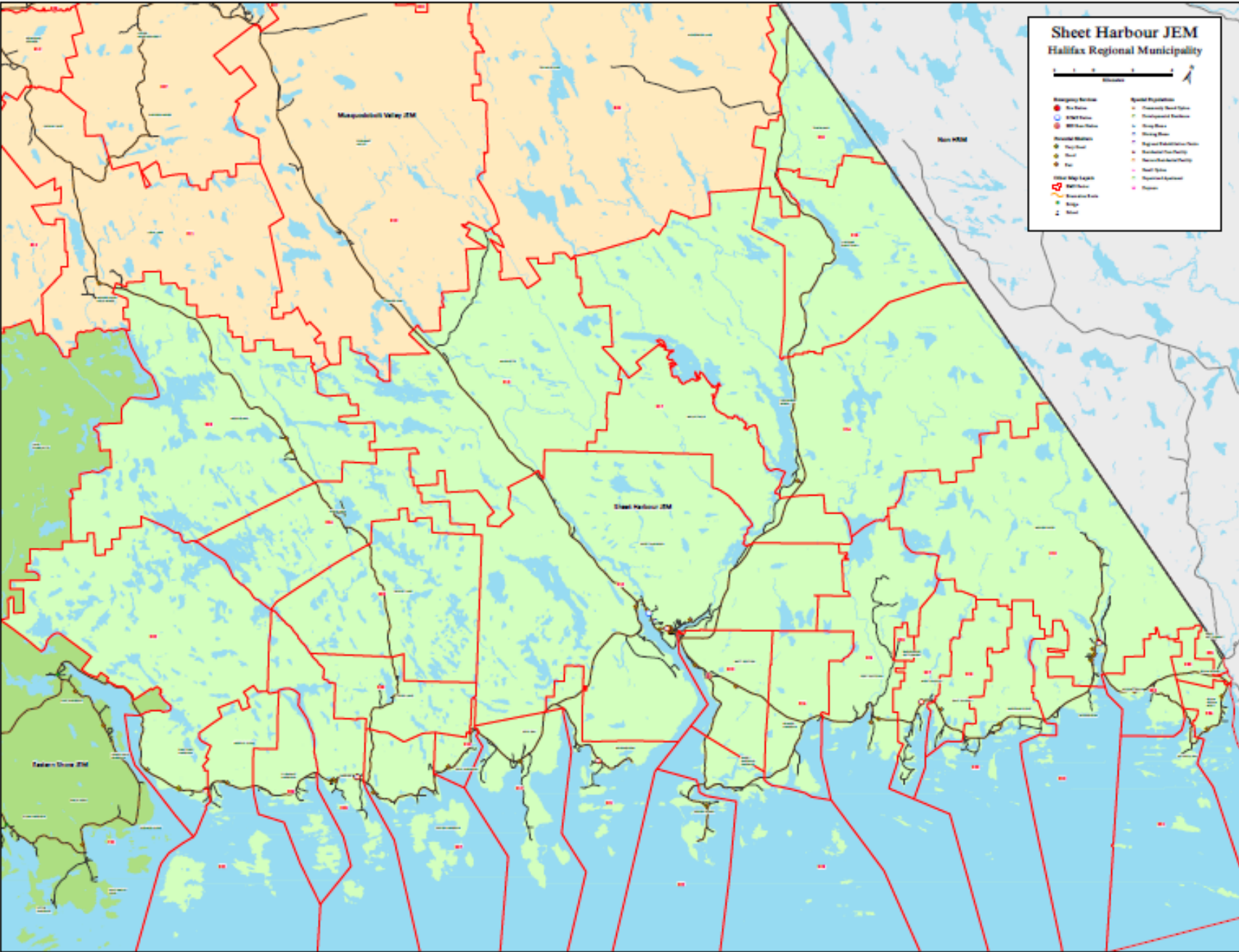
Volunteers must not use for their own purposes, including financial gain, or disclose for the use of others, information obtained as a result of their role with HRM EM (for example, lists of sponsors or suppliers). This applies both during and after the period in which the individual is a JEM Team volunteer.

