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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 Rural and 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 Education Requirement**

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Emergency Management and Fire Safety | Basic Emergency Management (BEM) Emergency Management and Fire Safety | ICS 100 and ICS 200 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

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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. Develop and implement plans, procedures and protocols to maintain awareness regarding emergency preparedness.
3. Assist in the development and implementation of plans and strategic and operational procedures and protocols to execute emergency management functions.
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. Develop and maintain effective liaison with municipalities.
8. Perform tests and evaluations on currently implemented emergency plans.
9. Manage legislated forms and province reporting.

### Establish and Maintain Mutual Aid Agreements:

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