

# NSEMO Request for Assistance (RFA)



As per Section 10A of the Nova Scotia Emergency Management Act, Nova Scotia Municipalities must notify NSEMO of an emergency by calling the NSEMO Duty Officer at:  
1-833-758-4540.

The Nova Scotia Emergency Management Office (NSEMO) Emergency Notification Form can also be submitted to the NSEMO Duty Officer by a Municipal/Regional Emergency Management Office (R/EMOs) to notify NSEMO of an emergency and/or incident. Notification is a requirement as per Section 10A of the Nova Scotia Emergency Management Act; “every municipality shall, immediately upon becoming aware of it, inform the Department of any real or anticipated event or emergency that could impact the health, safety or welfare of Nova Scotians, their property, or the environment. (2009, c. 12, s. 3; 2011, c. 9, s. 12.)”

Another Provincial Department, a Federal department, Critical Infrastructure partner, and or organization can also advise NSEMO of an emergency and/or incident by calling the NSEMO Duty Officer at: 1- 833-758-4540 and submitting the NSEMO Emergency Notification Form to the NSEMO Duty Officer.

## Notified by:

Name \_\_\_\_\_ Title/Rank/Position \_\_\_\_\_  
Municipality, Provincial, Federal Dept, Organization \_\_\_\_\_  
Phone number \_\_\_\_\_ Email address \_\_\_\_\_  
Date (dd/mm/yyyy) \_\_\_\_\_ Incident type \_\_\_\_\_

## Incident Description

After notifying the NSEMO Duty Officer at: 1-833-758-4540 complete the NSEMO Emergency Notification Form and send via email to the NSEMO Duty Officer.

## Received by NSEMO Duty Officer:

Name \_\_\_\_\_ Date (dd/mm/yyyy) \_\_\_\_\_ Time (hh:mm) \_\_\_\_\_

If this is a Request for Assistance (RFA), please complete page two.

# NSEMO Request for Assistance (RFA)



The Nova Scotia Emergency Management Office (NSEMO) Request for Assistance (RFA) form is submitted to request provincial and/or federal assistance prior to, during, or following an emergency. It can be used by a Municipal and/or Regional emergency management office (REMO) or other provincial/federal departments, critical infrastructure partners and/or other organizations. This form is for initial notification of an RFA, and additional information will be required.

Prior to completing this form, contact the NSEMO Duty Officer at: 1-833-758-4540 to confirm the requirement for a NSEMO RFA Form.

RFA forms submitted to NSEMO from a Nova Scotia Municipality, REMO, Provincial Department, a Federal department, Critical Infrastructure partner, and or organization must be signed at the appropriate level such as Deputy Minister, CAO/CEO, Chief, Department Head, and/or delegate.\*

## Requester:

Name \_\_\_\_\_ Title/Rank/Position \_\_\_\_\_  
Municipality, Provincial, Federal Dept, Organization \_\_\_\_\_  
Phone number \_\_\_\_\_ Email address \_\_\_\_\_  
Date (dd/mm/yyyy) \_\_\_\_\_

## Details of request for assistance

## NSEMO Section

### Approval of NSEMO Request for Assistance

Name \_\_\_\_\_ Date (dd/mm/yyyy) \_\_\_\_\_  
Title \_\_\_\_\_ Signature \_\_\_\_\_

\* Delegate is a person with delegated authority from their Deputy Minister (DM)/CAO/CEO etc.

After confirming the requirement for a completed NSEMO RFA Form with NSEMO Staff, send the completed form via email to the NSEMO Duty Officer.

### Received by NSEMO:

Date (dd/mm/yyyy) \_\_\_\_\_ Time (hh:mm) \_\_\_\_\_ Signature \_\_\_\_\_