ANNEX 2 – JEM Boundary Maps

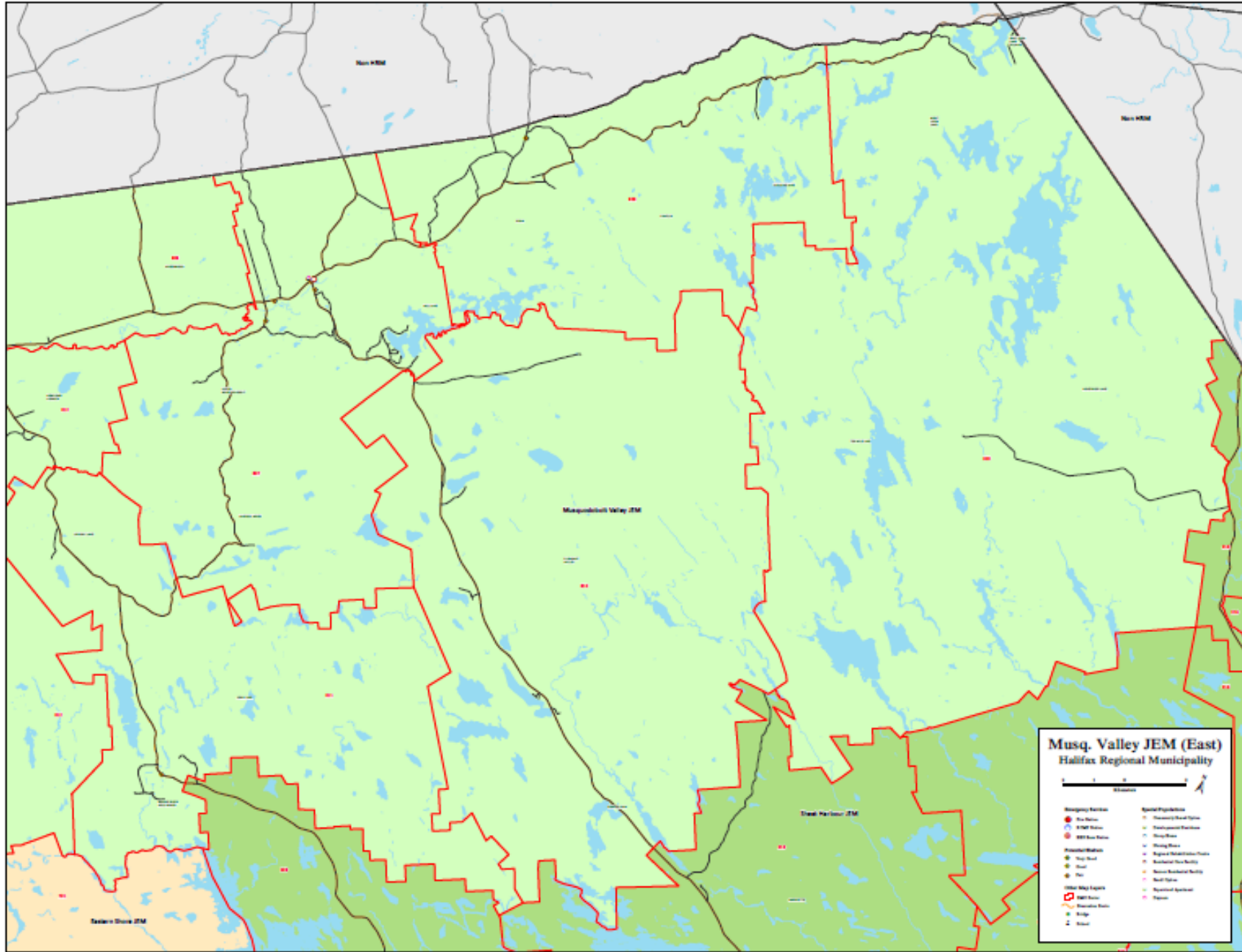
Regional JEM Boundaries



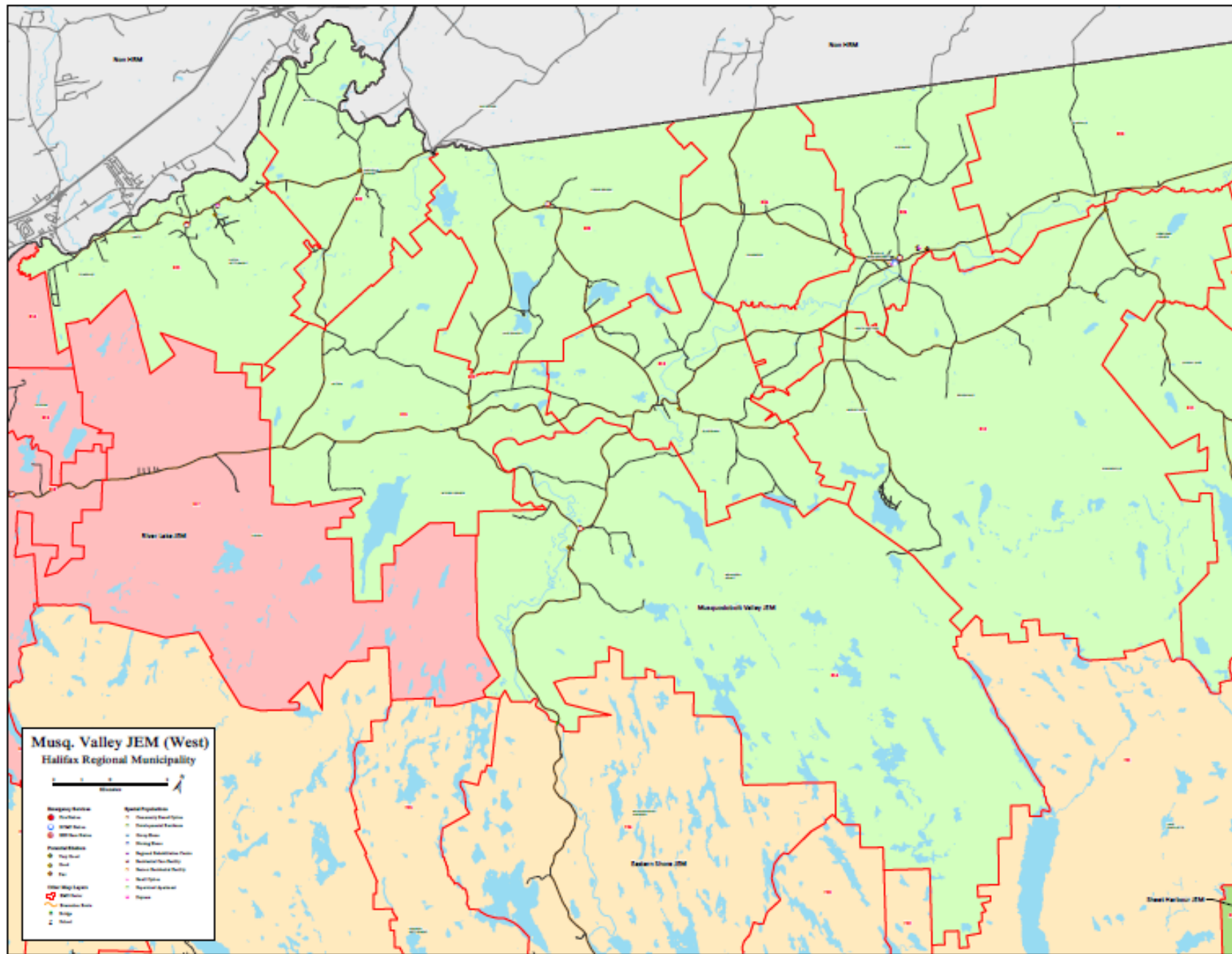
Sheet Harbour JEM



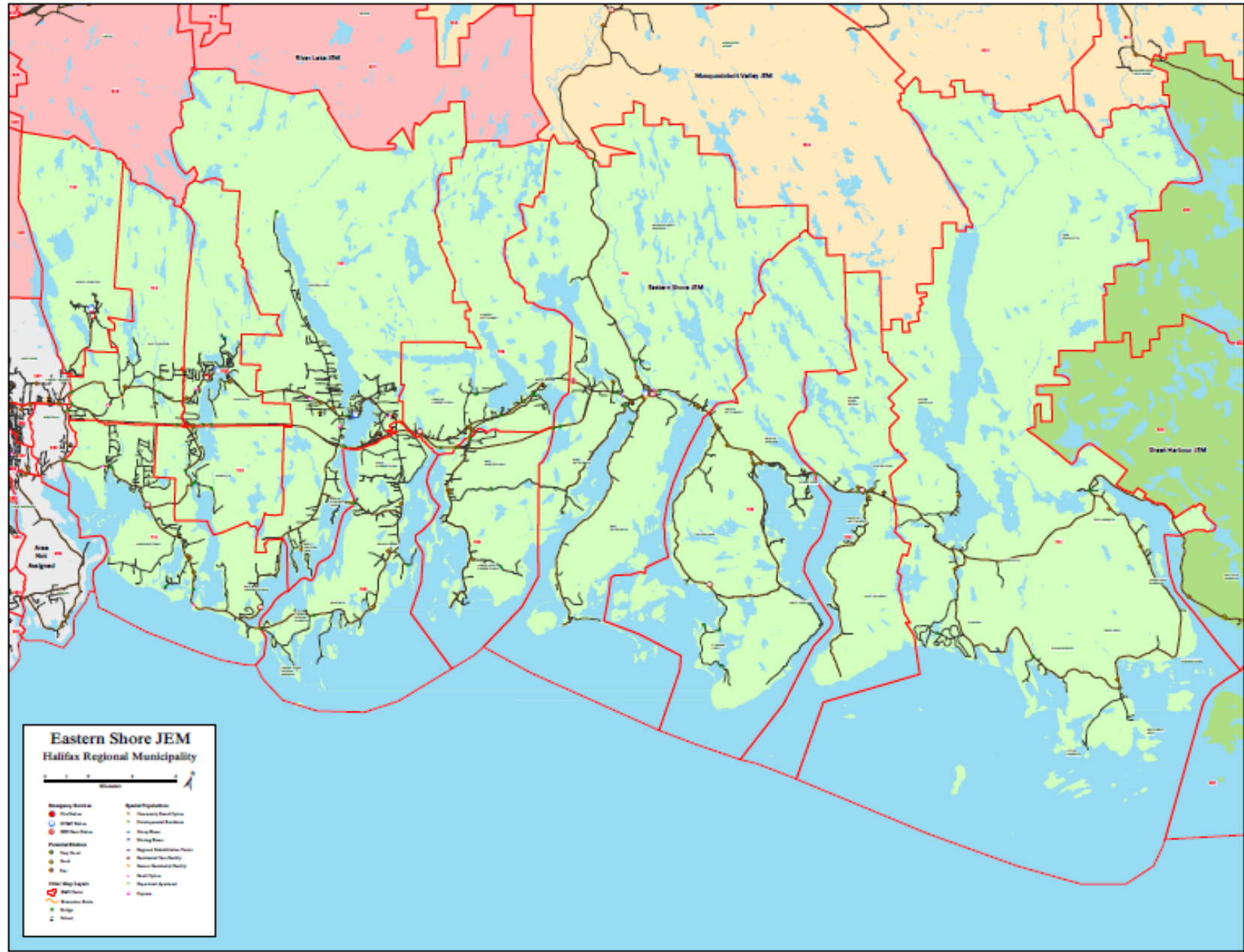
Musquodoboit Valley JEM EAST



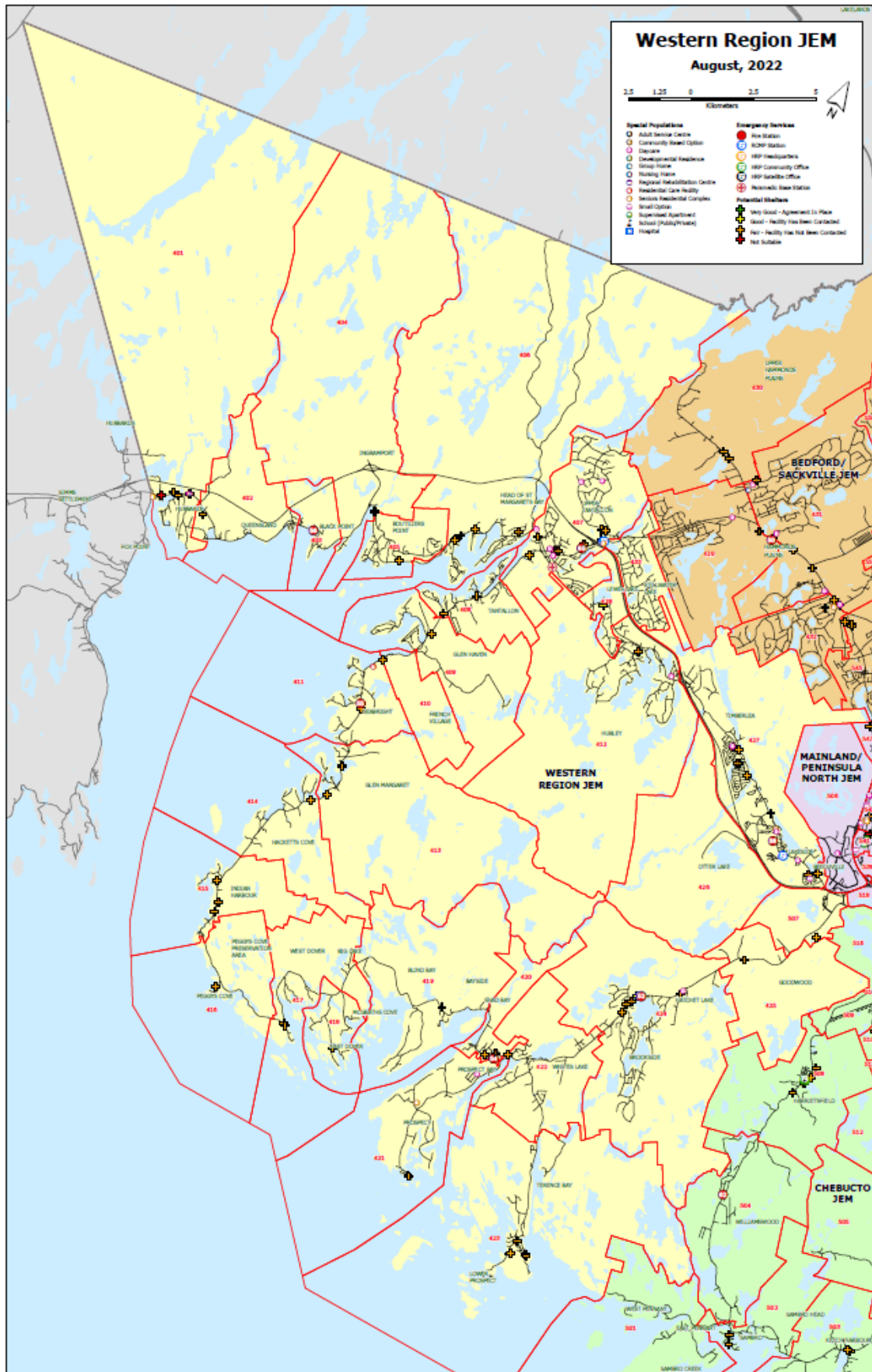
Musquodoboit Valley JEM West



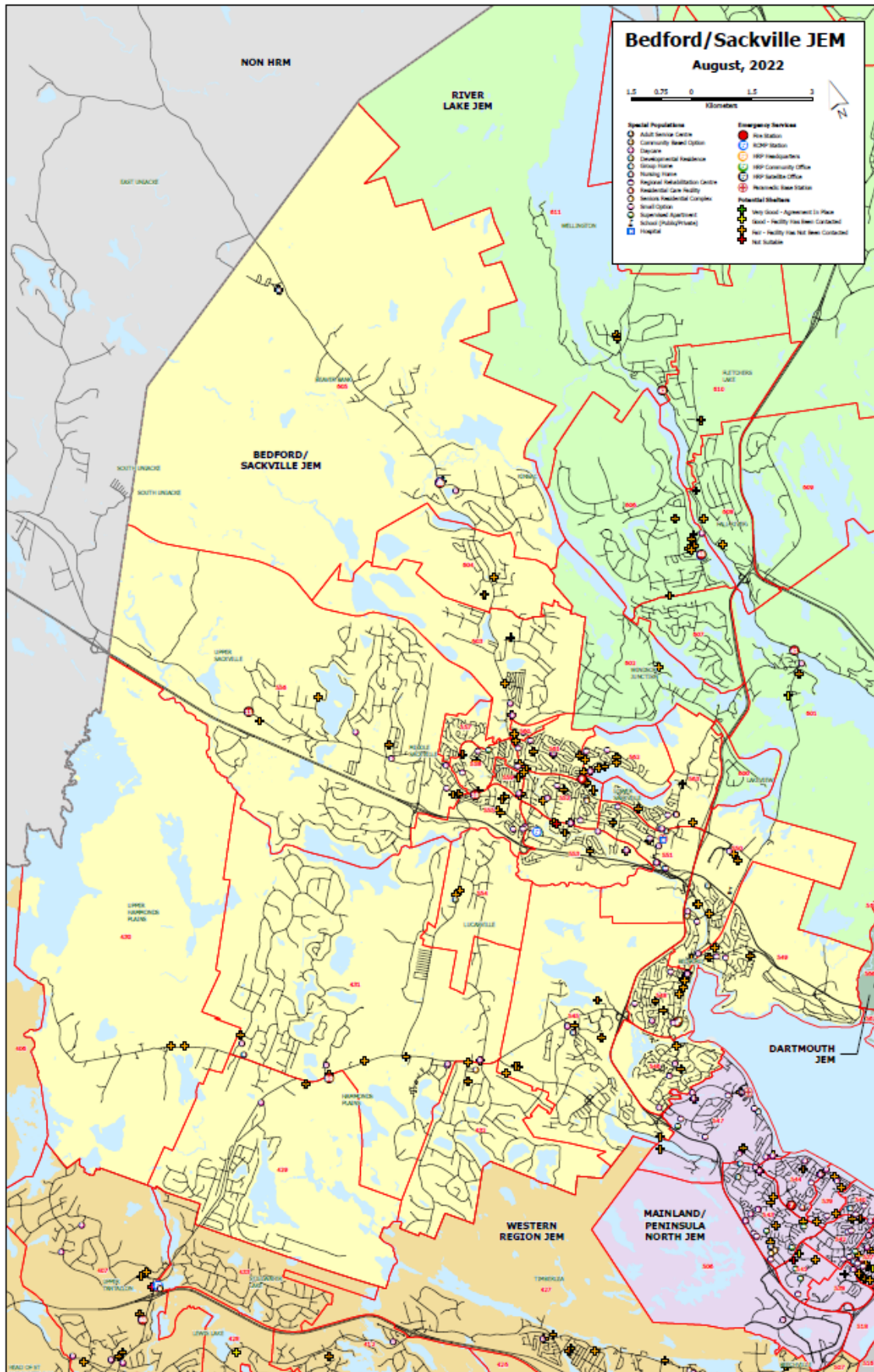
Eastern Shore JEM



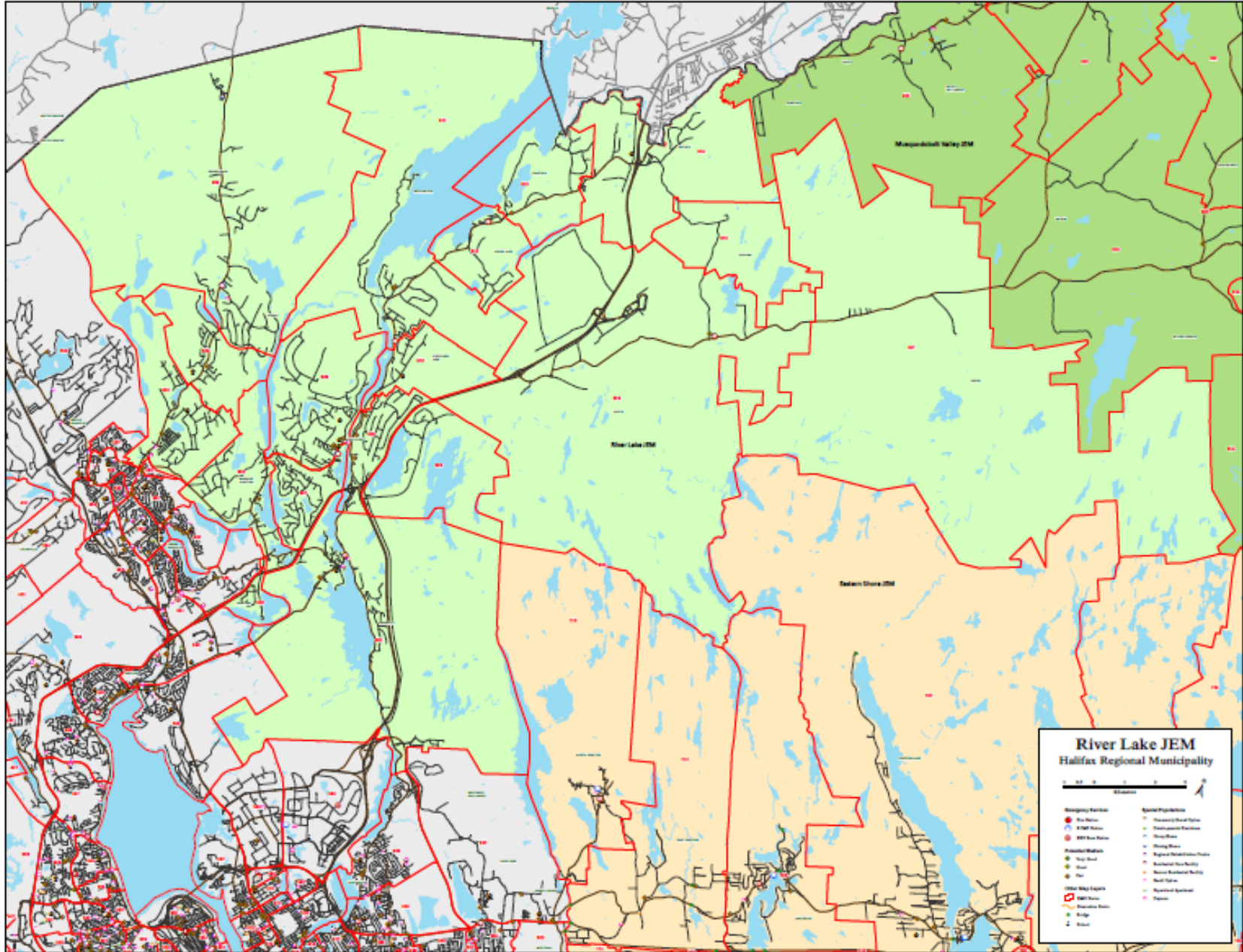
Western Region JEM



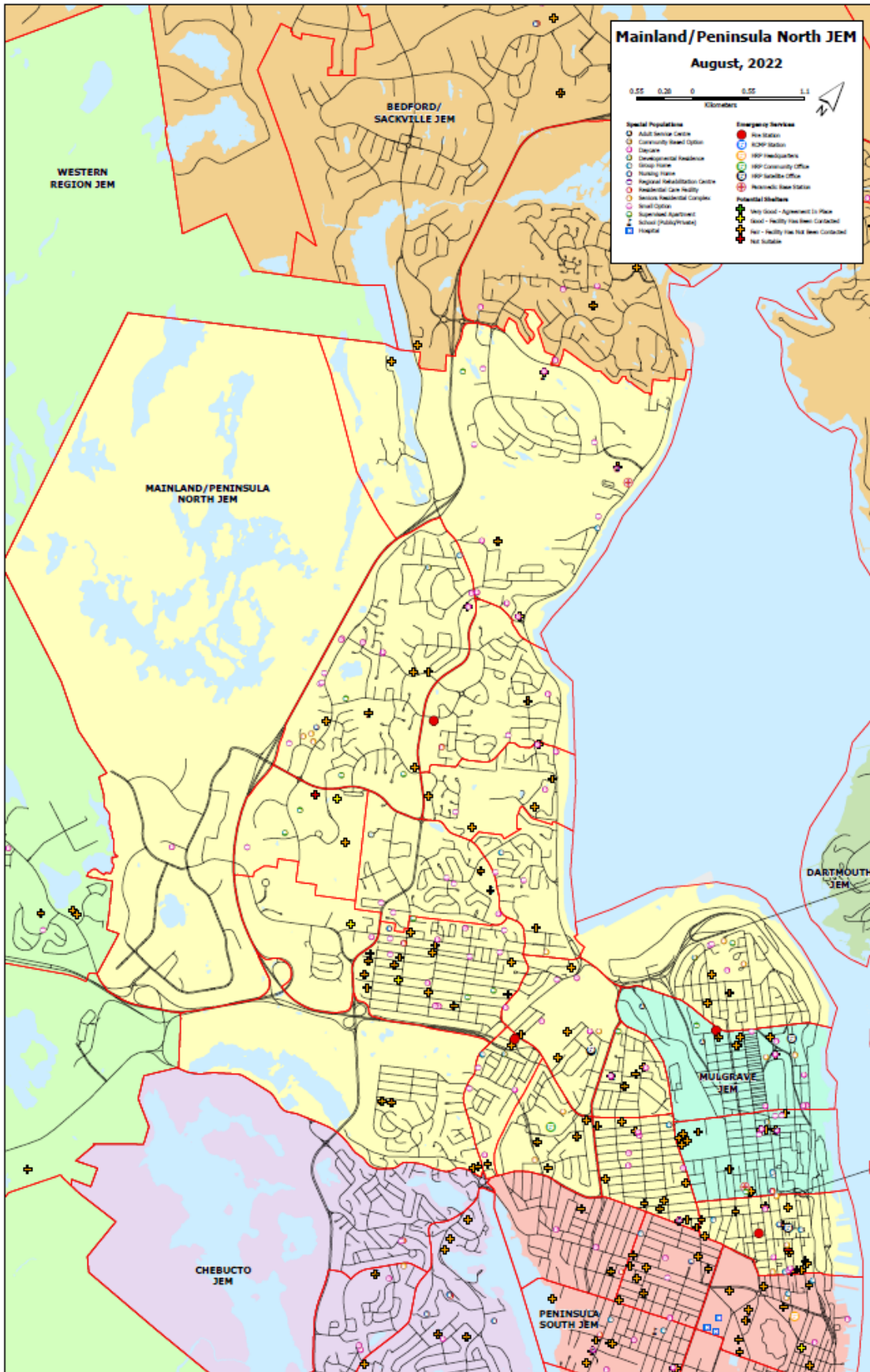
Bedford / Sackville JEM



River Lakes JEM



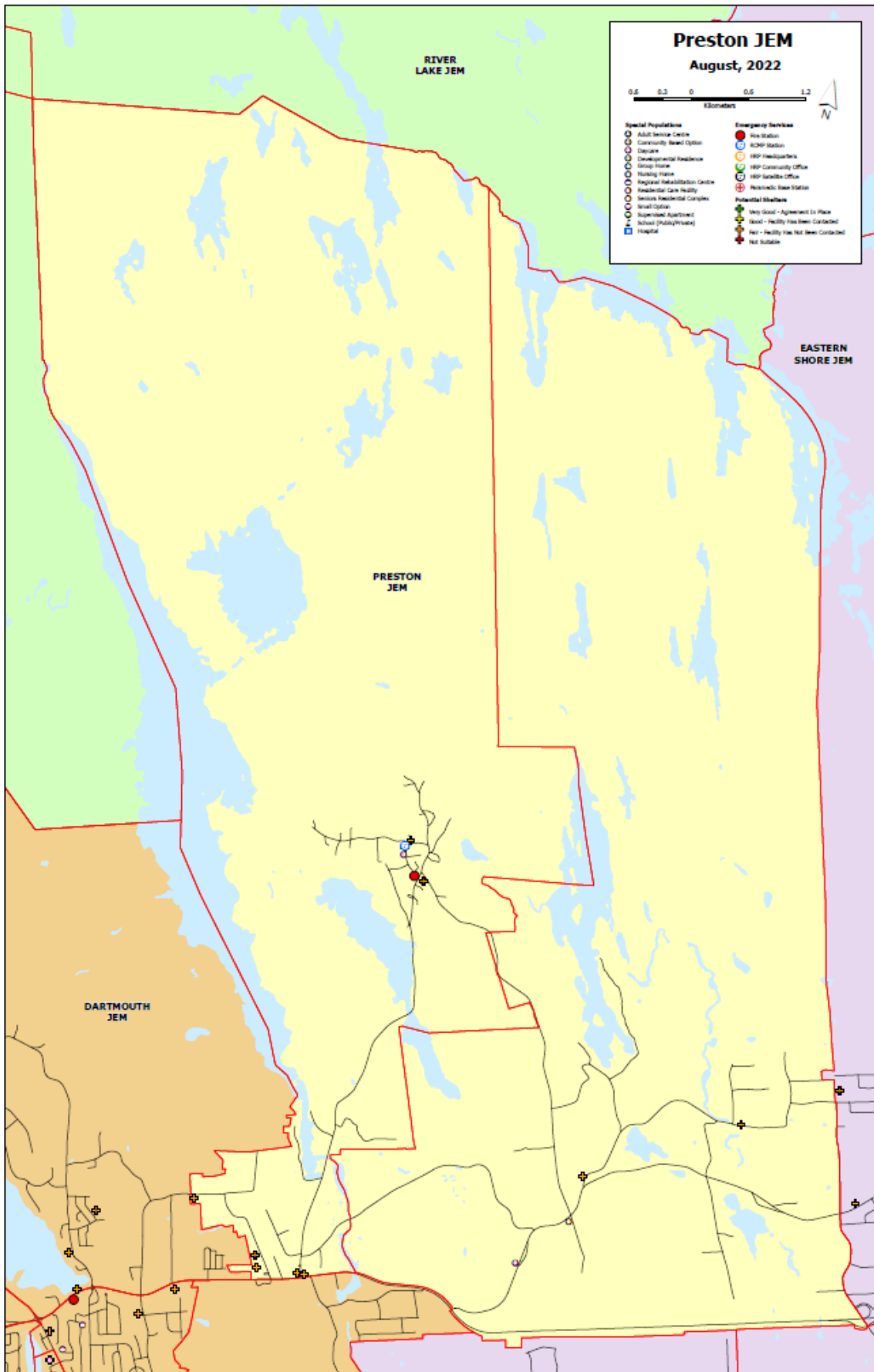
Mainland / Peninsula North JEM



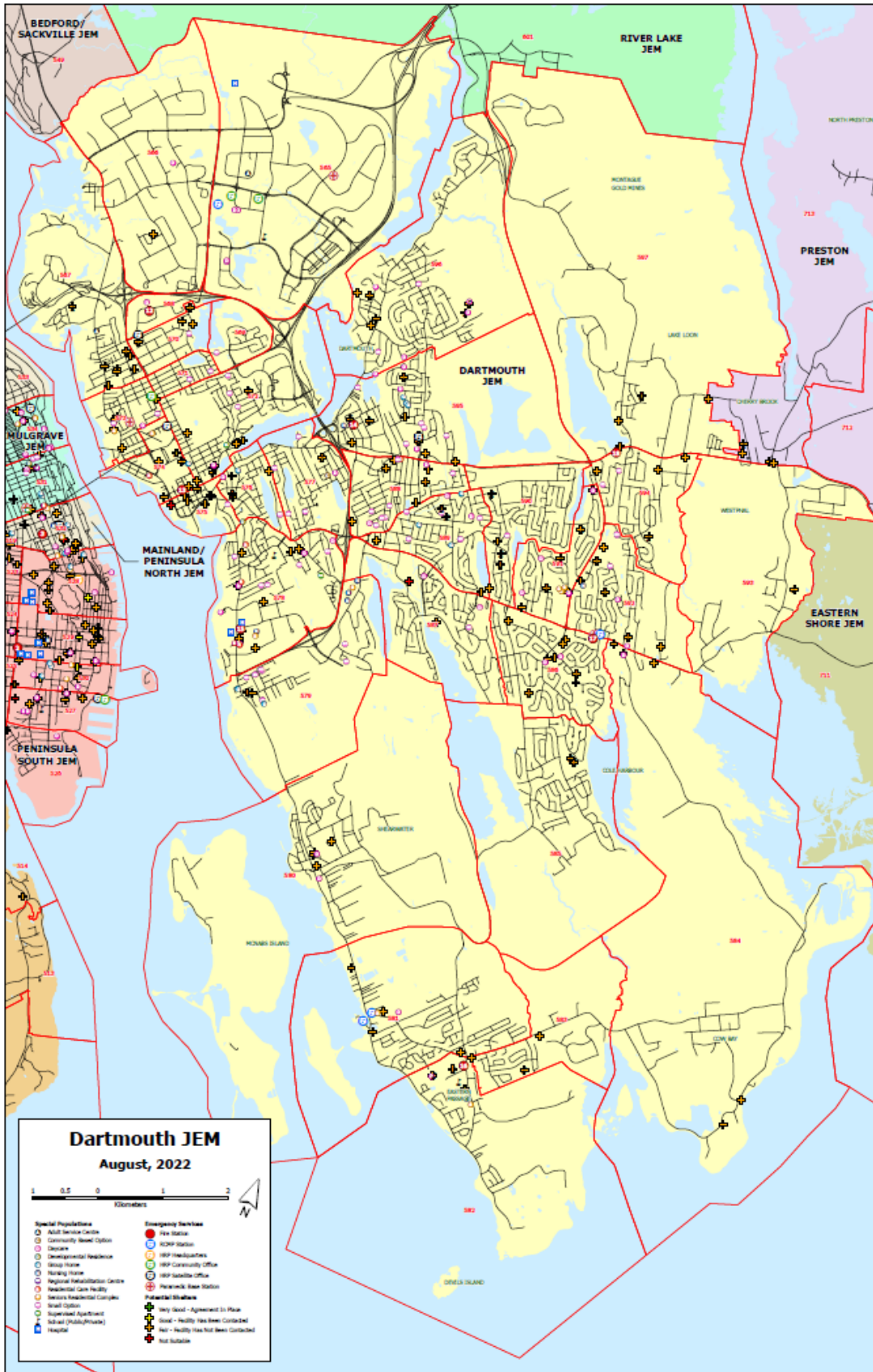
Mulgrave JEM



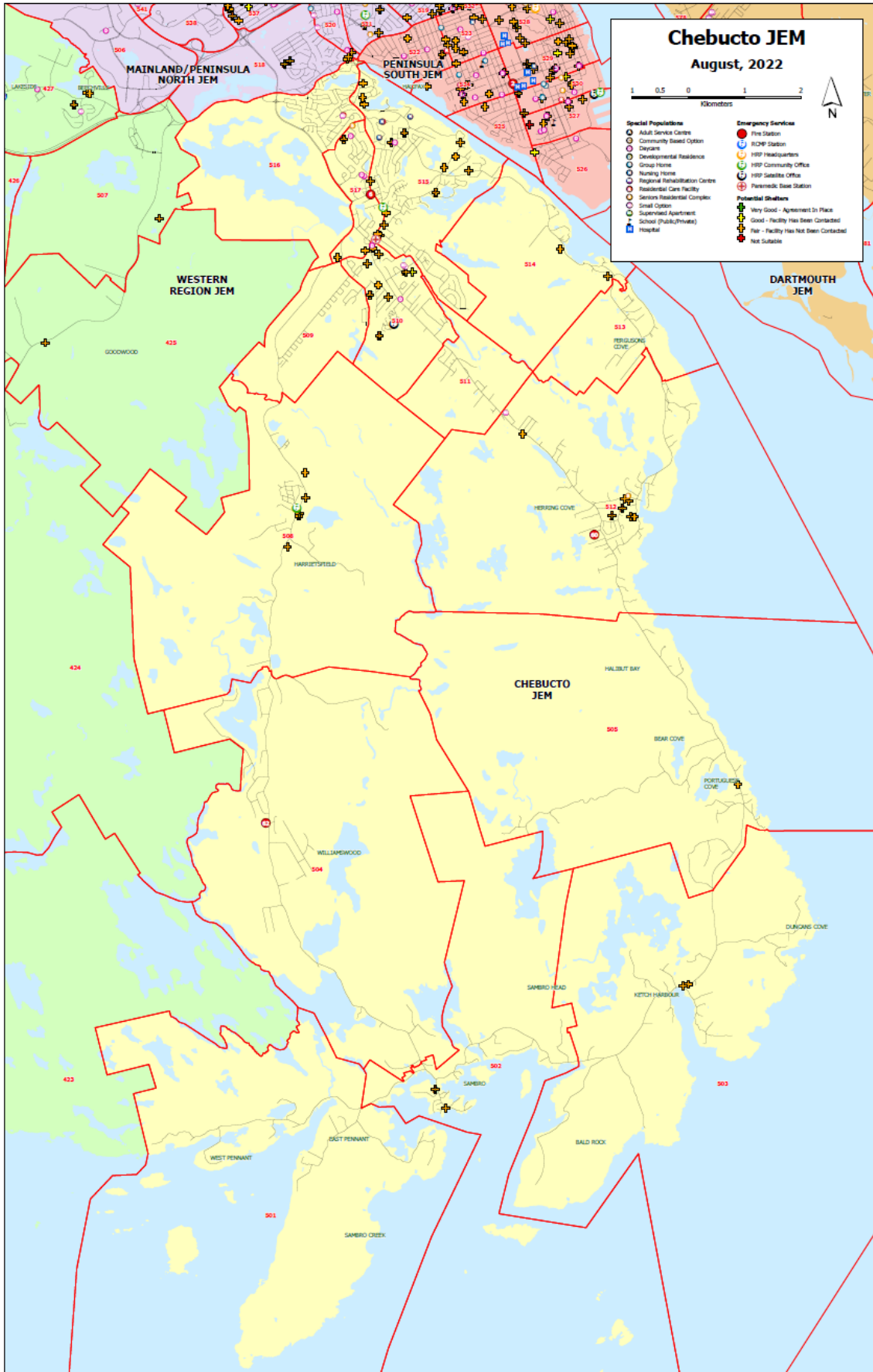
Preston's JEM



Dartmouth JEM



Chebucto JEM



