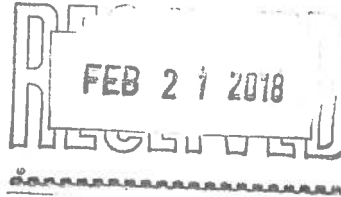


From: Jim Sanderson
Sent: Wednesday, February 21, 2018 11:13 AM
To: Roxanne St. Germain
Cc: Monty Cummings; Elaine Gunnell
Subject: F: Guidance Note - Ontario Regulation 380/04 Training Requirements
Attachments: Training Requirement Guidance 2018-02-06 Final.pdf; Training Requirement
 2018-02-06_FR Final.pdf

- File Incoming Other
- Mayor
- Council ~~EA~~
- CAO
- Building
- Finance S C
- Ec Dev S C
- Parks & Rec S C
- Planning S C
- Public Wks S C
- PPP
- Social Services



Hi Roxanne
 Incoming mail

Jim

From: Pittens, Chris (MCSCS) [mailto:Chris.Pittens@ontario.ca]
Sent: Monday, February 12, 2018 3:27 PM
Cc: Cassells, Aileen (MCSCS) <Aileen.Cassells@ontario.ca>; Morton, Michael (MCSCS) <Michael.J.Morton@ontario.ca>; Alonzi, Teresa (MCSCS) <Teresa.Alonzi2@ontario.ca>; Bak, Sharon (MCSCS) <Sharon.Bak@ontario.ca>; Geoffrion, Philippe (MCSCS) <Philippe.Geoffrion@ontario.ca>; Grantis, Katrina (MCSCS) <Katrina.Grantis@ontario.ca>; Jacob, Sarah (MCSCS) <Sarah.Jacob@ontario.ca>; Lord, Roger (MCSCS) <Roger.Lord@ontario.ca>; Maddison, Drew (MCSCS) <Drew.Maddison@ontario.ca>; Pape, Christopher (MCSCS) <Christopher.Pape@ontario.ca>; Stawicki, Simone (MCSCS) <Simone.Stawicki@ontario.ca>; Stothers, John (MCSCS) <John.Stothers@ontario.ca>
Subject: Guidance Note - Ontario Regulation 380/04 Training Requirements

Good Afternoon CEMCs,

Please find attached an updated Guidance Note which details the training required by the Chief, Emergency Management for Emergency Management Program Coordinators (otherwise known as CEMCs), and for members of Municipal Emergency Control Groups (MECGs), as per O.Reg. 380/04.

You will notice that the training required for CEMCs has not changed. However, the training required for MECGs has changed significantly. As had been discussed at all of the Fall Sector Meetings, the Chief, Emergency Management has amended the training required for MECGs to detail the specific areas that MECG members must have an adequate level of training in. At the same time, the minimum time requirement for MECG training has been removed. Both of these amendments will ensure that MECG members are knowledgeable about the areas that they need in order to lead a municipality through an emergency, but provides freedom in how this training is conducted, and allows municipalities to determine how much time is actually required to ensure an adequate level of training.

Tools to support these updated training requirements will be distributed by the end of this month, including an updated EMCPA Compliance Guide. In the meantime, if you have any questions or concerns about these training requirements, please contact your sector Field Officer.

Thank you.

Chris Pittens, CD ABCP
 Program Manager
 Emergency Management Field Operations
 Office of the Fire Marshal and Emergency Management
 (647) 329-1193 (office)
 (416) 559-4106 (cell)
Chris.Pittens@ontario.ca



If you have any accommodation needs, or require this email in a different format, please let me know.

**Ministry of
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Correctional Services**

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Emergency Management

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February 6, 2018

GUIDANCE NOTE: 2018-01-01

Re: ONTARIO REGULATION 380/04 TRAINING REQUIREMENTS

This guidance note is issued under the provisions of Ontario Regulation 380/04 (O.Reg.380/04). It is the responsibility of every municipal emergency management program coordinator, and Municipal Emergency Control Group (MECG) to follow the Chief, Emergency Management Ontario's guidance as set out in subsection 10. (2) and subsection 12. (3) of O.Reg. 380/04. These training requirements are effective January 1, 2018.

Background

Training requirements are set out by the Office of the Fire Marshal and Emergency Management (OFMEM) for all municipalities responsible for an emergency management program in the province of Ontario under the Emergency Management and Civil Protection Act (EMCPA) and it's supporting Ontario Regulation 380/04:

- The emergency management program co-ordinator shall complete the training that is required by the Chief, Emergency Management Ontario. O. Reg. 380/04, s. 10 (2).
- The members of the municipal emergency control group shall complete the annual training that is required by the Chief, Emergency Management Ontario. O. Reg. 380/04, s.12 (3).

Guidance

Emergency Management Program Coordinators

Municipal emergency management program coordinators, as designated by their municipality under O Reg 380/04 s. 10 (1), will complete the following courses offered by the OFMEM, within one year of their appointment as emergency management program coordinator.

- EM 200 – Basic Emergency Management
- EM 300 – Community Emergency Management Coordinator Course
- IMS 100 – Introduction to Incident Management System (available online)
- IMS 200 – Basic Incident Management System

Emergency management program coordinators that have already completed this training will not be required to repeat it. Notwithstanding the fact that O. Reg. 380/04, s. 10 (2) speaks specifically to the emergency management program coordinator, it is recommended that those appointed as alternate emergency management program coordinators also complete this training.

The EM 240 – Note Taking course is also a valuable course which can assist in ensuring that proper and appropriate records are maintained during an emergency. Although this course is not required, it is strongly recommended for those who have a responsibility during a municipal emergency to maintain records on behalf of the municipality.

Details of OFMEM's training courses can be accessed by following the link to "Take Training" from our website www.ontario.ca/emo.

Municipal Emergency Control Group Members

In addition, all members of the MCEG, as designated under O Reg 380/04, s. 12, are required to annually demonstrate an adequate level of training in each of the following areas:

- Knowledge of all of the components of the municipal Emergency Management program, including, but not limited to the municipal HIRA and Critical Infrastructure list;
- Knowledge of their municipality's Municipal Emergency Plan, including their roles and responsibilities, and those of organizations which may have a role in response;
- Knowledge of the procedures used to activate and operate under the Municipal Emergency Plan;
- Knowledge of the notification procedures used to notify members of the MCEG when the Municipal Emergency Plan is activated; and
- Knowledge of the location, communications infrastructure and technology in their municipal Emergency Operations Centre.

The OFMEM encourages municipalities to strive to conduct training which goes beyond the requirements listed above. OFMEM Emergency Management Field Officers are highly experienced with the planning and delivery of appropriate MCEG training. This could include making suggestions for appropriate topics for this training, facilitating the sharing of training materials that may have been successfully used in other municipalities, or with the delivery of some of the training components.

In order to request this type of assistance, contact your assigned EM Field Officer directly, or contact AskOFMEM@ontario.ca for assistance.



Ross Nichols
Fire Marshal and Chief, Emergency Management