



Policy #35
Emergency Lodging Policy
Approved by Council: May 5, 2010

Policy Statement:

The Township of Southgate has an Emergency Management Plan to provide key officials, agencies and departments of the Township of Southgate with important emergency response information related to:

- arrangements, services and equipment; and
- roles and responsibilities during a declared emergency.

In order to protect residents, businesses and visitors, the Township of Southgate requires a coordinated emergency response by a number of agencies under the direction of the Community Control Group. These are distinct arrangements and procedures separate from normal day-to-day operations.

Legislation:

The Township of Southgate Emergency Management Plan states:

Emergency Control Group Responsibilities

"arrange for accommodation", on a temporary basis, of any residents who are in need of assistance due to displacement as a result of the emergency.

Evacuation Centre

An evacuation centre is a facility which will provide temporary care and shelter to persons displaced by an emergency. Persons may be sent to an evacuation centre after registering with Registration and Inquiry services, or at the evacuation centre directly.

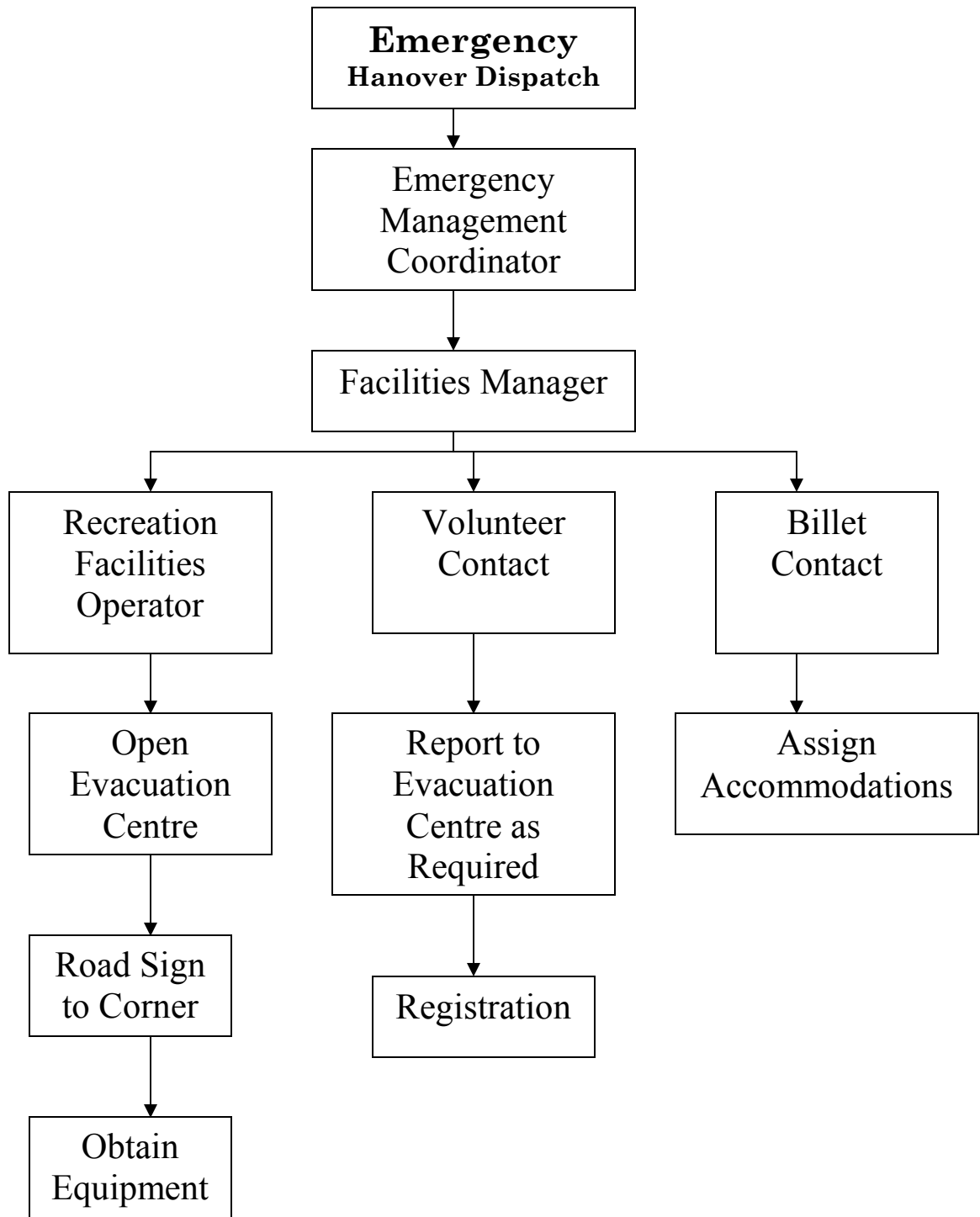
Application:

