

MUNICIPAL DISTRICT OF BIG LAKES

TITLE: Emergency On-Call Response

APPROVED BY COUNCIL: December 7, 1994

EFFECTIVE DATE: January 1, 1995

POLICY NO.: Admin - 09

LEGAL AUTHORITY:

POLICY STATEMENT

Council recognizes that there is a need by the residents of the Municipal District to notify the Municipal District of emergency situations or major concern after normal working hours.

PROCEDURE/RESPONSIBILITY

The responsibility of the On Call Personnel is to ensure that when an emergency situation or major concern is brought to your attention that it is promptly dealt with by any means available to you. This may merely mean bringing the situation to the attention of the appropriate department, i.e. RCMP, fire department, Alberta Transportation, etc.

The contents of the on call book are designed to help you as much as possible in making the proper decision or in contacting the appropriate persons that may have an interest or be responsible for alleviating the emergency situation.

If, in fact, the concern is found to be the responsibility of the Municipal District, the following steps should be taken:

1. If possible, go and assess the situation yourself. This will help you in deciding what should be done.
2. Once you have seen for yourself that the concern is valid, you must assess whether or not it can be taken care of by one or more of the M.D. staff.
3. If it can be handled by a single employee, i.e. truck driver, grader operator, you may call in the appropriate person and supervise the correction required to eliminate the concern.
4. If the situation is one that involves several employees to become involved in the alleviation of the concern, you may wish at this time to call in a leadhand, maintenance supervisor or construction supervisor to take over supervision of the project.

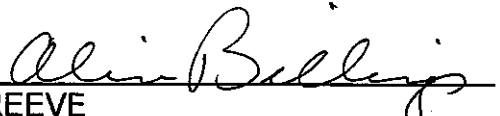
5. Remember, do not hesitate to call for advise or assistance from any member of the M.D. staff that you feel may be more knowledgeable on the particular concern that is confronting you at the time. The type of "emergencies" may vary depending on the time of year.
6. You will be responsible to go out and check roads if conditions are questionable, not just wait for calls to come in.


This may require checking roads "early" to assess whether or not crews should be called in early as well to get a jump on continuing poor road conditions.
7. At all times the on-call person should be carrying the telephone and be within the (20) twenty mile limit of it's range. (With the exception of the normal hours that the office is open).
8. **All calls, investigations and action taken should be recorded in the space provided in the back of the on call book.**

Some examples of these are washouts, severe road conditions and accidents on rural or secondary roads. These are just the main examples of situations which could arise and require your attention during the hours of being on call.

There are many other examples and situations which may be brought to your attention through Alberta Transportation & Utilities or the RCMP, etc. For many of these you will have to use your own experience and judgement in deciding whether or not the particular situation requires immediate attention or if it could possibly wait until the next normal working day. If you believe the situation is beyond your ability to make a proper decision on, there are other sources available within out staff to aid you or in some cases make the decision where you are unable to.

APPROVED:


REEVE


CHIEF ADMINISTRATIVE OFFICER