

Developing an Emergency Program Coordinator Position

Marc D'Aquino

Emergency Management Educator and
Response Specialist/President

Cell# 604.816.1994
Office Main# 778.225.0500

marc@holisticepr.com

***Holistic Emergency
Preparedness & Response***



EPC vs ERC

- Emergency Program Coordinator(EPC) vs Emergency Response Coordinator(ERC)
- Emergency Program Coordinator Includes 4 Pillars;
 - ↳ *Mitigation, Preparedness, Response & Recovery*

Community/Leadership Involvement

- Creating buy-in among community and leadership
- Big picture understanding
- Community and staff support



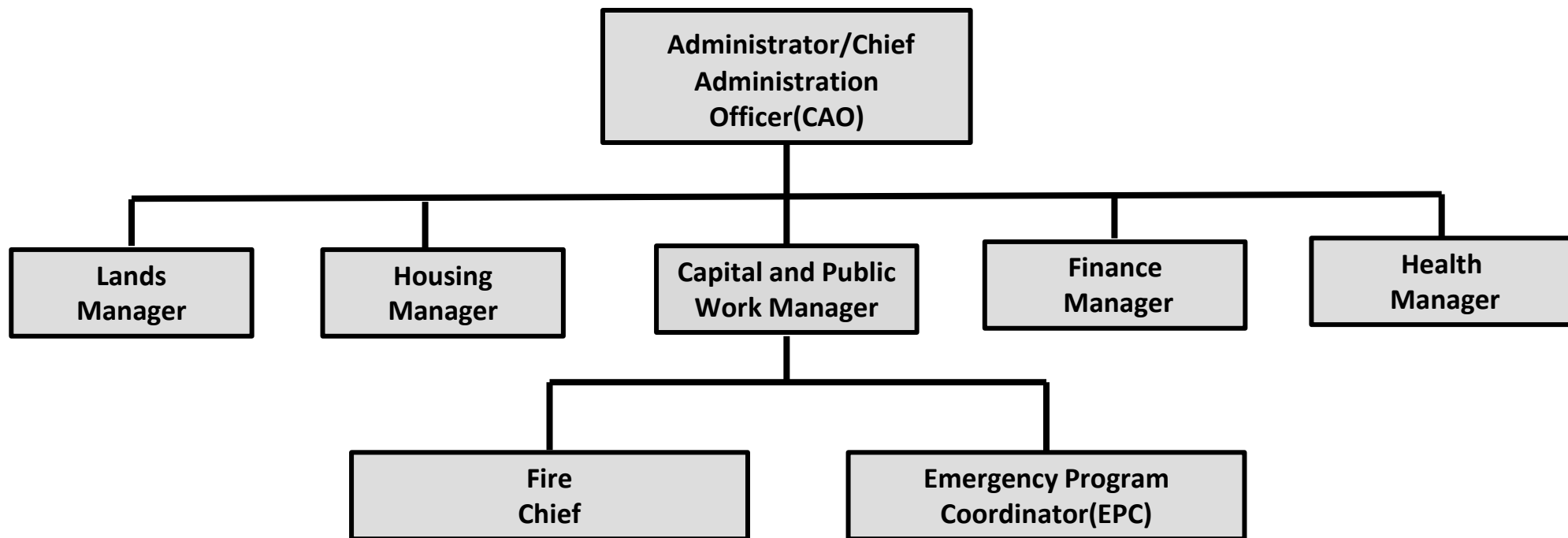
***Holistic Emergency
Preparedness & Response***