ANNEX 3 – Distribution of Responsibilities

Joint Emergency Management Model Distribution of Responsibilities

	Team	HRM
Volunteer Recruitment	<ul style="list-style-type: none"> ▪ volunteer screening ▪ volunteer placement ▪ orientation completion ▪ community outreach and advertising ▪ public education 	<ul style="list-style-type: none"> ▪ advertising templates ▪ JEM orientation packages ▪ Public information templates
Volunteer Management	<ul style="list-style-type: none"> ▪ volunteer appreciation and recognition ▪ team meetings ▪ volunteer records management ▪ register team members with HRM ▪ worker care and debriefing 	<ul style="list-style-type: none"> ▪ maintenance of volunteer management records provided by the municipality ▪ worker care and debriefing
Training	<ul style="list-style-type: none"> ▪ encourage volunteers to attend HRM provided JEM training 	<ul style="list-style-type: none"> ▪ coordinate JEM training courses ▪ host training exercises ▪ cover training expenses ▪ organize conference weekend ▪ providing policy and process information and training
Supplier Engagement	<ul style="list-style-type: none"> ▪ maintain an up to date supplier list ▪ distribute supplier thank you letters ▪ approach suppliers 	<ul style="list-style-type: none"> ▪ supplier letter templates ▪ thank you supplier letter templates ▪ approval of letters
Administrative Duties	<ul style="list-style-type: none"> ▪ filing response paperwork with HRM ▪ reception centre / comfort centre kit inventory ▪ developing local partner