

EMERGENCY COORDINATOR ROLES AND RESPONSIBILITIES

- Acts as Chair of the EM Committee
- Coordinates the development and maintenance of the emergency plan developed by the Committee
- Submit regular reports to the EM Committee in regards to the progress of the plan
- Plan training for members of the EM Committee
- Ensure Committee meet quarterly
- Acts as an advisor during the Chief and Council during emergencies, events or disasters
- Ensure the plan is updated and current
- Prepare and maintain EOC kits
- Maintain a record of all actions taken during an emergency, event or disaster
- Assist with building mutual aid agreements along with community members

EMERGENCY MANAGEMENT COMMITTEE ROLES AND RESPONSIBILITIES

- Assist in Risk Assessment
- Assist in developing emergency plan
- Attend quarterly meetings to ensure up to date information and plan
- Attend training offered
- Assist in the event of an emergency, events or disasters

CHIEF AND COUNCIL ROLES AND RESPONSIBILITIES

- Attend EM Committee meetings
- Understanding of the risk to community
- Attend EOC in the event of emergencies, event or disaster
- Ensure resolution is completed for SoLE
- Ensure resolution in the event of evacuees

EMERGENCY MANAGEMENT COMMITTEE REPRESENTATIVES

- Administration
- Chief/Council representative
- Police
- Ambulance
- Fire Chief
- Public Works/OEM
- Media/Communications
- School representative
- Lands
- Transportation
- Health Manager
- Volunteer Coordinator to provide food, shelter to emergency workers/evacuees
- Others as required by emergency, event or disaster
- All designates should have an alternate