Emergency Program Coordinator (EPC) Within the Organizational Structure

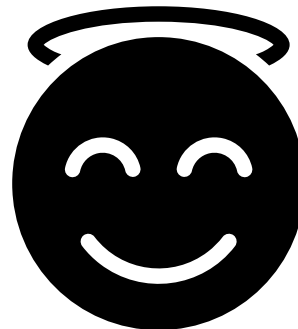
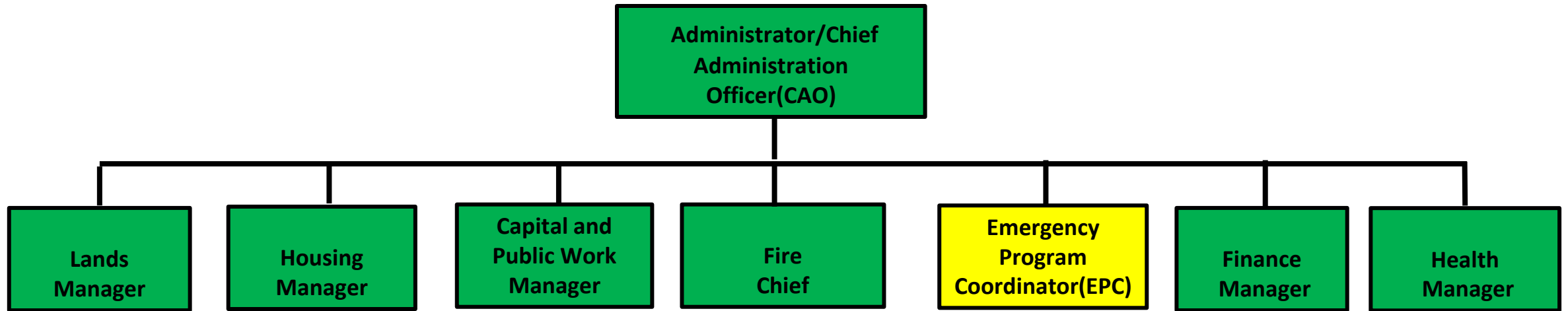
- Develop a fit within your organizational chart that supports the role
- Create a space that encourages the EPC to step into a leadership role
- Foster a position that earns respect and commitment from other departments
- Establish who the EPC will report to





*Holistic Emergency
Preparedness & Response*



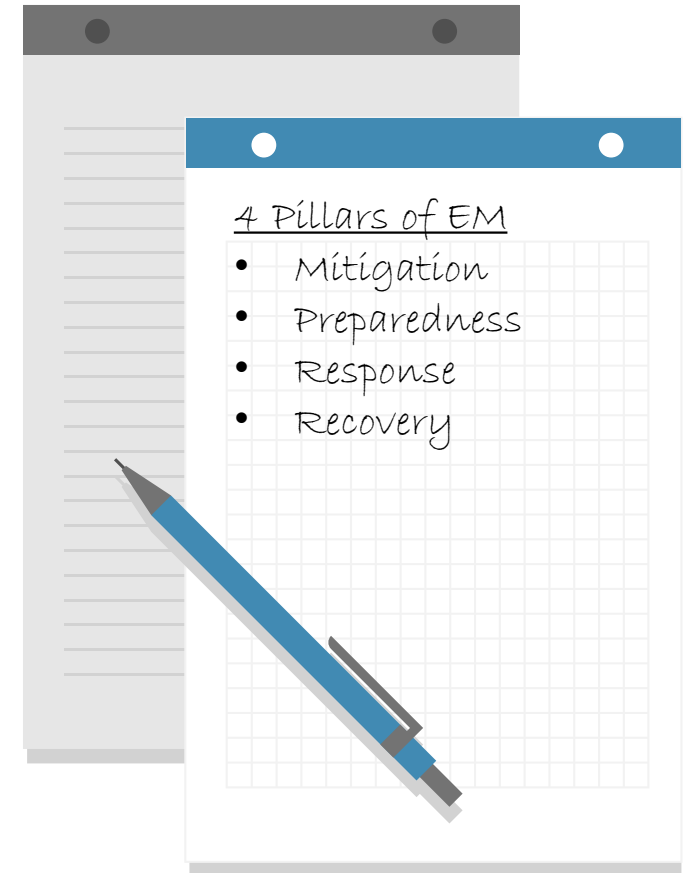


*Holistic Emergency
Preparedness & Response*



Creating a Job Description

- Identify roles and responsibilities
- Inclusive of the 4 pillars of Emergency Management
 - ↳ *Mitigation, Preparedness, Response & Recovery*
- Outline education/training requirements
- Performance review including clearly defined indicators of success



Hiring Committee/Interview Panel



- Develop key questions that highlight community values
- Refer to subject matter experts, agencies and community members to create interview questions
- Create a panel of personnel that balances community needs/focus
- Utilize a scoring system for interviewing



Building the Role

- Determine the needs of the role
 - Internal vs external hire
 - Skilled vs unskilled
 - Community member vs non community member

Are we building from the ground up?



