

# **Ste. Anne Summer Villages Regional Emergency Partnership**

## **Summer Village Director of Emergency Management (DEM) Deputy Director of Emergency Management (DDEM) Job Description**

The Director of Emergency Management (DEM) is responsible to the municipal council of the summer village. The Deputy Director of Emergency Management (DDEM) supports the DEM and provides backup coverage as required.

The duties and responsibilities set out in provincial legislation that municipalities must fulfill on emergency management guide the DEM in meeting their specific roles and responsibilities. The Summer Village Regional Emergency Management Plan (SVREMP) is the guide to managing all emergency incidents for the partnering summer villages. As such it sets out how all actions are to unfold if an incident arises from the simplest event that may involve only one summer village to a major event that might involve more than one and/or up to all of the partners. Further, the partnership agreement signed by the summer village sets out additional roles and responsibilities required of the DEM.

Much of what is required of the DEM involves building and maintaining relationships. Relationships with the summer village community, its residents, Council, municipal staff, fellow SVREMP officials, AEMA officials, consultants, and representatives of the larger resource community.

The Director of Emergency Management will support the local municipal and SVREMP Emergency Management Program, including both entities goals & objectives by providing the following duties:

1. Support the Summer Village in its adherence to the Municipal Government Act and the Emergency Management Act and its regulations.
  - a) Be responsible for the direction and control of the local authority's emergency response, unless the Provincial Government (AEMA) assumes direction and control under the Act or through support provided by fellow members of SVREMP.
  - b) Present emergency plans and programs to Council for its approval. Establish all plan requirements not captured in SVREMP plan for Council's approval. Plan to meet provincial requirements for preparedness, response and recovery activities.
  - c) Provide summer village input to the SVREMP. Support the following responsibilities and duties set out for the Regional Director of Emergency Management (RDEM):
    - i. Ensure the SVREMP is updated, maintained and communicated; along with supporting documents (Partnership Agreement, Mutual Aid Agreement and Terms of Reference).

- ii. Be responsible for ensuring the Regional Emergency Management membership contact list and regional training records are reviewed and updated as new information becomes available
  - iii. Be responsible for ensuring the SVREMP and the accompanying documents are reviewed and updated as new information becomes available and notify the Partnership Members of any updates made.
  - iv. Perform vice-chair responsibilities as set out in the SVREMP bylaws.
  - v. Perform duties of Operations/Planning/Logistics Chair (as required) or any other position required to be filled at an incident.
- d) Propose emergency program service levels and service agreements as needed (beyond those identified in the SVREMP if required).
  - e) Facilitate the Hazard and Risk Assessment process and capture results. Obtain Council approvals where required.
  - f) Attend all SVREMP Agency meetings and exercises or arrange for an alternate to attend.
  - g) Attend the regular Council meetings and provide a monthly report.
  - h) Attend all required training to maintain provincial certification standards.
  - i) Assist with ongoing updates to the contact lists for SVREMP records.
  - j) Develop and maintain contact information for communicating with local residents and Council should an emergency incident arise.
    - Develop local action plans and/or exercises as required.
  - k) Assist with development of contact lists of local service providers for providing services to support local emergency needs. Dialogue with providers for services.
  - l) Identify local and alternate sites for incident command posts and/or muster points. Resource the sites with materials and supplies within budgetary limitations.

The following are recommendations for a task listing as outlined by the Municipal Emergency Management Plan

| <b>Task</b>                       | <b>Deliverables</b>   |
|-----------------------------------|---|
| Legislative Requirements          | Identify legislative requirements / take steps to remedy any shortfalls – at least annual review<br>AEMA/RDEM/ADVISORY/AGENCY   |
| Manage all emergency incidents    | Develop competency to manage emergency event <ul style="list-style-type: none"> <li>- Assess at Local Level</li> <li>- Collaborate with RDEM</li> <li>- Escalate if required</li> </ul>   |
| SVREMP – emergency plan           | Provide input to Annual review process (evaluation & approval) <ul style="list-style-type: none"> <li>- Regional Plans Development</li> <li>- Develop individual plans for small or locally managed incidents (muster points, etc)</li> </ul> |
| Emergency Contact List Management | Ongoing review and updates to all contact lists   |

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| ICS Roles                | Confirmation of roles - completion of training, participate in exercises and the development and ongoing maintenance of Emergency Plans for Partnership group. Be familiarized with specific roles and responsibilities <ul style="list-style-type: none"> <li>- Pre-Incident</li> <li>- During Incident</li> <li>- Post-Incident</li> </ul>   |
| Service/program analysis | Attend Council Meetings to share regular updates<br>Provide municipality with overview of AEMA Framework<br>Initiate Bylaw, policy and procedures updates (e.g. SOLE)<br>Mutual Aid Media – Support Mayor responsibilities<br>Plans – Initiate Business Continuity Plans<br>Support Partnership MEMP (Consider Agency Level ZOOM Annually)<br>Budget – assist in developing SV emergency mgmt. budget and in supporting SVREMP requests and approvals.<br>Encourage Council Participation in all training and meetings<br>Hazard and Risk Assessments - complete annual review |
| Standby                  | 24-7 for emergency incidents   |
| Agency meetings          | Attend all meetings  |
| Training & Exercises     | Completion of training and exercise for all roles  |
| Sites                    | Obtain Council approval for locations and signage <ul style="list-style-type: none"> <li>- Muster Points/Evacuation Sites/Other</li> </ul>   |
| Communications           | Facilitate effective municipal communication between all parties including: DEM/DDEM, RDEM/RDDEM, Council, CAO, municipal officials, AEMA, SVEMP partners, local public, mutual aid partners and service groups/providers.   |