

Emergency and Risk Management

Emergency and Risk Management
Fire Services

*=Maximum Copy Retention

**=Subject To Archival Selection

P=Permanent | S=Superseded | E=Event | V=Vital Record | C=Current Year

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Alarm Response Reports	Fire and Emergency Services	Fire Protection and Prevention Act.	Name, Address, Staff Names, Emergency Contact Information.	Record keeping, invoices, payroll	Fire department staff	Clients, accident victims, homeowners, relevant staff	V + 10 years (P08)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Burn Permits	Fire and Emergency Services	Fire Protection Act, Municipal Act	Address, name, resident status	Record retention, compliance, training and education	Fire department staff	Permit holders, home owners	Expiry + 2 years (P11)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Business Continuity Plan Contacts	Fire and Emergency Services	Emergency Management and Civil Protection Act, Canadian Environmental Protection Act	Identification of titles and roles	Emergency contact	Emergency control group-members	Township staff	Permanent + Supersede V + S ** OR Expiry of plan + 5 years if Canadian environmental protection act applies. (P03)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Emergency Response Plans and Contacts	Fire and Emergency Services	Emergency Management and Civil Protection Act	Name, address, phone number, email, BB PIN (1 st & 2 nd line)	Emergency preparedness, communication with emergency contacts	Emergency control group-members	First line response - Township staff, county staff. Second line response – County staff, provincial and federal staff, community partners	V + S ** OR Expiry of plan + 5 years if Canadian environmental protection act applies. (P03)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Employee and Volunteer Contact	Fire and Emergency Services	Municipal Act, Fire Protection and Prevention Act	Name, phone number, emergency contact	Communication with employees and volunteers.	Fire department staff	Fire department staff, volunteer staff	7 years after date of employment ended. 25 years for firefighter staff. (H03)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Fire Prevention and Inspection	Fire and Emergency Services	Fire Protection Act, Municipal Act	Name, address, drivers license	Compliance, FIPPA, by-law enforcement	Fire department staff, chief building official, the public	Public, chief building official	Superseded or life of system/ asset (A26)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Licensing and Personnel Information	Fire and Emergency Services	Fire Protection Act, Municipal Act	Name	Driving verification, insurance	Fire department staff	Township staff	Expiry of license + 2 years (P09)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Mutual Aid Plan and Agreements	Fire and Emergency Services	Emergency Management and Civil Protection Act, Municipal Act	Name, phone number, email	Assisting the public	Township staff, council members, residents, municipal partners, provincial emergency center	Township Residents	V + Permanent (L04)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
<p>Township Council and</p> <p>*Emergency Management Contacts* delete</p>	<p>Fire and Emergency Services</p>	<p>Emergency Management and Civil Protections Act, Municipal Act</p>	<p>Name, phone number, email, pager number</p>	<p>Training, contact during emergencies</p>	<p>Relevant Township staff</p>	<p>Emergency control group-members, Township and county control coordinators</p>	<p>Permanent + Supersede</p> <p>(P03)</p>

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Training Records	Fire and Emergency Services	Fire Protection and Prevention Act	Staff names, platoons, ranks	Records, certifications, proof of competency, ministry of labor requirement	Chief Training Officer	Current and former staff	<p>Date when that particular course ceases to be offered + 2 years**</p> <p>Salt use training materials – 7 years</p> <p>Drinking water training materials– 5 years</p> <p>Only courses developed and presented by the Municipality are subject to archival selection</p> <p>(H12)</p>