**Holistic Emergency
Preparedness & Response**



EPC Training Plan



- Develop a long term and short-term training plan
- Requires a certificate or diploma program to be completed over two years
- Professional development plan should include, but not limited to:
 - ✓ Emergency Management
 - ✓ Organizational leadership
 - ✓ Public Speaking
 - ✓ Program Management Training

***Holistic Emergency
Preparedness & Response***



New Emergency Program Coordinator - Education Courses - Year 1

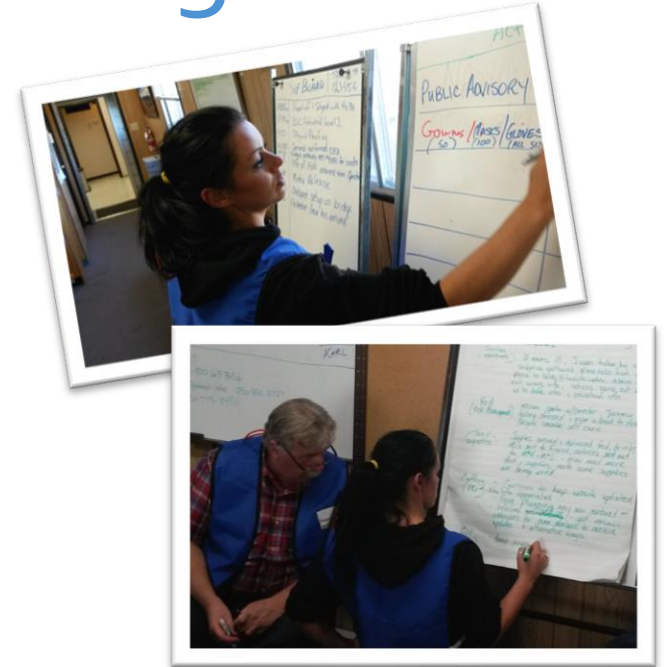
Self-Study	Hours	Credits	Approx Study time	Cost
Justice Institute of BC (JIBC) Intro to EM in Canada	7	0.5	2	59.00
JIBC ICS 100	7	0.5	2	59.00
JIBC Intro to EOC	7	0.5	2	59.00
Totals	21		6	177.00
Certificate in EM (JIBC)				
HRVA	14	1	3	390.00
Dev. Em Program	7	0.5	2	260.00
Community Recovery	14	1	3	440.00
Community Evac	7	0.5	2	260.00
Develop EM Plans	14	1	3	450.00
Psychosocial in Disasters	7	0.5	2	260.00
Into to Ex Design	14	1	3	445.00
Intro to BC	14	1	3	390.00
EOC Essentials	14	1	3	445.00
Info Officer	14	1	3	475.00
3x Electives	28	3	6	1,686.00
EM Final Capstone	28	2	6	400.00
Certificate in EM Totals	175	15	39	5,901.00
JIBC-all foundational, 12 core credits, 3 elective credits				
Extra	Hours	Credits	Approx Study time	Cost
First Aid and CPR C	14	0	5	250.00
Computer(Word/excel/PP etc.)	22	3	8	1,285.00
HazMat Awareness	7	0	2	60.00
Swiftwater Awareness	7	0	2	100.00
S100	7	0	2	100.00
Pleasure Craft Operator	6	0	1	50.00
Mastering Public Speaking	24	0	8	150.00
Totals	87	3	28	1,995.00
On-The-Job (OJT) - Job Shadowing or Coach				
Radio	4	0	2	216.00
Survival	8	0	2	360.00
COVID	1	0	1	72.00
inReach/Satphone	8	0	1	324.00
EOC Kits	4	0	2	144.00
Policies (WS/Unsafe work/alone/Pri etc.	4	0	2	144.00
Vehicle (safety/tire change/tire type)	4	0	4	144.00
Travel to Communities - Response Support Apprentiship Portion	96	0	6	3,672.00
Totals	129			5,076.00
	Hours	Credits	Approx Study time	Cost
Course Cost - Total		18	73	\$8,073
Labour Cost - Total	412			\$14,832.00
1 Year EPC Training Total Cost				\$22,905.00

Support Professional Growth Through Experience

How do we get new coordinators to gain hands on experience?

- Practical experience goes hand in hand with training
- Uphold to similar standards of apprenticing professional trades
- Train locally and out of region with coaches/mentors
- Job shadowing and on the job training
- Apprentice through other emergency management organizations
- Attend all regional training exercises with neighboring communities and agencies

This is where partnerships become key



**Holistic Emergency
Preparedness & Response**



Conclusion

Need to set the position up to succeed;

1. Must have community leadership commitment and support!
2. Development of position must not be taken lightly!
3. Select the best candidate that fits your communities needs!
4. Development of community emergency program will depend greatly on the success of this position!

***Holistic Emergency
Preparedness & Response***



Questions?



HEPR - EPC Position Development Handouts Link:
<http://gofile.me/2HAfF/GYo6sVR5m>

Marc D'Aquino

Emergency Management Educator and
Response Specialist/President

Cell# 604.816.1994

Office Main# 778.225.0500

marc@holisticepr.com