



## Town of Blaine Lake

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Emergency Measures Co-Ordinator Job Description	EM-002	177/22	May 4, 2022	1	

**Policy Objective:**

To establish a guideline for the purpose of Emergency Measures Co-Ordinator's Job Description

**Background:**

1. The Municipality Council is committed to establishing a safe environment for their ratepayers.
2. With the establishment of a safe environment to live, work and play, there also needs to be an emergency measure program set in place to maintain the safety of all persons;
3. There is a need to have an Emergency Measures Co-Ordinator to complete tasks and take command in a time of Emergency and/or Crisis

**Policy:**

1. The Municipality Council will establish an Emergency Measures Co-Ordinator Job Description;
  - a. Through the establishment of an EMC the council will;
    - i. Have a person to who will administer and update an Emergency Measures Plan (known as "the plan")
    - ii. The person to be the Emergency Measures Co-Ordinator (EMC)
      1. The EMC shall maintain the Plan;
      2. The EMC shall ensure that all Council and Staff are trained to the functions required of them in the Plan;
      3. The EMC shall report to the Council 2 times per year at a regular Council meeting (ie: April, November)
      4. The EMC shall be contracted on a 5 year basis.
2. The Job Description is attached to and forming part of this Policy.

EM-002

TOWN OF BLAINE LAKE

Policy Title: EMO CoOrdinator

Date Issued: Res #

Replaced – Res #

Mayor



## TOWN OF BLAINE LAKE

### Emergency Measures Coordinator Job Description

<b>Job Title</b>	Emergency Measures Coordinator
<b>Reports To</b>	Council Municipality
<b>Work Hours/Month</b>	As required
<b>Dated</b>	May 4, 2022

### Job Summary

The Emergency Measures Coordinator is responsible for developing the municipality's emergency management program including setting annual objectives, implementing training, exercises, updating the emergency plan and supporting documentation and chairing regular Emergency Planning Committee meetings. During significant planned or unplanned municipal events this position will assume the role of Emergency Operations Centre (EOC) Director and activation, coordination and oversight of the municipal emergency operations centre. This position is appointed by and reports directly to Council.

### Responsibilities & Duties

#### Day-to-Day:

- Chair the Emergency Planning Committee as per section 9(2) of the *Saskatchewan Emergency Planning Act 1989*.
- Coordinate regular meetings of the Emergency Planning Committee.
- Complete an annual review and update of the Municipal Emergency Response Plan.
- Provide an annual update to Council regarding municipal emergency measures activities including opportunities for improvement.
- Coordinate annual training and exercises for members of the Emergency Planning Committee.
- Set annual objectives of the Emergency Measures Organization subject to approval from Council.
- Submit a monthly report to Council on work completed and progress towards achievement of annual objectives.
- Assess municipal supplies and resources assigned for emergency response.
- Engage relevant stakeholders and ratepayers in emergency preparedness, response and recovery initiatives.

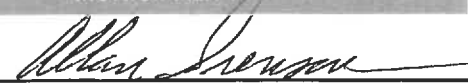
#### Emergency:

- Assume the position of Emergency Operations Centre (EOC) Director during any situation in which the municipal EOC is partially or fully activated.
- Oversee municipally led response operations in which the EOC is activated.

EMO CO-ORDINATOR-JOB DESCRIPTION

MUNICIPALITY

Issued – May 4, 2022

  
 Mayor

- Coordinate a debrief or debrief(s) for personnel involved in any EOC activations and compile a corrective action report with tasks and dates for completion assigned as appropriate,
- Submit corrective action reports to Council for review and approval.
- Is prepared and able to respond to provide relief or personnel capacity as part of any mutual aid agreements where requested.

#### **Qualification Requirements**

- Possess knowledge of or be willing to familiarize themselves with the *Saskatchewan Emergency Planning Act 1989* and other relevant municipal, provincial or federal legislation related to emergency management.
- Strong oral & written communication skills including the ability to prepare and present comprehensive reports, plans and presentations.
- Strong interpersonal and collaboration skills.
- Experience working with elected officials, boards, leadership committees or other executive groups.
- Must be self-motivated with an innate ability to set and accomplish goals.
- Ability to work under pressure for extended periods of time and make logical decisions.
- Able to respond to emergency situations as they arise.
- Possess a commitment to promoting a culture of emergency preparedness amongst peers and the public.
- Possess a valid Class 5 Driver's license.
- Proficient computer skills including Microsoft Word, Power point & Excel or equivalent.
- Clean criminal record & vulnerable sector check.

#### **Other Desired Skills**

- Experience with and/or knowledge of regional agencies including public, private and non-profit.
- Experience leading diverse groups towards common goals including meetings, trainings, or other collaborations.
- Experience facilitating and/or developing training or other exercise programs.
- Knowledge of local hazards and experience in a mock emergency exercise or actual disaster situation.
- Creative problem solver.
- Strong organizational and time management skills.
- Lifelong learner with leadership skills.
- Ability to create good working relationships with the public, elected officials, and other stakeholder groups.

#### **Training**

- Capable of obtaining Incident Command System (ICS) training to a minimum level of 300 within 1.5 years.
- Willing to attend NAIT All-hazards Institute Training for a period of up to 5 days annually.
- Ability to attend other training as it becomes available.

### **Travel**

- Some travel may be required to attend trainings and regional meetings which shall be included as part of monthly work hours.

### **Availability**

This position requires an ability to commit to responding to emergency situations as they arise. If you are currently employed, this may require your employer's permission. Note that a municipal Emergency Operations Centre may be activated for hours, days, weeks or longer depending on the scale and impact of the emergency situation.