

EMO ROLES AND RESPONSIBILITIES

October 2025

BLOCK CAPTAINS

Shields has 15 Blocks (areas) for the purposes of Emergency Measures and each one is assigned at least one Block Captain (usually includes their home block). They are provided tools and training to assist them in their role.

Purpose of the Role:

To be an integral part of EMO in the event of an incident or disaster to act as the contact system for the village residents and to offer moral support and assistance while waiting for the first responders.

Duties of Block Captains:

Ongoing

- It is important that Block Captains are familiar with the residents in their assigned area. Meet them, and let them know you are their Block Captain(s). Obtain any updates (i.e. new residents), contact information, etc. and provide updates to EMO Co-ordinator to update master EMO Resident List which is only used for the purposes of an emergency in the Village.
- Respond to monthly communication testing.
- Attend meetings or annual testing/training events coordinated with EMO Planning Committee.

During an Incident

- Once notified by EMO Block Captain Co-ordinator or Designate follow instructions and assist as directed. This will include the notification to residents of the actions they are to take which may include evacuation. Keep track of those notified and report to Emergency Centre.
- Assist EMO Organization as required, i.e. directing traffic, assist residents with evacuation, assist at Emergency Centre

EMO COORDINATOR

Ongoing

- acts as Chairman of the Emergency Measures Planning Committee established under Shields Emergency Measures Bylaw
- completes regular maintenance and annual updating of Shields Approved Emergency Measures Plan which is approved by Council
- correlates all activities of those persons designated for Emergency Measures Organizations and provides tools to support them in their role
- regular maintenance of documents/tools created for EMO members
- ensures that a continuous program of training for local EMO members is carried out, either by local annual testing of the plan or attendance at provincial or federal training schools;
- submits a projected annual budget to Council to cover costs of maintaining emergency measures operations
- submits regular reports to the Emergency Measures Control Group (Council Rep) to keep them fully informed of activities and/or progress;
- completes monthly communication testing for Shields EMO groups
- completes quarterly testing with SaskAlert to maintain membership
- keeps up to date on Saskatchewan Emergency Measures on all-matters pertaining to planning and operations
- co-operates with the Mutual Aid Area

During an Incident

- acts as advisor to the Village of Shields during emergencies or disasters
- enacts the Emergency Plan as directed by the EMO Command
- opens Emergency Centre and notifies appropriate Shields EMO personnel of required actions
- ensures all aspects of the Plan are co-ordinated and completed as required
- completes all reporting during and at the close of an incident