relationships (Victim Services, Red Cross) ▪ submitting volunteer expense claims to the HRM 	<ul style="list-style-type: none"> ▪ volunteer management software ▪ centralized record keeping ▪ JEM form ordering and distribution ▪ reception centre / comfort centre kit material ordering and distribution ▪ plotter or bulk printing
JEM Strategy	<ul style="list-style-type: none"> ▪ work with the HRM as necessary 	<ul style="list-style-type: none"> ▪ Approval of all contracts, agreements, or memorandum of understandings ▪ facilitating process to further develop strategy ▪ facilitating meetings / communications ▪ maintenance of JEM strategy

<p>JEM Chair team management</p>	<ul style="list-style-type: none"> ▪ primary and alternate Chair appointed by committee ▪ JEM team contact person ▪ ensure that all volunteers comply with HRM policy and standards of conduct ▪ participate in regional JEM Chair conference calls ▪ undertake volunteer evaluations 	<ul style="list-style-type: none"> ▪ provides support to Chair ▪ Coordinate training of Chair ▪ coordinate regional Chair coordination calls
<p>Duty Officer Response</p>	<ul style="list-style-type: none"> ▪ primary contact between JEM response and EOC ▪ call outs / activation ▪ scheduling ▪ paperwork completion ▪ ensure volunteers receive operational and emotional debriefing 	<ul style="list-style-type: none"> ▪ provide support as necessary
<p>Facility</p>		<ul style="list-style-type: none"> ▪ will provide storage space for reception centre kits and associated