

Emergency Resource Data Collection Policy
The Rural Municipality of North Qu'Appelle No. 187
Policy PS2023.01

Classification: Policy
Subject: Emergency Resource Data Collection
Motion: 23-179
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SUMMARY

This policy is a guide on the use and disclosure of information gathered that may assist the EMO in the event of an emergency.

POLICY STATEMENT: Emergency Resource Data Collection in the Rural Municipality of North Qu'Appelle No. 187 will be collected and used for emergencies only. The information obtained will be used only by the Rural Municipality of North Qu'Appelle No. 187, Fire Chief or Alternate, and the Regional Emergency Measures Organization Co-ordinator or Alternate.

PURPOSE

The purpose of this Policy is to accurately document resources that may be available to the Rural Municipality of North Qu'Appelle No. 187 in the event of an emergency.

Information obtained through "Schedule A" will be held confidential until such time an emergency is declared.

This policy has been created in accordance with the Local Authority Freedom of Information and Privacy Act (LAFOIP)

DEFINITIONS:

Emergency: a serious, unexpected, and often dangerous situation requiring immediate action. (flood, train derailment, fire, storm, etc.)

EMO: Emergency Measures Organization

RM: means abbreviation for Rural Municipality of North Qu'Appelle No. 187

Resource: an asset owned by the ratepayer that may be provided by the ratepayer during an emergency

Personal Information: is recorded information about an identifiable individual which included, but is not limited to, the individual's race, colour, national or ethnic origin, sex and age.

What Data Do We Collect

Only information provided to the RM will be used:

- Your contact information (Name, phone number, email address).
- Your resources you may be able to share during an emergency (passenger van, RV, boat, quad, plow/blade, heavy equipment, generator, trailer, water tank, etc.).
- Other information such as a gathering location, washroom facilities, kitchen.

Why We Collect Your Resource Data

We are collecting your data for several reasons:

- To be able to coordinate additional resources that may assist the community during an emergency.
- To improve the effectiveness of emergency management.
- To be able to evacuate residents to a safe location during an emergency.
- To contact you if volunteers are needed in an emergency.

Safeguarding and Securing the Data

The RM is committed to securing your data and keeping it confidential. The RM will do all in its power to prevent data theft, unauthorized access, and disclosure with the implementation of this policy and will only use the data collected for its intended purpose.

Restricting the Collection of your Personal Data

At some point, you might wish to restrict the use and collection of your personal data. You can achieve this by doing the following:

When you are filling the form in "Schedule A", make sure to only initial the boxes of resources you would be willing to use in an emergency situation.

Only complete the form if you wish to be contacted for assistance in emergency situations.

At any time, you may contact the RM office to have your information removed from the resource list. To do this, contact the RM office in writing stating you'd like to be removed.

The RM will not lease, sell, or distribute your personal information to any third parties.

Schedule A Policy PS2023-01

I _____ release the following information to the Rural Municipality of North Qu'Appelle No. 187 for the emergency resource database.

Home Phone Number (____) _____

Cell Phone Number (____) _____

E-mail _____

Initial beside each resource that you would be willing to use or provide in the event of any emergency.

____ Passenger Van	____ Motor Home/RV	____ Boat
____ Quad/ATV	____ Ski-doo	____ Loader/Heavy Equip.
____ Plow/Blade	____ Discer/Cultivator	____ Generator
____ Trailer (hauling/flat bed)	____ Water Tank	____ Volunteer
____ Outbuilding – Heated (yes / no) – Size _____ x _____		
____ Dugout – Location _____ (legal land description)		
____ Other: _____		

I understand by providing this information to the Rural Municipality of North Qu'Appelle No. 187 that I may be contacted by the RM, Regional EMO Co-ordinator or Alternate in the event of an emergency.

Signature: _____ Date: _____