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## Maple Creek Community Emergency Response Coordinator

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The Maple Creek Community Emergency Response Coordinator is responsible for emergency management within the boundaries of the Urban Community of Maple Creek. This person usually works behind the scenes to ensure that all emergency services are ready to use or deploy in the event of a crisis, whether natural or man-made.

Typically, an emergency management coordinator participates in the development and implementation of emergency management goals, objectives and priorities. It is his or her job to make sure that local emergency planning and emergency preparedness programs are coordinated so that they can be used at any given time of the day. In the event of crises, there is great responsibility on the shoulders of an emergency management coordinator.

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## Emergency Response Coordinator Skills and Education Requirement

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Emergency Management and Fire Safety | Basic Emergency Management (BEM) Emergency Management and Fire Safety | ICS 100, ICS 200 and ICS 300 Sask Alert - Have an awareness of the program and potentially be trained to provide alerts in a back-up role. Emergency Management and Fire Safety – Training subject to change as per EMFS Requirements. Demonstrated ability to prepare written reports. Valid Driver's License, First Aid CPR. Maintaining documentation for Human Resources files. Assist community First Responders groups in sustaining functional services in outlying communities.

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## Emergency Response Coordinator Job Description

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1. Collaborate with various departments and agencies to provide emergency management support to the Maple Creek Community Fire Committee.
2. Conduct ongoing All Hazard and Risk Planning and Assessments, including test runs.
3. Assist in the development, implementation and updating of plans and strategic and operational procedures and protocols to execute emergency management functions and contingency plans.
4. Review incident action plans and provide input on emergency management goals and objectives.
5. Create incident management reports, including organizational charts and job action sheets and present to the whole committee for approval.
6. Coordinate the logistics of disaster response or crises management activities including evacuations, and implement special needs programs and plans.
7. Coordinate stake holders during emergencies and meeting with them quarterly.
8. Develop and maintain effective liaison with municipalities.
9. Perform tests and evaluations on currently implemented emergency plans.
10. Manage legislated forms and province reporting.
11. Support Health through all four emergency response pillars Preparedness, response, mitigation and recovery.
12. Have open communication with Town CAO and Council when not in town and with monthly reports to council.

13. Establish and Maintain Mutual Aid Agreements:

Salvation Army	Red Cross
United Way	SPCA
Nekaneet First Nation	Plymouth Brethren
Victim Services	Cypress County
Mennonite Disaster Services	Mental Health
Others as Required	

14. Other duties as assigned by supervisor and/or designate.