

ANNEX 2 – Responsibilities by Department

Advanced Education and Skills

- (a) client payment services- to ensure the continuation of services for persons in receipt of income support ;
- (b) at the request of municipalities provide or arrange for Emergency Social Services to meet the needs of disaster victims by arranging
 - temporary shelter, food, clothing and personal care
 - registration and inquiry service;
 - financial assistance
- (c) provide direction and support to Regional Offices;
- (d) maintain records information management and document processing.

Child, Youth and Family Services

- (a) continuity of services for children and youth in care;
- (b) continuity of services for children and youth in need of or at risk of being in need of protective intervention;
- (c) continuity of services for youth receiving services from the Department of Child, Youth and Family Services.

Education

- (a) support to the Minister;
- (b) regional support- liaison with school boards and post-secondary institutions to ensure the safety of students and staff;
- (c) communications.

Environment and Conservation

- (a) provision of flood forecasting, investigations and mapping;
- (b) provision of technical assistance for groundwater, hydrology and sewage problems;
- (c) issue boil water advisories;
- (d) provision of emergency personnel, materials and services;
- (e) management of air, water and land pollution monitoring, reporting and clean up activities;
- (f) assistance in the management of pollution problems related to the upstream petroleum- producing industry;
- (g) Pesticide Compliance and Enforcement - assistance to a critical pest infestation response involving forested public lands;
- (h) provision of emergency accommodations in parks;
- (i) management of wildfire suppression operations.

Executive Council

Cabinet Secretariat

- (a) provision of accommodations, communications and other necessities for the continuity of Cabinet and associated committees;
- (b) arrangements for the physical safety of Ministers and Legislative Assembly staff;
- (c) assignment of priority to the communications and matters addressed to Cabinet that relate to the declaration of a State of Emergency and to emergency operations of Government;
- (d) management of Cabinet information.

Communications and Consultations Branch

- (a) communications support to Cabinet and Departments;
- (b) dissemination of Government Information;
- (c) issues management;
- (d) media monitoring

Labrador and Aboriginal Affairs

- (a) support to the Minister;
- (b) communications;
- (c) provision of interpretation and translation services;
- (d) liaise with the Aboriginal Affairs and Northern Development Canada during a public emergency.

Human Resources Secretariat

- (a) assistance in seconding government employees to emergency response organizations or activities;
- (b) provide advice on the All Hazards Human Resource Policies during emergency events;
- (c) assist with the identification of human resources through the critical skills inventory.

Office of the Chief Information Officer

- (a) provision of continued information and technology services to government during emergencies (service desk - details, contracts, etc.);
- (b) network security;
- (c) Blackberry/PDA Services to access email;
- (d) email services.

Women's Policy Office

- (a) support to the Minister;
- (b) provide support/advice on gender issues;
- (c) maintain support to the Violence Prevention Initiative.

Office of Public Engagement

- (a) support to the Minister;
- (b) communications.

Finance

- (a) provide economic advice and analysis during the mitigation, preparedness and recovery phases, as appropriate;
- (b) payment processing;
- (c) cash receipting and accounts receivable;
- (d) administration of government payrolls;
- (e) administration of government group and general insurances;
- (f) debt management.

Fisheries and Aquaculture

- (a) food inspection-aquaculture;
- (b) food inspection- wild fish;
- (c) animal disease surveillance;
- (d) animal Health Laboratory.

Health and Community Services

- (a) continuity of essential treatment and care for hospital patients and others under care of the department;
- (b) provision of emergency ambulance services;
- (c) in conjunction with regional health authorities'
 - ☐ provision of mental health contingency planning;
 - ☐ provision of emergency public health services;
 - ☐ provision of acute care contingency planning;
 - ☐ provision of food inspection services.

Innovation, Business and Rural Development

- (a) support to the Minister;
- (b) communications.

Justice

- (a) provision of legal advice and assistance to government emergency operations officials;
- (b) provision of medical examiner services;
- (c) provision of continuing and emergency police services;
- (d) maintenance of the court system;
- (e) continuity of protective measures for correctional institution inmates and coordination of the use of manpower from those institutions;
- (f) submission of requests to the Government of Canada for assistance by the Canadian Armed Forces for policing or corrections matters.

Municipal and Intergovernmental Affairs

- (a) facilitate liaison with local authorities during an emergency event and provide assistance where required;
- (b) maintain the Industrial Water Supply;

- (c) coordination of contract awards for municipal infrastructure repairs and restoration;
- (d) purchasing of services and goods:
- (a) support to the Premier
- (b) conduct of negotiations with the Government of Canada;
- (e) assistance in liaison with departments of the Government of Canada.

Fire and Emergency Services-NL

- (a) coordination of the government response to fires and other emergencies;
- (b) authorization of air craft;
- (c) Emergency Operations Center Management including
 - a. provision of recommendations to government regarding a declaration of a state of emergency
 - b. activation and operation of the provincial Emergency Operation Center if required;
 - c. liaison with Government of Canada agencies for emergency resources,
 - d. preparation, coordination and distribution of government situation reports;
 - e. collection, collation and reporting of government emergency costs.
- (d) provision of recommendations to the government regarding assistance to citizens or municipalities affected by an emergency, and the sharing of costs;
- (e) administration of the Disaster Financial Assistance Program;
- (f) issuing Immediate Fire and Life Safety Orders;
- (g) conducting Fire Investigations (death, injury, significant loss).

Natural Resources

Agriculture

- (a) advice and assistance on all agricultural matters;
- (b) provision of veterinary inspection services;
- (c) management of emergency livestock feeding services;
- (d) management of critical pest infestation response when so designated;
- (e) provision of assistance to deal with a foreign animal disease outbreak;
- (f) provision of damage assessment and restoration of public lands.

Forestry

- (a) forest fire management

Oil and Gas

- (a) support for onshore and offshore emergencies;
- (b) management, with assistance from the Department of Environment and Conservation(ENVC), of pollution problems related to the upstream petroleum- producing industry;
- (c) management, with the assistance of ENVC, of oil spill control and cleanup operations;

- (d) provision of professional expertise in all matters related to energy sources and energy.

Service NL

- (a) provision of consumer protection measures during emergencies;
- (b) provision of occupational health and safety advice for workers employed at emergency sites;
- (c) provision of public health and safety services;
- (d) environmental protection;
- (e) preservation of vital events and commercial transactions;
- (f) operation of the Queen's Printer.

Tourism, Culture and Recreation

- (a) protection, to the extent possible, of heritage resources and art collections belonging to the government, and provision of expertise in matters related to the preservation of archival materials, including museum and art collections, Provincial historic sites, historic buildings and documents in Provincial archives.

Transportation and Works

Infrastructure

- (a) Accommodations - provision of working accommodation in government owned or leased space for government emergency response personnel;
- (b) provision of emergency purchasing services;
- (c) provision of air services including air ambulance and aircraft from government or private sector charter sources;
- (d) provision and control of government telecommunications networks and services;
- (e) control of transport on roads under provincial control;
- (f) completion of emergency repairs to, or construction of, roads, bridges, airports, dikes and levees under provincial control;
- (g) provision of emergency transport, heavy equipment and mobile communication.