As it is the responsibility of the Community Control Group to "arrange for accommodation", and as there have been instances in the past where emergency lodging has been required by displaced persons, the Community Control Group has initiated this policy to identify procedures to be followed when emergency lodging is required in situations that are *not* declared emergencies and therefore not covered under Southgate's Emergency Management Plan.

Policy Requirements:

The Recreation Department shall be responsible for developing internal procedures in order to effectively carry out the procedures identified within this policy.

The following is a flow chart to be used when emergency lodging is required.



EMERGENCY LODGING PROCEDURES:

AIM

The aim of this policy is to have procedures in place to enhance the level of preparedness and the response of Southgate staff to care for displaced persons requiring emergency lodging.

GENERAL

Given the general rural setting of Southgate, it is unlikely that emergency lodging would be required Township-wide. However, the potential is possible in the smaller communities such as Dundalk, given historical incidents such as Hwy 10 closure due to road conditions.

TASKS

The following must be considered when emergency lodging is required:

- (a) assessment of the situation
- (b) coordination of activities
- (c) care of evacuees
- (e) availability of emergency lodging locations and associated resources
- (f) approximate number of persons requiring lodging
- (g) duration of lodging
- (h) excessively large groups of people (ie. people unable to leave the community centre due to inclement weather, such as a hockey tournament)
- (i) limitations affecting situation (persons unwilling to accept billet, etc.)

COORDINATION OF ACTIVITIES

The Facilities Manager is delegated the responsibility to manage the emergency lodging centre and to provide for the effective care of the displaced persons. The Facilities Manager may delegate this responsibility to Southgate staff available during the situation, as applicable. The Facilities Manager, or designate, will ensure that the centre is adequately staffed and equipped with sufficient provisions.

CARE OF DISPLACED PERSONS

Displaced persons require the following basic services (pending the situation):

- accommodation, bedding, blankets, space
- food
- clothes
- registration and inquiry
- personal services, i.e. funds, counselling
- communications
- First Aid/health services
- recreational activities and assistance for persons with disabilities

SITE MANAGER

The Facilities Manager or designate shall appoint a Site Manager for the Emergency Lodging Centre. The Site Manager will be responsible for the following:

- (a) function of the centre (ie. supervise the opening and operation of the emergency lodging centre)
- (b) liaison with supporting organizations, representatives or persons, such as the Red Cross, volunteers, fire department, etc.
- (c) ensure the well being of the displaced persons by arranging the appropriate care (see 'Care of Displaced Persons' above)
- (d) coordinate the volunteers
- (e) appoint a Registration & Inquiry Clerk
- (f) ensure registration is complete and retained for Southgate's records

REGISTRATION AND INQUIRY CLERK

Under the direction of the Site Manager, the Registration & Inquiry Clerk shall perform the following roles and responsibilities, as assigned:

- (a) liaison with the Site Manager on matters pertaining to registration & inquiry
- (b) set up and man a registration and inquiry centre at the emergency lodging centre
- (c) ensure all registration and inquiry forms remain confidential
- (d) ensure registered persons requiring medical/social assistance are provided with appropriate services
- (e) perform other additional duties as required
- (f) liaison and network with Red Cross representatives

RECREATION COMMITTEE CHAIRPERSON OR ALTERNATE

Under the direction of the Site Manager, the Recreation Committee Chair shall perform the following roles and responsibilities at the emergency lodging centre, if required:

- (a) plan and provide recreational activities for displaced persons housed in the emergency lodging centre
- (b) procure staff to supervise the planned recreational activities
- (c) liaison with volunteer groups/individuals for assistance