

# St. John Ambulance

## Emergency Response Services

2003

DATE: September 2003

TO: Provincial Community Services Staff, District Commissioners, District Chairs, District Managers, Branches, Patient Care Provider Units, Therapy Dog Units, Youth Units, Campus Response Team Units

FROM: Carmie McCormack, Provincial Emergency Management Coordinator

RE: **Local Emergency Management Coordinator Role**

For over 100 years St. John Ambulance has remained responsive to community health and safety needs in times of disaster or civil emergency, and recent world events only reinforce this need to be prepared.

Much of St. John Ambulance's emergency preparedness has focused on its ability to provide trained volunteers to respond to emergencies. However, little has been done to ensure that all our operations ~ Branches and Community Services Units (CSUs) ~ are capable of sustaining their day to day functions in times of emergency, including providing ongoing support to service providers and communities.

To assist Branches and CSUs with their preparedness, there has been established, support roles at the Provincial, District and now Branch levels (see attached role description). This volunteer role, known as Emergency Management Coordinator can assist Branches and CSUs to develop and test operational emergency response plans; to consider human resource factors such as emergency preparedness training; to manage service delivery and to maintain commercial and volunteer operations during a disaster or civil emergency.

They are also there to help Branches and CSUs establish relationships with government and non-government organizations that are also engaged in emergency planning and response activities.

We ask that each Branch post this role and identify an appropriate individual (Local Emergency Management Coordinator) to coordinate all Branch/CSU emergency management activities such as the development and maintenance of emergency plans within the Branch. This person may be an existing volunteer or staff member, however, this role is one of planning, facilitation and coordination, not emergency response, therefore direct patient care leaders and providers should not take on such a role. We also want to reinforce that staff considering such a volunteer role, need to consider the potential time commitments associated with the role, such as evenings and/or weekends. Once this person is identified, would you provide the name and contact information to me at St. John Council for Ontario, 46 Wellesley Street East, ON M4Y 1G5, or email: [cemccormack@on.sja.ca](mailto:cemccormack@on.sja.ca)

Specific questions related to St. John Ambulance's emergency preparedness activities should be addressed to either Brian Cole, or myself c/o Council for Ontario.



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