paperwork where possible. ▪ enter into agreements for group lodging and reception centre facilities ▪ provide a safe place from which JEM volunteers can provide service ▪ facilities must be accessible 24 hrs a day 7 days a week ▪ must have designated training area for courses

ANNEX 4 – Comfort Centre Kit Inventory

Documentation

Item	Quantity
CCM Manual	1
<i>JEM Pet Plan – In development</i>	1
Client Registration Forms	50
Staff Registration From	12
Volunteer Roster	12
Comfort Centre Roster	12
Incident Log	12
Communications Log	12
Meal Planner	12
JEM Requisition Form	12
Comfort Centre Report	12
Volunteer Application	50

Stationary

Item	Quantity
Blue Pens	1 Box
Permanent Markers	1 Box`
Paper Pads	6 Pads
Whiteboard Markers	1 Package (4)
Whiteboard Eraser	2
Scissors	2
Stapler	1
Staples	1 Package
Staple Remover	1
Rubber Bands	1 Pack
Push Pins	1 Pack
Post-it Notes	5 Packs
Post-it Easel Pads	1

Identification

Item	Quantity
Lanyards / ID	5
Orange Vests	5
Green Vests	1

Resident Support

Item	Quantity
Phone Charging Unit	2
Board Games	
Card Decks	
Colouring Books	
Colouring Utensils	
Teddy Bears (to give away)	

Item	Quantity
Small Children's Toy Cache (to give away)	

Miscellaneous

Item	Quantity
Totes (small)	
Totes (large)	
Signage	
Clipboard	
Disinfectant wipes	
Hand Sanitizer	
Masking Tape	
Duct Tape	
Painters Tape	
Garbage / Recycling Bags	
Power Bar	
Flashlights	
Crank Radio	
Emergency Blankets	
Batteries (For Flashlights)	
Lanterns	
Glow Sticks	
Extension Cords	
Kettle	
Coffee Maker	