



EMERGENCY MANAGEMENT COORDINATOR

JOB POSTING

Position Title:	Emergency Management Coordinator	Employee Group:	Permanent Full-Time
Department:	Environmental Services	Classification:	Non-Union
Posting #:	EVS EMC PERM FT 2021-04	Hours/Week:	75 hours per pay, must be available to work evening and weekends
Application Deadline:	August 12, 2021 – 0900 h	Start Date:	ASAP
Application Details:	Submit a resume and cover letter to HR		

Under the direction of the Director of Environmental Services, the Emergency Management Coordinator will ensure that local Fire Safety, Emergency Evacuation and emergency preparedness programs adhere to local regulations and national codes, company policies, standards, and procedures to minimize risk.

Specific responsibilities include:

- Identify and maintain for reference all local fire safety codes and ensure compliance.
- Formulate and implement local plans and procedures for fire safety and emergency evacuation programs.
- Ensure that all fire alarm inspections and corrections of deficiencies by contractors occur in timely manner.
- Ensure that all staff complete training via an approved training program.
- Ensure that training and information is available to staff members on fire safety policies and procedures.
- Ensure that local wardens have all equipment required for their duties, including fire warden vests and flashlights if required, and any other equipment required by local codes.
- Administer policy and procedures as they relate to all fire safety programs.
- Assist with identification, investigation and correction of any fire safety deficiencies.
- Liaise with representatives of local fire departments and regulatory agencies.
- Maintain documentation of all records related to fire safety.
- Review and approve, as necessary, emergency evacuation plans.
- Train and supervise members of Fire Brigade.
- Evaluate performance of Fire Brigade members on responsiveness to the fire safety related issues.
- Conduct fire and emergency drills for staff on all shifts including weekends, consistent with policy, local law, and recommendation of risk assessment.
- Work collaboratively with Department Heads to act as required and appropriate to all non-adherence of the Fire Code or Fire Safety Policies and Procedures.
- Develop policies and procedures as well as draft letters to staff, tenants and residents if require.
- Support Joint Health and Safety Committee to ensure all inspections are done every month and take appropriate action when require. Assign all inspections to the Representatives and make sure all areas are inspected every month and in compliance with the Occupational Health and Safety Act
- Coordinates with staff to design, write, and maintain HCH emergency response plans, manuals and standard operating procedure, regulatory guidelines and requirements to ensure plans are integrated with emergency preparedness response plans.
- Coordinates, plans and conducts emergency preparedness and response training, periodic disaster drills



- Communicate and explore with local homes, schools, government bodies about HCH emergency preparedness shelters. Maintain updated agreement with them on file annually
- Performs other duties as assigned by Director of Environmental Services.

Qualifications:

- Five plus years of operational experience in occupational fire safety and/or fire prevention in the province of Ontario, preferably in a health care setting.
- CFAA licensed Fire Alarm Technician with minimum 3 years' experience.
- Knowledge and thorough understanding of Ontario Building Code, Ontario Fire Code and the chemistry of fire, applicable National Fire Protection Association (NFPA) standards and best practices.
- Knowledge and thorough understanding of building construction and how it relates to fire development, fire spread and the danger to occupants.
- Knowledge and thorough understanding of all types of fire sprinkler, fire suppression, fire detection and fire alarm systems especially Mircom and Simplex.
- Accurately complete and maintain required organizational and government required reports and records.
- Good understanding to explain and interpret pertinent provisions of laws, ordinances and regulations.
- Good understanding set up guidelines for actions to be taken for unplanned events affecting life safety of occupants and property protection.
- Contribute as a subject matter expert in the planning of new real estate ventures or alteration and renovation of existing ones.
- Sound knowledge and experience to conduct fire drills, fire warden training, fire awareness, fire prevention training of employees.
- Analyze fire hazards and remediation.
- Ability to conduct and manage fire drills and code colours' drills.
- Ability to conduct fire & code colours' awareness, fire prevention and code colours' training of employees
- Demonstrated diplomacy, professionalism and success in communicating and working with all levels of the organization that includes communicate effectively with staff, residents, families/visitors delivery/service personnel, outside contractors, government agencies and the general public.
- Excellent problem solving, conflict resolution, and decision-making skills.
- Good judgment skills and the ability to handle and maintain confidential information and respond to emergencies
- Work independently as well as function as part of a multi-disciplinary team.
- Satisfactory Vulnerable Sector Screening (Police Check) clear TB test, annual flu immunization, etc.

Interested and qualified applicants should forward a Cover Letter and Resume in confidence, to: Human Resources – jobs@hch.ca

Holland Christian Homes welcomes diversity in the workplace and encourages applications from all qualified individuals.

Holland Christian Homes is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation for disability during any stage of the recruitment process, please indicate this in your cover letter.

Applicants agree that by providing personal information in response to this posting, and otherwise in any recruitment process with the Company, such personal information may be retained and used by HCH for a period of one (1) year from the date of this application, for the purpose of consideration for employment opportunities which may arise during that time period, unless an Applicant notifies the Company to the contrary."

We thank all applicants for their interest in this position, however, only those individuals selected for an interview will be contacted. No phone calls please.

Disclaimer:

In keeping with Long Term Care reform, best practices, funding and direction this position may later require knowledge, skills, abilities and working conditions not noted here.